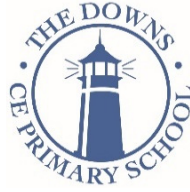


The Downs Church of England Primary Schools



Breakfast Club Policy

School Mission Statement The Downs CEP School

Mission Statement

"...if you have faith as small as a mustard seed...nothing will be impossible."
(Matthew: 17 v20)

VISION STATEMENT:

Our vision for The Downs CEP School is to put *God and Family* at the heart of all we do. As a *nurturing* community, we use the parable of The Mustard Seed *"...if you have faith as small as a mustard seed...nothing will be impossible."* (Matthew: 17 v20) This guides the way we value and treat all members of our school community. Through our pastoral care and our rich curriculum experiences we provide a safe and dynamic learning environment in which all can flourish.

To grow in: Faith, Love, Compassion, Kindness, Respect & Forgiveness

Our six Christian Values are at the heart of our vision. Every day we aspire to grow in **Faith, Love, Compassion, Kindness, Respect and Forgiveness**, so that our school family may experience the joy and hope of **"life in all its fullness"** (John: 10 v10)

Review every two years

REVIEWED:
2019

REVIEW:
2020

REVIEW:
2022

REVIEWED:



Breakfast Club

AIMS

- ▶ To provide the opportunity to attend a mixed age social group and give opportunities to reinforce and enhance social skills.
- ▶ To support families with attendance, domestic arrangements and to enable further study or work.
- ▶ To improve school attendance overall.
- ▶ To prepare children mentally for the school day
- ▶ To give the opportunity for additional study in relaxed and secure atmosphere.

ATTENDANCE CRITERIA:

The breakfast club is open to all children, but children who match the following criteria will be given priority:

- ▶ Siblings
- ▶ Children whose parents attend courses or training
- ▶ Working parents
- ▶ Children identified by the school and outside agencies as needing additional support
- ▶ Parents requesting a place will be on a first come first serve basis.

ACTIVITIES TO INCLUDE:

- ▶ Reading – group reading – partnered reading
- ▶ Colouring – puzzles – quiet games
- ▶ Finishing class set homework
- ▶ Listening to music/radio

ROUTINES AND EXPECTATIONS:

- ▶ Children can arrive at school from 8.00
- ▶ Children will be provided with a breakfast consisting of at least a bowl of cereal, toast and cup of fruit juice, milk or squash.
- ▶ Payments need to be made promptly on the first day of attendance each week. Payment is preferred through our School Gateway Service online.
- ▶ An attendance register is kept daily and retained in the school.
- ▶ Children to be registered daily.
- ▶ If money is given in, record in the register (cash or cheque) and hand in to the school office at the end of the morning session.
- ▶ Stock to be ordered using the school credit card from school.
- ▶ Any petty cash required must be requested in advance from the bursar. Appropriate receipts will be required.



In support of the smooth running of the breakfast club, the following school policies will be referred and adhered to:

- ▶ Accessibility (Disability and Equality) Policy
- ▶ Behaviour for Learning Policy
- ▶ Anti-Bullying Policy
- ▶ Health & Safety Policy

Children and staff are expected to be polite, welcoming and respectful. We want to encourage a family feeling, however children whose behaviour is inappropriate over a period of time may not be allowed to attend.

Breakfast Club Policies:

- ▶ Admissions Policy
- ▶ Charging Policy
- ▶ Home/School Agreement
- ▶ The success of this policy in supporting the work of the breakfast club will be annually reviewed

The following will be used as indicators of success:

- ▶ Improved attendance
- ▶ Improved attention and work capacity during morning lessons
- ▶ Improved social and communication skills

Evidence will be taken from attendance registers, comments from breakfast club staff, teaching and non teaching staff, children and where possible parents.



Breakfast Club Admissions Policy

Introduction

To enable the Breakfast Club to adhere to current legislation, there must be a ratio of one adult to 15 children, so an admissions policy is necessary to ensure that each application is treated fairly.

Rationale

To ensure the correct ratio of adults and pupils and to enable each child equal opportunity to attend.

Aims and Objectives

- ❑ To aim for pupils wishing to attend can do so
- ❑ To provide the correct level of adult support for those attending.

Monitoring and Review

The Breakfast Club Leader will review and monitor the register and any waiting list each week and once there are eight names on the waiting list will seek to engage a volunteer to enable those children to attend.



Breakfast Club – Home Agreement

We, both as individual staff and as a whole group will do our best to:

- Provide a safe, well ordered and caring environment for children to have breakfast.
- Provide a healthy and nutritious breakfast.
- Encourage children’s personal hygiene by washing hands and cleaning teeth.
- Prepare and serve food according to food hygiene regulations.
- Encourage children to relate in a social setting.

Signed:.....Breakfast Club Leader

Parent/Carers Agreement

We will:

- See that our child/children arrive in time for the start of Breakfast Club.
- Pay any money due on the first day of attendance each week.
- Work with the leader to ensure your child/children’s behaviour is positive during each session.
- Understand that if your child’s behaviour is inappropriate over a period of time they may not be allowed to attend Breakfast Club.
- Inform the leader of any problems.
- Inform an adult at the club for any reason of absence.
- Inform the leader if our child/children will not be attending any more.
- Payment is preferred through our School Gateway Service online. Non-payment may end in your child’s place being suspended until payment is made. *Please see Breakfast Club Leader for details.*

Signed:.....Parent/Carer

The Child’s Agreement

I will do my best to:

- Follow the school rules
- Listen to the adults
- Let the leader know of any problems.
- Be a friend to everyone
- Be helpful to everyone.

Signed:.....Name of Child



Breakfast Club – Charging Policy

Introduction

To enable the Breakfast Club to be sustainable payment needs to be made by those using the Club.

Rationale

Breakfast Club will only be sustainable if enough money is generated by those using it to sustain on-going costs.

Aims and Objectives

- ▶ To ensure the sustainability of the Breakfast Club
- ▶ To ensure that there is the correct level of adult support for those attending

School practice

- ▶ Money to be paid through the School Gateway Service online weekly, monthly, half termly or termly on the first day of attendance. A 10% discount is given if the term is paid for in advance.
- ▶ After one week of non-payment a letter will be sent asking for outstanding amount.
- ▶ If at the end of the second week there is still no payment and no explanation, then the child/ren will not be able to attend.
- ▶ Special arrangements may be made with the Breakfast Club Leader where there is deemed to be any special need/circumstance:

For example: Parents attending training
 Parents on Income Support

Monitoring and Review

The person responsible for the Breakfast Club will monitor and review payments each week and will be responsible for contacting parents when there are any problems. The Co-ordinator will then discuss this with the headteacher and a decision made.

It is the responsibility of the Governing Body to agree, review and monitor the Charging Policy as and when is necessary.