

St. John Bosco RC Primary School



Breakfast Club Policy

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Breakfast Club Policy

RATIONALE

St. John Bosco Breakfast Club is an extended school activity designed to allow children to be in school from 8am onwards, to have the opportunity to have breakfast and to participate in sporting activities. This provides a healthy start to the school day and helps children develop their social and interactive skills.

OBJECTIVES

- To provide a welcoming, safe and 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 provide a calm play environment.
- To provide an affordable service for working parents.

1. ORGANISATION

Breakfast Club is manned by school support staff and is open to pupils from Reception to Year 6 however if demand exceeds the number of places available, a waiting list will be maintained. Breakfast Club is held in the school hall and doors open at 8.00am (the official start time for support staff), however if pupils require a breakfast they must arrive before 8.20am to enable staff to clear food and clean before the start of the school day. After breakfast, children will go out onto the yard, weather permitting, with the Sports Coach for some sports activities.

2. USE OF REGISTERS

It is parents' responsibility to ensure children are registered on the Breakfast Club sign in sheet as they arrive each day. In case of an emergency where children need to be evacuated from the building we will use the register to check that all children are present. Pupils in Year 5 and Year 6 who have permission to walk to and from school by themselves are allowed to self-register for Breakfast Club without an adult present.

3. STAFFING AND SUPERVISION

- All members of staff are DBS cleared and a First Aider is on site during Breakfast Club hours.
- Support staff voluntarily arrive in school prior to the doors opening at 8.00am in order to set up.
- Doors open at 8.00am which is the official start time for support staff.
- St. John Bosco School cannot take responsibility for any child arriving prior to being registered at 8.00am.
- Children can arrive anytime between 8.00am and 8.20am if they wish to eat a breakfast.

4. BOOKING AND PAYMENT ARRANGEMENTS

- A registration form must be completed prior to attending Breakfast Club.
- We do not currently have a waiting list however should the need arise, places will be allocated on the following basis:
 - ❖ Pupils whose parents work

Positive Behaviour Policy

- ❖ Pupils who have siblings already attending the club
- ❖ Pupils requiring the greatest number of sessions per week
- We currently charge £1 per child per day, which is heavily subsidised by the school, therefore we do not offer credit. (See Appendix 1)
- Children do not need to attend every day however parents must indicate and pay for the number of days required in advance on a Monday morning.
- If a pupil is absent from school they will receive a credit, however if, for any other reason, they decide they don't wish to attend any session already paid for then no refund will be given.
- If a child attends a session without paying parents will be contacted to settle the outstanding debt which must be cleared before the child attends again. If no payment is received, the place will be withdrawn.
- Charges are subject to review and may be adjusted at any time to reflect costs.

5. FIRE PROCEDURES

In the event of a fire, children and staff will follow the normal fire procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The 'sign in' register will be called and all names checked.

6. HEALTH & SAFETY

Breakfast Club is run by the school and existing Health & Safety policies will be followed.

7. SAFEGUARDING

In accordance with our Safeguarding arrangements, all staff involved in the running of our Breakfast Club are DBS cleared. Staff follow existing school policies and procedures for Child Protection and Staff Code of Conduct.

8. BEHAVIOUR

Expectations for Breakfast Club are the same as during the school day.

9. ACCIDENTS

Accidents will be treated by a trained first aider and recorded following the school's First Aid Policy.

10. MEDICATION

Inhalers should be kept in school for each child who requires one. Any other medication will be administered in accordance with the existing Medication in School Policy.

Signed: _____

Designation: _____

Date: _____

Review Date: _____

Appendix 1

Magic Breakfast

St. John Bosco School was successful in securing funding through the Magic Breakfast charity:

In partnership, charities Family Action and Magic Breakfast have agreed funding from the Department for Education to provide a Covid-19 response offer to run between 1st September 2020 and 31st March 2021. Schools offered food aid support under Covid-19 Response (Phase 2), will be expected to offer breakfast food provision in school and/or for families to have at home between until March 2021. The Programme Covid-19 response offer involves a breakfast delivery grant of £650 and free food for eligible schools until March 2021.

St. John Bosco School is committed to ensuring:

- All children are able to access a healthy breakfast without stigma or barrier
- Children who need the support are identified and they and their families are encouraged to take up breakfast offer
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For the duration of this Agreement, Magic Breakfast will provide the School with:

1. **A range of core healthy food breakfast items, delivered to St. John Bosco School** in weekly or fortnightly deliveries. The current core offering consists of: premium quality bagels and a range of different types of healthy cereal and porridge.
2. **Personal support and advice** from NSBP School Partners..
Access to any resources or networking events developed or offered by Family Action or Magic Breakfast for this Programme, including support and resources to help understand and meet School Food Standards, and to help engage the whole family with breakfast.

St. John Bosco School will ensure:

Access without barrier or stigma

- There is a strategy for food provision for all children who need it – whether at home or at school.
- Any breakfast offered in school will be made available *at or before* the start of every school day
- Breakfast items can be taken home from school by the child/family if it is not possible to offer breakfast in school.
- Children not attending school will be able to access breakfast items via family collection from school or delivery to home.
- Every child will be able to access breakfast without barrier or stigma, either in school and/or at home (with food provided via school where necessary).
- Breakfast provided by the Programme offer will be free to all children.

Reach/targeting

- Disadvantaged children who are at risk of hunger will be identified and actively targeted to take up the offer.
- For children eating breakfast at home, the School will make best efforts to ensure that the collection by/delivery to homes includes all children who need the food.