

Love Learn & Grow Together



**BREAKFAST CLUB POLICY
2019**

Issue Number	Date	Summary of Amendments	Review Date	Signed by CoG
01	Autumn 14	First Version	Autumn 16	JMc
02	Spring 19	2 nd Version Behaviour point 1 & 2 added	Spring 21	JMc

St Teresa of Lisieux Catholic Primary

BREAKFAST CLUB POLICY

Aims

- To offer a safe, secure and friendly environment in which children can enjoy a healthy nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit embraced by St Teresa of Lisieux Catholic Primary

Opening Times

The Breakfast Club will open term time only on:

Monday to Friday from 7:45 am to 8.45am.

Breakfast served from 8:00 – 8:30.

Breakfast comprising a variety of cereals, Hot food :

- Beans on toast
- Bacon on toast
- Spaghetti on toast
- Sausage on toast
- Cheese on toast
- toast, crumpets, bagels and juice

Activities for children once they have eaten will be offered.

At 8.45 am the children will be escorted to their classrooms for the start of the school day.

Staff

All staff and volunteers will be DBS checked and have had appropriate training.

The ratio of staff to children is in line with Government recommendations.

The staff will keep a list of all members of the breakfast club and a register of attendance will be taken daily.

Fees and Payment

Breakfast club is offered to pupils of St Teresa of Lisieux Catholic Primary during term time only.

We offer breakfast and activities and starts at 7:45am until 8.45am.

- The cost for this session is £1.00 per child per session.
- Sessions should be booked preferably at least a week in advance so we can ensure adequate staffing.
- There is the also flexibility to book the day before depending on numbers.

Payment is to be made either in advance at the time of booking or on the day.

Breakfast club reserve the right to refuse a child based on non-payment of fees.

If there are issues with paying fees parents must speak to breakfast club staff or the Head teacher as soon as possible so a solution can be found.

Policies and Procedures

School Policies relevant to the Breakfast Club include Equal Opportunities, Health and Safety, Whole School Food Policy and Behaviour Policy.

We expect staff, parents and children involved in breakfast club to adhere to a set of guidelines which parents will be asked to sign on registering with the club. A copy of this can be found in Appendix 1.

On registering your child at breakfast club you will need to complete the forms in Appendix 2 which include details of emergency contact numbers, allergies and medical conditions and other key information. You will not be able to leave your child at breakfast club without completing these forms first. Forms will be kept by breakfast club staff in a safe location.

A booking form breakfast club (7:45 am to 8.45am including breakfast) can be obtained from the school office or the breakfast club in advance for parents to make bookings for the coming half term, or for parents to make bookings on a week by week basis.

Regular reviews of charges, provision and menus will be made by breakfast club staff along with the head teacher.

Behaviour

We expect children to follow the same rules and expectations in terms of their behaviour as we do in school. We follow the schools behaviour policy, a copy of which is available on the website or from the school office.

www.stteresaofflisieux.co.uk

Where there are persistent problems with behaviour which cannot be resolved by following the school policy we reserve the right to exclude a child from breakfast club either on a temporary fixed term or permanent basis.

- 1. If you child should be excluded from breakfast club the procedure is you will receive a letter explaining the reason for the exclusion and the length of time the exclusion is for. Any exclusion from breakfast club will not be recorded on your child's record as this is not an educational exclusion.**
- 2. In this scenario you must approach the Learning Mentor (Andy)/ Assistant Head Teacher for Pastoral (Mrs Ungi) with any issues.**

Complaints procedure

The school complaints policy, which is available on the school website will be followed in the event of a complaint.

Appendix 1 Guidelines for Children

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

You will be expected to follow these rules:

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- To develop responsibility by helping to clear away the things you have been using at the end of breakfast club
- Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission. If you are not happy or if you have a problem, please tell an adult who will be happy to help you. If you have difficulty following these rules then you may be asked to leave the club.

Guidelines for Parents/Carers

Please pay club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to the member of staff on duty or the head teacher.

All matters will be dealt with as quickly as possible and with discretion. In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

We agree the above guidelines and will support school in the running of a happy, safe and healthy breakfast club.

Signed: (parent) _____ Date.....

Print Name.....

Child's Name.....Class.....

Signed: (child) _____

Appendix 2

St Teresa of Lisieux Catholic Primary School

163 Utting Avenue East

Liverpool L11 1DB

Tel: 0151 226-5018/5020 Fax: 0151 270 3100

HEAD TEACHER: Mr A. Tremarco



Breakfast Club Registration Form

Name of Child: _____

Date of Birth: _____ Male/Female _____

Address: _____

Post Code: _____

Telephone No: _____

Name of person with Parental Responsibility: _____

Emergency Contact Person 1 _____

Telephone Number _____

Emergency Contact Person 2 _____

Telephone Number _____

In the event of an emergency between 7:45 am and 8.45am should we need to contact you
Please ensure we have two emergency contacts and they are kept up to date.

Please state any medicines taken by your child or medical/dietary conditions your child has.

I give / do not give permission for my child to receive emergency medical treatment

Please tick the boxes for the days you want your child to attend the breakfast club

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>		
Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>

Signed _____ Date _____