

# Breakfast Club Policy

Reviewed April 2024



**The Stour Academy Trust**

## **Timings**

Breakfast Club operates from 7.30am – 8.30 am and current costs for each session are as follows:

*£2.80 per session*

## **Admissions**

- Only children attending Finberry Primary School are eligible to attend the Club.
- Children must be booked into Breakfast club in advance of attending using the Arbor app. For any help with this please go to the school office.
- Irregular users are welcomed provided there are spaces and bookings are made through the Arbor app.
- All places are subject to availability.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded on Arbor.
- Copies of the Breakfast Club policy are available on the school website and paper copies given to all parents of children attending upon request and on the school website.

## **Booking a Place**

- Due to staff ratios, all children must be booked in advance to ensure compliance.
- Where a school has a nursery these places are limited to 8 children per day. This allows staff to ensure they are familiar with Nursery food safety requirements and to ensure a suitable nursery safe provision can be adopted.
- If you arrive and have not booked, staff do have the ability to add pupils onto the Arbor app. However, we may refuse your child entry if there is not suitable space/staffing.

## **Arrival and departure**

- For children in Nursery to Year 6, Breakfast starts at 7:30am.
- Parents/Carers are required to bring their child directly to the club.
- A member of staff will then sign in your child.
- Children will be escorted onto the relevant classrooms at 8.30am by the Breakfast club staff to commence early morning work.



## **Daily routine**

At 7.30am – 8.30 am parents bring their children to Breakfast Club situated in the Main Hall where a range of activities are set out. A healthy breakfast will be available for children from 7.30-8.15am. At 8.30am children collect their coats and bags. All children are escorted to their appropriate class.

## **Safeguarding**

All staff undertake regular training in safeguarding and the club operates in line with Keeping Children Safe in Education, alongside the school Child Protection policy and procedures. You can find our Child Protection Policy on our website or request a paper copy from the school office.

## **Behaviour**

Our Breakfast Club follows the Behaviour and Anti-Bullying Policy of the School.

## **First aid**

- All accidents will be recorded using the Trust software Medical Tracker and parents/carers will be informed via this system in conjunction with the first aid policy.
- Accident records will give details of the time, date and nature of the accident. Details of the child involved. Type and location of the injury. Action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Club will be contacted immediately.

## **Missing children**

In the event that a child goes missing, the following procedure will be undertaken:

Appropriate club school staff will inform school leadership of the missing child. Club Leader/school leadership will search the inside of the building and an outside search of the building. If the child remains missing, the emergency services will be contacted.



## **Payment of fees**

- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.
- Payments must be made in advance, through Arbor.
- There are no exceptions to this as it is essential that the club is self-financing.
- Childcare vouchers are also accepted.
- Use of the club will be restricted if payment is not received.
- The Trust will implement its Debt Recovery policy when required.

