

THE DOWNS CHURCH OF ENGLAND PRIMARY SCHOOL

Breakfast Club Policy

AIMS

- ▶ To provide the opportunity to attend a mixed age social group and give opportunities for Speaking, Listening and Reading.
- ▶ 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 working day in the classroom.
- ▶ To give the opportunity for additional study in a family 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 as needing additional reading experiences
- ▶ Parents requesting a place 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.
- ▶ 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. No money to go home or be left in the cupboard.
- ▶ 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:

- ▶ Equal Opportunities Policy
- ▶ Behaviour Policy
- ▶ Anti-Bullying Policy
- ▶ Health & Safety Policy

Children and staff are expected to be polite and respectful. We want to encourage a family feeling and no grumpiness is allowed!

And 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.

Date Agreed.....

Signed:.....Chair of Governors

Date:.....

Signed:.....Headteacher

THE DOWNS CHURCH OF ENGLAND PRIMARY SCHOOL
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.

Date Agreed.....

Signed:.....Chair of Governors

Date:.....

Signed:.....Headteacher

THE DOWNS CHURCH OF ENGLAND PRIMARY SCHOOL
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 Co-ordinator

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.
- Inform the co-ordinator of any problems.
- Inform an adult at the club for any reason of absence.
- Inform the co-ordinator if our child/children will not be attending any more.
- Payment may be made weekly, half termly and termly at a discount rate.
Please see co-ordinator for details.

Signed:.....Parent/Carer

The Child's Agreement

I will do my best to:

- Follow the Breakfast Club rules
- Listen to the adults
- Let the Co-ordinator know of any problems.
- Be a friend to everyone
- Be helpful to everyone.

Signed:.....Name of Child

THE DOWNS CHURCH OF ENGLAND PRIMARY SCHOOL
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 weekly, monthly, half termly or termly on the first day of attendance.
- ▶ 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 Co-ordinator where there is deemed to be any special need/circumstance:

Financial hardship: Parents attending training
 Parents on Income Support

Monitoring and Review

The person responsible for the Breakfast Club (Co-ordinator) 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.

Date Agreed.....

Signed:.....Chair of Governors

Date:.....

Signed:.....Headteacher

THE DOWNS CHURCH OF ENGLAND PRIMARY SCHOOL
Breakfast Club – Volunteer Policy

Introduction

Volunteers in school can contribute to the welfare and social awareness of the pupils. It also gives parents a chance to be involved in the life of the school. At The Downs Church of England Primary School we view volunteer helpers as a valuable part of our school life, sharing skills for the benefit of all children, teachers and volunteers.

Rationale

To encourage all volunteers to enter into an enjoyable productive working relationship with staff and pupils at our school in order to enhance their education.

Aims and Objectives

Volunteers in school can contribute to the welfare and social awareness of the pupils. It also gives parents a

- ▶ To utilise all available expertise to promote and widen the children’s experience
- ▶ To enable volunteers to use their skills for the benefit of the pupils.
- ▶ To enable parents and volunteers to be involved in the life of the school.

School Practice

- ▶ Volunteer helpers to undergo police checks.
- ▶ All volunteer helpers to sign in and out of school at Reception.
- ▶ All volunteers to be made aware of Child Protection, Equality, Race, and Behaviour Policies.
- ▶ All volunteers to be given guidelines on confidentiality.
- ▶ Record to be kept of all volunteers including where they are working and what they are doing.
- ▶ The person they are responsible to will explain to volunteers what is expected of them and where they will be working.

Monitoring and Review

The person responsible for the volunteer will monitor and review as and when it is necessary the work of the volunteer. They will be responsible for checking that all records are up to date and that volunteers are kept up to date with latest policies and any changes made.

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

Date Agreed.....

Signed:.....Chair of Governors

Date:.....

Signed:.....Headteacher



The Federation of The Downs & Northbourne
Church of England Primary Schools



STAFF DEVELOPMENT STATEMENT

Last Updated

March 2014			
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