

Breakfast Club Policy

Rationale:

The Breakfast Club is organised by the Hazel Leys Academy. It is an extended academy activity designed to allow children to be in the academy from 8.00 a.m. onwards and to have the opportunity to have a choice of food and drink for a healthy start to the day and to join in with organised activities. Children are encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in the activities planned alongside other children.

The club follows the policies already in place at the academy, full details of which can be found on the academy website. If there are any adaptations for Breakfast Club these will be included below.

Objectives:

To provide a welcoming, safe, secure environment for pupils before the beginning of the academy day.

To enable pupils to eat breakfast before the start of the academy day in a pleasant, relaxed environment.

To provide the opportunity to attend a mixed age social group and give opportunities for speaking, listening, exercise and the development of appropriate social skills.

To support families with attendance, domestic arrangements and to enable further study or work.

To achieve excellent attendance in school.

To prepare children mentally for the working day in the classroom.

The Breakfast Club is open to all children, priority will be given to children who match the following criteria:

Siblings

Children whose parents attend courses or training

Working parents

Children identified by the academy as needing additional support for their well-being and social skills

Parents requesting a place on a first come first serve basis.

If the club reaches a full capacity number then children may have their names added to a waiting list.

Organisation:

The Breakfast Club is open to all pupils attending Hazel Leys Academy. It is open from 8.00 a.m. to 8:45 a.m. Children should arrive no later than 8:20 a.m. if they wish to eat breakfast. This enables the staff to have time to clear food and clean before the start of the academy day.

Children will be provided with a breakfast consisting of at least a bowl of cereal, toast and a choice of healthy drinks.

The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the Academy Office.

It is the responsibility of the parents to ensure that the office is informed of contact changes.

ORGANISED ACTIVITIES TO INCLUDE:

Reading – group reading – partnered reading

Colouring – puzzles – quiet games

Finishing class set homework

Active games and exercise – Change4Life

Outdoor exercise and time

Circus skills

Use of Registers:

Children are registered as they enter the Hall. The Breakfast Club supervisor retains the registers which are kept in the academy office.

In case of 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. Children will assemble in the large playground.

Staffing and supervision:

The children are adequately supervised at all times. A minimum of two staff are on duty. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. Both permanent members of staff on duty have attended the food hygiene course.

It is the responsibility of the parent to ensure that the children are handed over safely to the staff on duty.

All parents must complete the registration documents for each child.

The following will be used as indicators of success:

Improved and/or excellent attendance.

Improved attention and work capacity during morning lessons.

Improved social and communication skills.

Children making positive comments about the Breakfast Club experience.

Evidence will be taken from attendance registers, comments from Breakfast Club staff, teaching and non-teaching staff, children and where possible parents.

Food and Activities:

Children will be offered a range of food for breakfast. Following breakfast a number of activities will be on offer for the children to participate in. These will include craft activities, games and toys. All resources necessary for the club are purchased through the academy budget designated for the Breakfast Club.

Pricing Policy:

The Breakfast Club daily fee is £2.00. The Breakfast Club is a non-profit making club and the fees charged cover the cost of staffing, food and equipment and day to day running costs. It may be necessary to change fees from time to time. Parents/Carers will always be given at least one month's notice of this.

Behaviour Policy:

The policy for Breakfast Club is mainly the same as for the academy. The behaviour policy is based on positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. There is an expectation that children join in with other children and also help to clear, tidy and look after resources. The Breakfast Club reserves the right to stop children attending the club if their behaviour is unacceptable. Staff will discuss any concerns with parents.

Contingency arrangements for staff absences and emergencies:

Arrangements for cover of staff due to absence is organised by the Breakfast Club supervisor, who keeps a register of staff available for cover.

Fire Procedure:

Children should exit the hall and assemble in the academy playground. The register will be taken.

First Aid:

If First Aid is administered, the treatment given is recorded in the academy First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Medication:

Inhalers are kept in the child's classroom. If a child needs an inhaler a member of the Breakfast Club staff will get it. If a parent/carer wishes to leave any medication to be given to their child during academy hours they will be given a medication form to complete and the medicine and form will be left in the academy office.

Risk Assessment:

A risk assessment has been carried out for the Breakfast Club.

Safeguarding Children:

All members of the Breakfast Club staff have attended academy Child Protection 'Basic Awareness Training'.

The Academy is committed to safeguarding and promoting the welfare of children and young people.

This policy will be reviewed by the Senior Staff as and when it is deemed necessary and with changing circumstances.