THE HASELWORTH WAY PO12

GOSPORT

HASELWORTH PRIMARY SCHOOL
BREAKFAST CLUB POLICY

Policy approved:	**30th September 2024**	**FGB**
Signed:	***N Jones***	**Headteacher**
Signed:	***Dr C Roast***	**Chair of Governors**
Date of next review:	**Autumn 2026**	**Two yearly**
Monitored and evaluated by:	**School Business Manager & Resources and Premises**	**Annually**

Rationale

The breakfast club is organised by Haselworth Primary School. It is an extended school activity designed to allow children to be in school from 7.45 a.m. onwards. Children will have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. Children are encouraged to be independent at these times and to make decision for themselves through the choice of food and drink and by participating in informal activities with each other, developing social and interactive skills.

Objectives

- To provide a welcoming safe, 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 for pupils.
- To employ a caring supervisory staff.

Organisation

The breakfast club is open to pupils attending Haselworth Primary School, although we ask that Reception children do NOT attend until they are attending school full time.

Breakfast Club will open at 7.45 a.m., but we ask that children arrive no later than 8.00 a.m. as the gate is locked at this time.

From 8.15 a.m., weather permitting, children will go out into the playground for a short outdoor play before for the start of the school day. In the event of bad weather, children will go straight to their classrooms.

Children's details, medical conditions, contact details and emergency contact details are kept in the school office. It is the responsibility of the parent/carer to ensure that the office is informed of contact changes.

Breakfast Club will NOT run on INSET days.

Staffing and Supervision

Children are adequately supervised at all time. A member of the teaching staff/Senior Leadership Team is available in the case of an emergency.

All staff members are DBS checked and take part in annual safeguarding certification. Breakfast club staff are first aid trained, with at least one member of staff trained in paediatric first aid.

Fire Procedures

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

Health & Safety

Breakfast club is run by the school and the existing Health & Safety Policy will be followed. The hall area and outside areas will be checked regularly by staff to ensure the safety of the children. All staff complete H&S E-Learning annually.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast club have current DBS clearance. All staff complete safeguarding training annually. Where IT equipment is used, they must follow the school's policies and procedures.

Policies and Procedures

Breakfast club will follow the school's policies and procedures.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club staff are first aid trained, with two members of staff trained in paediatric first aid.

Medication

Inhalers are kept in the children's classroom. If your child needs their inhaler they will be available from their classroom.

Booking and Payment Arrangements – MAY BE SUBJECT TO CHANGE

From 1st September 2023 there will be a charge of £4.00 per session, which will include breakfast. If your child is entitled to Free School Meals there will be NO charge. If your child does NOT require breakfast, there will still be a £4.00 CHARGE per session.

How to Book

- Bookings must be made at least 24 hours in advance and paid upfront in Arbor.
- Bookings will be made live at the start of term for parents to be able to book in advance.
- Payments must not be any more than **ONE** week in arrears. Parents will be invoiced weekly for non-payment and given 7 days to pay. Failure to pay will result in the place being cancelled.
- If a place is booked and no longer required parents MUST notify the office to ensure they are not charged.
- Haselworth is registered to accept Tax- Free Childcare.