




Uplands Infant & Nursery School



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Policy Title	Breakfast Club Policy
Purpose	To ensure parents and staff are aware of the procedures in place for the running of breakfast club.
Review Date	This policy will be reviewed every three years or earlier if considered necessary.
Coordinator/s	Colleen Bath (SBM)
Signed	Michelle Orton (Head Teacher) 

Breakfast Club Policy

At Uplands Infant School we value each child and every aspect of their education. We create a caring environment which supports and enhances learning for all and provides the opportunity for every individual to fulfil their potential

Rationale

The breakfast club is organised by Uplands Infant School. It is an extended school activity designed to allow children to be in school from 7:45am onwards to 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. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills. It is also a facility for children who have been identified as having pastoral needs.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat a healthy breakfast before the start of the school day in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.

Organisation

The breakfast club is open to all children attending Uplands Infant School on a first come first served basis with priority given to children of working parents and children identified by the school as benefiting from additional social opportunities. It is open from 7:45am to 8:30am for breakfast and caters for a maximum of 15 children and from 8:20am for activities only for a maximum of 25 children. We charge £1.00 per session for breakfast club, regardless of whether a child eats breakfast or not, this charge is to help towards the cost of staffing and utilities. A healthy breakfast is served from 7:45am – 8:20am this therefore enables staff time to clear food and clean before the start of the school day. The child's details, medical conditions, the parent's/carer's contact details, an additional emergency contact name, address and telephone number are kept in the school office. It is the responsibility of the parents/carers to ensure that the office is informed of contact changes.

Use of registers

Children are registered as they enter the club. The breakfast club supervisor retains the registers which are kept in the school office. 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 – 7:45am - 8:20am one member of staff – 8:20am - 8:35am two members of staff. The breakfast club supervisor holds a current first aid certificate and a food safety certificate. A register is taken of all children attending. It is the responsibility of the parent or carer to ensure that the children are handed over safely to the

staff. Responsibility is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

Behaviour policy

We follow the schools behaviour policy. If there are concerns with behaviour then parents/carers will be contacted. Ultimately exclusion from breakfast club will be the final sanction.

Fire Procedure

Children should exit the mobile through the fire exit and assemble on the main playground. The register should be taken and the children checked.

First Aid

If First Aid is administered the treatment given is recorded in the school First Aid record book and parents will be informed.

Food Safety

Please refer to the Food Safety policy.