



**HARTSBOURNE PRIMARY SCHOOL
(PART OF THE BUSHEY ST JAMES TRUST)
BREAKFAST CLUB POLICY AND PROCEDURES**

DATE OF POLICY:	SEPTEMBER 2020	DATE OF NEXT REVIEW:	SEPTEMBER 2022
MONITORED BY:	SENIOR LEADERSHIP TEAM	FULL GOVERNING BODY	

OUR VISION:

Hartsbourne Primary School is an inclusive learning community where we are:
 Building a strong school **community**; inspiring pupils to gain the **confidence**, resilience and independence to become **life-long learners**, making the best **progress** possible and creating happy memories.

RATIONALE

Hartsbourne Primary School would like to provide a secure, welcoming, before school facility for children whose parents are unable to bring them to school at 8.45 am. This facility will also contribute to attendance and punctuality of children and provide a healthy breakfast. Breakfast Club will run Monday to Friday, term time only.

OBJECTIVES

Hartsbourne Primary school will aim to:

- Provide a welcoming, safe, secure environment for pupils before the start of the school day.
- Enable pupils to eat breakfast before the start of the school day in a pleasant and safe environment.
- Encourage children and families with persistent attendance and punctuality issues to attend school more regularly and to be in school on time.
- Employ caring supervisory staff who enjoy working with children.
- Provide a calm play environment for pupils at the club and a ‘family atmosphere’.
- To provide an affordable service for working parents.

ORGANISATION OF THE CLUB

Parents or Carers should use the electronic pedestrian gate which will be timed for opening: 8.00am – 8.30am. Year 5 and Year 6 pupils should walk to the side door alone. Children/carers who arrive after 8.30am should go straight to the playground and wait outside their classroom door as usual.

Pupils are welcomed by the supervisors at the side door to the dining room, one of whom registers the children. Older children will be asked to help the younger children with coats and bags and an adult will help them at the counter to select their breakfast. Emphasis will be laid on good table manners, family atmosphere and good behaviour throughout.

As each child finishes her/his breakfast she/he asks permission to take their plates to the counter and is free to take part in the activities provided. Children will use the Y5/6 toilets as required.



All activities are cleared up by 8.40 am. The Breakfast Club leaders will take Reception – Year 4 pupils to their classroom door. Year 5 and 6 pupils may walk to their classroom door together, ahead of the others.

GDPR

The children's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office only.

Staff

There are two breakfast club supervisors in attendance from 7.45am and sometimes three. In addition to this the school caretaker is on site from 7.00am. Senior members of staff are on site from 8am.

Registers

Children are registered as they enter the Club and registers are collected and returned to the office. Registers will be monitored by the School Office for tallies and monitoring of food consumption. In case of an emergency where children have to be evacuated from the building, the register will be used and the children checked against it to ensure they have left the building.

ADMISSIONS, CHARGING AND BOOKING

Admissions

The Club is available to all children (Reception to Year 6) with a maximum number of 20 places offered. (30 places outside of the pandemic). To ensure that admission is offered on a fair and transparent basis, the following procedure will apply to the management of a waiting list:

- Application forms will be placed on a waiting list in the order that they are submitted
- If oversubscribed, the places will be allocated according to the following criteria:
 - Children looked after by the Local Authority
 - Children designated 'Free School Meals'
 - Siblings of a child already attending the Club
 - A parent/carer requiring the full five sessions per week
 - Other children

During the Covid 19 pandemic the school reserves the right to offer places to key workers and/or vulnerable children only (staff permitting).

When a vacancy at the Club becomes available the School will contact the parent/carer whose child is eligible for the place. If that parent/carer still wishes to take up the place for their child they will be asked to sign and complete a Registration Form.

Parents / carers must not knowingly book their child into a session they will not then attend.

Charges

The financial viability of the Breakfast Club depends on the prompt payment of sessions. If the payment plan is not adhered to then Hartsbourne Primary School reserves the right to refuse a child's entry to future sessions.



The charges have been calculated to be non-profit making and no refunds can be offered for sickness or other term-time absence. Families in receipt of Income Support or Tax Credits (and therefore receiving 'free school meals') are eligible for a free place. Refunds for absence due to extenuating circumstances will be at the discretion of the Head Teacher and/or Governor's Resources Committee.

Charges are; £2.70 per session per pupil.
£2.20 per additional sibling.

10% discount for Pupil Premium and Free School Meal pupils (FSM).

Charges for Ad-hoc bookings: £3.00 per session.

Booking

We expect parents / carers to book and pay for sessions half-termly in advance (the last week of the preceding half term) to ensure parents and the school can plan ahead and provide continuity for staff and children. Parents / carers will be asked to complete all the necessary forms and consents when registering their child / children for the club.

To maintain the financial viability of the setting we reserve the right to close Hartshorne Primary School Breakfast Club if places are not taken up.

Ad Hoc Session Payment

Children may be booked into the Club on an ad-hoc basis and with 48-hours' notice if places are available. Where a child is booked into a session on an ad hoc basis, these sessions will be charged at £3.00 to cover the additional administration needed.

Cancellation of Sessions

Sessions will remain chargeable unless written notice is given to the School Office (via a note or the parents@hartshorne e-mail). A minimum of two weeks' notice is required.

BEHAVIOUR POLICY AND PROTOCOLS

The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Club the children will be expected to behave in the same manner as during the rest of the school day, ie in accordance with the School Rules and our Behaviour, Anti-Bullying and Relationships Policy.

In addition staff and children will work together to establish a clear set of 'ground rules' governing behaviour in the Club. These rules will be periodically reviewed so that new children have a say in how the rules of the Club operate.

In the event of poor behaviour staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children may be asked to complete a Behaviour Incident Form. Wherever possible, staff (Breakfast Club staff or the Class teacher) will also try to discuss concerns with parents at the earliest possible opportunity. Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.



HEALTH AND SAFETY

The following Health and Safety protocols will be implemented, in accordance with the whole school Health & Safety statement, policies and procedures:

- A termly fire drill will be held for the whole school.
- At least one member of staff will be first aid trained.
- All staff will follow the school's policies as per the normal working day.
- No children will be allowed in the kitchenette (in the Duck) or school kitchen.
- Plastic cups, plates and bowls will be used for the children.
- In accordance with the Children Act Regulations, the address and telephone numbers of employees of the Breakfast Club and school and pupils are kept in the School Office.

Communication with Parents

Verbal communication with parents/carers bringing children must be passed on to the relevant teacher. Parents may make appointments with the Head teacher to discuss matters pertaining to Breakfast Club.

Fire Procedure

Children should exit through the double doors (Y5/6 corridor) or The Portacabin and assemble on the playground.

First Aid

If First Aid is administered, the treatment given is recorded in the medical book and a note sent home via the book bag as per our usual policy.

Medication

If an inhaler is needed, a Breakfast Club supervisor will accompany the child to the school medical room. It is the duty of parents to fully inform school as soon as possible of any medical conditions that may affect a child in school.

Risk Assessment

A risk assessment has been carried out for Breakfast Club and copies are kept in the Health & Safety Risk Assessment file.

Confidentiality of documents

Confidential documents are kept in the School Office.

Care and Complaints

All complaints must follow the school's Care and Complaints Policy available from the website.



APPENDIX 1 SAMPLE MENU



**HARTSBOURNE PRIMARY SCHOOL
BREAKFAST CLUB MENU**

CEREAL (with or without milk)
(Choice of Weetabix, Rice Krispies, Corn Flakes)

YOGHURT
(Choice of fruit or plain flavour)

BREAD OR TOAST
(White or wholemeal bread)

LOW FAT SPREAD AND ASSORTED JAMS

FRESH FRUIT
(Bananas or apples)

FRUIT JUICE
(Tropical, apple, orange)