Sir Edmund Hillary Academy
A L.E.A.D. Academy

Breakfast club organisation and protocols

Breakfast Club operates under the umbrella of Sir Edmund Hillary Academy and fully adopts all policies and procedures currently in place at the school.

Breakfast Club Organisation:

Breakfast Club is open at 7:30am and is located in the main school hall. Pupils attending breakfast can arrive any time between 7:30am and 8:30am, however the full daily charge is applicable regardless of arrival time. Food is served until 8:15am. Breakfast Club staff supervise the children until 8:30am, when they are escorted to their classroom and given into the care of teaching staff. Y5 and Y6 pupils are released onto the school yard at 8:30am. The club is available for pupils from Rec to Year 6. The school operates a 1:15 staffing ratio for pupils in Year 1 to Y6 and a 1:8 ratio for pupils in Reception. All staff hold fully updated DBS and safeguarding checks. A Breakfast Club staff member has completed the Emergency First Aid training. At least one Breakfast Club staff member will have Basic Food Hygiene Certification. Breakfast club resources are kept securely in school and all electrical equipment is PAT tested before use, unless new and under 12 months of age.

Booking:

Bookings are made and **paid for in advance** with **at least 24 hours working days notice** (the night before is not adequate 24 hours notice, for example if you wish your child to attend on Monday morning, Friday booking is needed. If you wish you child to attend Tuesday morning, Sunday booking is needed). **Block bookings on termly basis are preferred**. Sessions cost £3.00 per child for Breakfast Club. Booking applications are completed on the online booking system - School Comms. Applications are reviewed and places are allocated ahead of time. If the club is oversubscribed you will be notified that there are no places available. The school employs staff to run breakfast club provision and therefore pupil numbers must be consistent and planned for to ensure staffing is at an appropriate level for ratios of different age pupils and appropriate food amounts are purchased. This allows the school to keep costs very low.

Once ratios are reached, the club is considered full no more bookings will be taken.

Payment

Payments are to be made via your School Comms account. Please note: **YOU MUST PAY IN ADVANCE OF YOUR CHILD ATTENDING-** If payment is not received, allocation will be cease and your child will not be able to attend. Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend. However, if school is closed for unforeseen circumstances, Breakfast Club will not run. Refunds on these occasions will be given or payment may be carried forward to the following half term.

Breakfast Club Registration / Arrival:

Parents must deliver their child to breakfast club at main reception and sign to confirm their registration / arrival. No children should arrive at Breakfast Club before 7:30am. Please note that we cannot accept responsibility for any child until they arrive at Breakfast Club. Please be aware that parents will not be contacted if their child does not arrive at Breakfast Club as expected. Contact will only be made with parents of absent pupils after normal registration at the start of the school day.

Breakfast Club Menu:

The Breakfast Club operates a healthy menu policy. Typical foods available during Breakfast Club include: Milk, Water or juice. Cereals, toast and fruit.

Breakfast Club Activities and Resources:

A varied range of activities can be enjoyed at Breakfast Club. These include organised games, board games, reading, Lego etc. Resources are stored safely and are subject to the school's Health and Safety monitoring and PAT electrical testing. The school accepts no liability for damage to clothing whilst in our care under any circumstances.

Safeguarding

Breakfast club staff follow existing school policies and procedures for safeguarding and child protection. In addition, the school's fire procedures are fully adopted by Breakfast Club. Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals. Under the e-safety policy, your child will not be permitted to use his/her mobile phone during sessions and staff will safely deposit phones in a secure place returning them at the end of the session.

Medication

Breakfast club staff follow existing school policies and procedures for administering of medication. Other than emergency medication on a child's Health Care Plan, no other medication will be administered by Breakfast club staff.

Behaviour

Breakfast club adopts the policies of the school with regards to Behaviour and Exclusions. If it becomes necessary to exclude a child, you will be liable to pay for the cost of the session. Staff should be treated with proper respect and any behaviour deemed violent or abusive is unacceptable. In any such circumstance, the above Exclusion and Behaviour Policy will apply.

Communication with Parents

Staff will communicate verbally with parents/carers bringing children to Breakfast Club. Should Breakfast Club staff need to communicate with parents following a breakfast club session, this will be done by liaising with the child's class teacher. Each child's details, medical conditions, parent contact details and additional emergency contact information are kept on the school system which is accessible to breakfast club staff and physical copies kept in the school office.