

MEDWAY COMMUNITY PRIMARY SCHOOL



Charging and Remissions Policy

February 2020

Breakfast Club Policy

Introduction

Medway provides a healthy, nutritious breakfast to its pupils 5 days a week. Parents have either requested a place for their child or children have been invited to attend if the school has identified a need, such as poor attendance, poor punctuality or pupils coming to school hungry. Research by the Department for Education 2017¹ and the Education Endowment Foundation² have found that Breakfast Clubs have improved attendance and punctuality.

Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day;
- To allow children who are from impoverished backgrounds the opportunity to eat a healthy and nutritious breakfast, ;
- To provide an affordable and early drop off childcare facility for parents/carers during term time;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which children can engage socially with children from other year groups.

Staffing

Dependent on the number of pupils, we can employ up to four members of our support staff to run the Breakfast Club. Our Community, Family and Welfare support mentor manages the Club. We have no less than 2 members of staff running the Club at any given time. In addition to the Breakfast Club staff, the Site Manager will be on site from 7.00am, and at least one member of the Senior Leadership Team will be on site from 7:20am. Parents should not drop off their children earlier than the start of 7.30am as there will be no supervision of children arriving earlier.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they ring the SLT who will arrange cover.

It is expected that paying parents will not go into arrears and any arrears of more than a term will go to the Finance Officer.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club have current DBS clearance, and other required recruitment checks. These records are held in the

¹ Department for Education. (2017), Evaluation of Breakfast Clubs in Schools with High Levels of Deprivation [Online]. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/603946/Evaluation_of_Breakfast_Clubs_-_Final_Report.pdf

²

Education Endowment Foundation. (2019) Magic Breakfast: Evaluation Report and Executive Summary [Online]. Available at: https://educationendowmentfoundation.org.uk/public/files/Projects/Evaluation_Reports/Magic_Breakfast_report.pdf

school office. Breakfast club staff follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the schools e-safety policy and procedures. Staff are also first aid trained.

Charging

Tackling deprivation and disadvantage to reduce attainment, attendance and punctuality gaps is a core focus of our Breakfast Club. There may be circumstances or occasions when the school chooses to allocate places at Breakfast Club to a child, therefore we reserve the rights to use our pupil premium grant (PPG) to pay for eligible pupils. Otherwise the school charges £1 a day. The total charge never exceeds the cost of providing the activity and no parent will be asked to subsidise others.

Food Regulation Standards

The school follows the school food standards, as set out in the Requirements for School Food Regulations 2014. Schedules 3 and 4 set out the standards for food and drink other than lunch that is provided by the school, including food served at Breakfast Clubs.³ Three of our Breakfast Club staff have passed the level 2 food hygiene course.

What we offer

We provide a healthy breakfast, including fresh fruit, cereals and bread. We promote independence. We use fresh ingredients and fresh drinking water, which is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Availability

The Breakfast Club offers up to 40 place. Paid places are booked on a first come, first serve basis and pupils who are eligible for the PPG are offered a free place. The Breakfast Club endeavours to accommodate everyone who wants a place as fairly and without discrimination. Casual places are available at any time during the year, providing spaces are available and a registration form has been filled in. If the Club should become oversubscribed, then pupils are put on a waiting list.

Registration and Emergency procedures

Children are registered as they enter the room allocated in the school for the Breakfast Club activities. The Breakfast Club manager retains the registers which are kept in the main office. In case of an **emergency** such as **a fire**, all staff and children will evacuate the building via the Skipworth street doors leading down the side of the school and into the Nursery playground. The register will be taken on the playground and a member of staff will phone the emergency services and inform them of the situation. Practice fire drills are done every 6 months.

³ http://www.legislation.gov.uk/ukxi/2014/1603/pdfs/ukxi_20141603_en.pdf

Organisation and Activities

- Parents are given a welcome pack when pupils first join the Breakfast Club. This is written in conjunction with this policy.
- The Breakfast Club is open to all pupils from Reception to Year 6, from 7.30 am to 8.30 am.
- The food is served in our downstairs hall and one of the classrooms is used for the activities
- Breakfast is served in a buffet style, where the children are able to see and self-select the foods that are on offer to them. The choices are healthy cereals, fruit, toast, yoghurt, juices and water.
- Children are encouraged to clear away their own crockery and cutlery, placing items in the washing up box.
- After their breakfast, the children have a variety of activities to choose from, such as board games, interactive white board games, reading, homework catch ups, dodge-ball, basketball and during milder weather pupils participate in outdoor play exercise sessions.
- All activities are cleared away by staff and children by 8.30 am. All children are escorted directly to their classroom and are handed over to the class teacher.
- The child's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

Risk Assessment

A separate risk assessment is completed for Breakfast Club sessions on an annual basis.

Behaviour

The Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

Medication

The Breakfast Club Manager will only administer medication that has been prescribed by a doctor and where parental permission has been given in writing.

First Aid

First aid will be administered in line with school procedures, with reference to the Health and Safety Policy. At least one of the Breakfast Club staff holds a current first aid qualification.

Confidentiality of Documents

Documents relating to Breakfast Club are treated as confidential and are kept in the main office in a locked cabinet or entered into the schools secure online system.

Complaints

All complaints notified verbally or in writing by a parent/carer of a child attending Breakfast Club will be initially investigated by the Breakfast Club manager. The Head Teacher will be kept informed and will be involved in the final decision in line with the school's complaints procedure.