



KINGFISHER  
PRIMARY SCHOOL

## Breakfast Club Policy

Last Reviewed: September 2024  
Next Review Due: September 2025

Reviewed Annually



## 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 employ caring supervisory staff.
- To provide a calm play environment for those pupils.

## Organisation

The breakfast club is open to all pupils attending Kingfisher Primary School. It is open from 8:00am to 8.45am. You must complete a form to register your interest in breakfast club which you can obtain from the school office. This will be assessed to determine if we are able to offer you a place. Please return to the school office. Priority will be given to those who require set days every week but there will be consideration into ad hoc care but this will need to be reviewed to ensure we are within the staff ratios.

Breakfast club is held in the school hall. The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office which is accessible to breakfast club supervisors. It is the responsibility of the parents to ensure that the office is informed of contact changes.

## Use of Registers

Children are registered as they enter the hall. Please ensure you book a space ahead of the club as entry will be refused if a booking has not been made. The breakfast club supervisor retains the registers.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

## Staffing and supervision

The children are adequately supervised at all times. Two staff members are on duty at all times and the Head of School is contactable on a daily basis in the event of any queries or staffing issues. All members of staff are DBS checked. All members of staff on duty hold a current first aid certificate.

A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

## Food and Activities

Children will be offered a range of cereals, toast and squash or water for breakfast. Following breakfast, a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

## Relationship Policy

Our Relationship Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately, exclusion from breakfast club will be the final sanction from such provision when all other possible strategies have failed.

### Pricing Policy

The breakfast club daily fee is £3.00 per day. This fee is to cover the cost of:

- Staffing and administration
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time; however, Parents/Carers will always be given at least one month's notice of this. The club is run on a non-profit making basis.

Contingency arrangements for staff absences and emergency arrangements for cover due to staff sickness is organised by the breakfast club supervisors, who keep a register of staff available for cover.

The Head of School will be contacted by the breakfast club supervisors if cover cannot be found.

### Fire Procedure

Children should exit the hall and assemble on the playground. All registers should be taken and the children checked.

### First Aid

If First Aid is administered, the treatment is given in line with School Policy. A risk assessment has been carried out for the breakfast club. This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

### Payments

Payments should be made in advance at the beginning of every week.

Parents can pay via the 'Teachers 2 Parents' app. Acknowledgement of payment will be made once it is received. The office staff will text all parents who are in debt each Friday. If payment is not received by Monday, then care cannot be provided until you are in credit. If you are experiencing financial hardship at any time please speak with the office.