**KINGSWODE HOE SCHOOL**

**BREAKFAST CLUB POLICY**

**Rationale**

The breakfast club is organised by Kingswode Hoe School. It is an extended school activity designed to allow children to access breakfast club from 8.15am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day and to have a positive impact on personal development and well-being. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink to participate in informal activities with each other developing social and interactive skills.

**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 environment for those pupils.

**Organisation**

The breakfast club is open to pupils attending Kingswode Hoe School. Pupils in receipt of free school meals will be given priority. Due to the number of staff available, there will be a maximum number of 20 pupils in attendance.

The club will be open from 8.15am until 8.50am, but children should arrive no later than 8.40am to enable staff to clear food and clean before the start of the school day. It is held in the Key Stage 4 canteen area. The child’s details, medical conditions, the parent’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 to ensure that the office in informed of contact changes. An application form MUST be completed by parents/carers before attendance (see Appendix 1). All parents/carers will receive a copy of the Breakfast Club Terms and Conditions (see Appendix 2).

**Use of registers**

Children are registered as they enter the school. The breakfast club supervisor(s) retains the register.

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. A minimum of two staff are on duty. All members of staff have current DBS checks. At least one member of staff on duty holds a current first aid certificate. Both members of staff on duty have completed the food hygiene course.

All children must be booked into the club.

**Food**

Children will be offered a range of food for breakfast. Healthy food such as cereal, fruit and toast will always be available.

**Behaviour Policy**

The expectations regarding behaviour will be in line with the school’s Behaviour Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns about behaviour then parents will be contacted. If there is persistent negative behaviour despite interventions from staff, then the child or children will be asked to leave and will not be allowed to return.

**Pricing policy**

The breakfast club daily fee is currently £2.00 (revised each September).

The fee is to cover the cost of:

Staffing

Food

Equipment and day-to-day running costs

It may be necessary to change the fees and allocation of places, however parents/carers will always be given at least one term’s notice of this. Priority places will be given to pupils in receipt of free school meals. Any further places will be allocated on a first come, first serve basis and reviewed termly.

**Refunds are not given in the case of absence.**

**Risk assessment**

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.