



# **St Peter's School Breakfast Club Policy 2022**

## **Objectives**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ caring Breakfast Club Supervisors.
- To provide a calm play environment for those pupils

## **Organisation**

The breakfast club is open to all pupils attending St Peter's Primary School. It is open from 7.30am to 8.30am, but children should arrive no later than 8.00am to enable staff to clear food and clean before the start of the school day. Breakfast club is held in the school hall. The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the school office which is accessible to Breakfast Club staff. It is the responsibility of the parents to ensure that the office is informed of contact changes.

## **Use of registers**

Children are registered as they enter the room. New children are added to the register. The breakfast club supervisor retains the registers which are taken daily. In case of an emergency where children will be evacuated to the fire assembly point, the register will be used to ensure all children are accounted for.

## **Staffing and supervision**

The children are always adequately supervised. Management staff are contactable in the event of any queries or staffing issues. All members of staff are appropriately police checked. A First Aider is always present. It is the responsibility of the parent to ensure that the children are handed over safely to the staff on arrival.

## **Food and activities**

Children will be offered a range of cereals, toast, fresh fruit and milk or water for breakfast. Following breakfast, activities will be on offer for the children to participate in. All resources necessary for the club will be purchased from Breakfast Club fees.

## **Behaviour Policy**

The Behaviour Policy is in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are always expected to show a good standard of courtesy and behaviour. If there are concerns with behaviour, then parents will be contacted. Ultimately, exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

## **Pricing Policy**

The breakfast club daily fee is £4.00. This fee is to cover the cost of:

- Staffing and administration.
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time. However, parents/carers will always be given notice of this. The club is run on a non-profit making basis.

## **Bookings/Cancellations/Fees**

If parent/carers book sessions and do not send their child, the charge will still be made. Cancelled sessions must be paid in full. No refund will be given for sessions only part attended. No refund will be given if the child is absent or sick, or if school is closed due to unforeseen circumstances, e.g. snow. Bookings must be made only via the school office who can be emailed on [admin@stpeter.sch.je](mailto:admin@stpeter.sch.je).

## **First Aid**

If First Aid is administered, the treatment is given in line with School Policy.

## **Risk Assessment**

A risk assessment has been carried out for the breakfast club and is reviewed annually.