BREAKFAST CLUB POLICY

This policy was prepared by staff and approved by the Full Governing Body in Spring 2025. It will be reviewed every three years.

Signed: Headteacher _____

Signed: Chair of Governors _____

Next review – March 2028

Hodnet is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Breakfast Club aims

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times

Monday to Friday 7.45am – 8.45am. Term time only. Breakfast food is served from 7.50am – 8.20am. Food will not be served after 8.20am. There are currently 30 places available for Breakfast Club, following the government guidance which states no specific ratios are required.
Staff are mindful regarding individual children and their specific needs, school staff including SLT are available to support if any children require additional support.

PD Days: Breakfast club is only open on school days and will not operate on staff development days.

Admissions: The club is fully inclusive for children from Reception to Year 6 who attend Hodnet Primary School.

Location and resources

The club sessions are held in the main school hall. The School's kitchen and KS2 sink areas are used to wash tableware. The equipment and foods are kept in either our cooking store or the wraparound fridge in the staffroom. Staff ensure that all areas are left clean and tidy at the end of the club session. Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the resources cupboard or in the hall cupboards. All electrical equipment is PAT tested annually.

Staffing

Breakfast Club is led by Mrs Jane Rhoden (Club Leader) Mrs Jemma Morgan and Mrs Jill Ward. They work together to ensure that the children are engaged in activities and that they are playing safely. They organise the cleaning of all of the equipment required to run the breakfast club and prepare the food.
Staff check the fridge temperatures daily and log in in the fridge / freezer temperature log folder and also ensure the cleaning checklist is filled in daily. In addition to Breakfast club staff, other staff members are onsite from 7.45 and a Designated Safeguarding Lead is contactable throughout. Our Current DSL's are Mrs Penny Lyall, Headteacher, Mrs Ceri Williams, Deputy Headteacher and Miss Jenny Darmanin, senior Teacher.
If a member of staff is absent, they will ring the Headteacher who will arrange any necessary cover. All staff hold necessary DBS checks and are trained in Food Hygiene and hold the relevant certificates. Staff are identified by a lanyard with their photo and name.

Our staff: child ratio is 1:12.

Booking and Payment Arrangements

Parents are required to book and pay for their children's place online via ParentPay using the website www.parentpay.com. Bookings must be completed in advance, by midnight on a Thursday night for the following week. Emergency bookings can be booked through Mrs O Connor or Mrs Rhoden via the email admin@hod.318education.co.uk however parents run the risk of the club being full. All payments must be made using this online booking platform. Breakfast Club also accepts payments via various voucher companies; please ask Mrs Rhoden or Mrs O'Connor for more information regarding this.

Fees will still be charged for absences unless the club is closed. If the club is used in an emergency or one off basis payment must be received on the day. The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded.
Cancellations: Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances. In the event of a cancellation: - A member of school staff will endeavour to contact individuals by text or phone by 7.30am - School closures are reported locally on radio, on Shropshire Councils Facebook page and on our school website www.hodnetschool.co.uk

Behaviour
Our School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at breakfast club. If a child continually fails to follow the school rules and expectations then the school reserves the right to withdraw the breakfast club place.

Routine
- Children should enter breakfast club via the main entrance with their parents/carers.
- Staff highlight the children in using the register.
- Staff will prepare the breakfast food; children may support with this where applicable.
- Once children have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by the children and a member of staff.
- During their time at the club the children will have the choice of activities in which they may wish to participate.
- Children will use the KS2 toilets as they are closest to the hall.
- Children will help tidy up equipment at the end of the club approximately 8.30 and help play a game in their keystage groups or read if they don't wish to play a game.
- Children will walk to their classrooms at 8.45 ready for the start of the school day at 8.50am.

Breakfast Menu
Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills. Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has. The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.
Typical daily menu – cereal, toast and jam, fruit, milk, water or fresh juice.

Health and safety
Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

- Emergencies

As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency. These are stored securely in the breakfast club folder which is locked in the school office overnight.

- 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 congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked.

- Risk assessment

A separate risk assessment has been completed for breakfast club sessions and activities these is available on line.

- Equal Opportunities

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families with be treated with equal concern and value.

- Accidents

Accidents will be treated by a trained first aider and the accident will be recorded on Arbor. Breakfast club will follow the school's first aid policy.

- Policies and Procedures

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

- Medication

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly and record it as per the policy. Other medication will be administered according to the existing school policy on medication.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the breakfast club have current DRB clearance. These records are held in the Headteachers office. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct. A school DSL is contactable throughout the duration of breakfast club.

Feedback and Complaints Procedure

We value any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher. Any complaints in writing by a parent or carer regarding the breakfast club will follow the school complaints procedure.

Policy Review

This policy will be reviewed and evaluated by the School's Senior Leadership Team and Governors every three years.