



Sully Primary School
Ysgol Gynradd Sili

Breakfast Club Policy

Date of ratification: October 2019
Date of Review: October 2021

Aims:

- To provide a happy, welcoming place at the start of the school day where children are valued.
- To help children be healthy.
- To encourage all areas of the children's' development through their play.
- To ensure the safety and welfare of each child.
- To offer a varied and stimulating range of play opportunities.
- 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 8.05am – 8.55am. Term time only.

There will be no admittance after 8.30am.

There are currently 50 places available for Breakfast Club.

Places are limited to 50 due to limited space in the school hall and availability of staff.

Breakfast Club operates subject to Welsh Assembly Government funding.

INSET Days:

Breakfast Club will not run on staff training days.

Admissions:

The club is fully inclusive for children from Reception to Year 6. Any child that has an additional / specific need should record the relevant information on the club forms.

Places at the club will be allocated on a 'first come, first served' basis. **Applications for a place will only be accepted via the Royal Mail postal service.**

Priority places will be offered to parents of children who are employed to work at Breakfast Club.

Children who do not attend the club for 2 weeks will lose their place and it will be reallocated to a child from the waiting list.

Booking Arrangements

- A completed form is required for each child attending the club.
- Places at the club are allocated on a strictly 'first come, first served basis'.
- Breakfast Club staff will keep a record of attendance.

Location of Breakfast Club

The sessions will be held in the main hall of the school. .

Behaviour

The School Policy for Behaviour and School Rules will be followed to ensure consistency for the children in the club. If a child continually behaves badly, the school reserves the right to withdraw the place.

Staffing

Breakfast Club Staff

Supervisor: Sarah Smith

Assistants: Alana John, Chloe McDonald, Louise Hocking (responsible for preparation)

Reserve Assistants: Alison Ray

If a member of staff is absent, they must ring the main Breakfast Club supervisor who will arrange cover if necessary.

All staff have DBS checks and are identified by a lanyard with their photo and name.

Staff to arrive on site at 7.55am.

Breakfast Club Routine

- Children should enter Breakfast Club via the Year 3 entrance.
- Children will be registered.
- Children will have breakfast.
- Tableware will be cleared and washed by a member of staff.
- Children to clean their teeth using their own equipment.
- Children will have the opportunity to participate in a choice of activities.
- Children to use the toilets situated in the Year 2/1 corridor (F.Phase) and Year 3 corridor (Key Stage 2)
- Children will help tidy up equipment at the end of club.
- Breakfast Club staff will supervise the children on to the Foundation Phase/Junior yard at 8.45am-8.55am.
- If it is raining the children will stay in the hall until the bell is rung.

Teeth Cleaning

We encourage all children attending Breakfast Club will bring their own teeth cleaning equipment clearly labeled.

Complaints Procedure

All complaints in writing by a parent regarding Breakfast Club will follow the complaints procedure.

Cancellation

The Club will not run on school INSET days.

Breakfast Club may be cancelled due to the school being closed because of adverse weather conditions or problems with the building. (e.g. No heating or water supplies)

In the event of a closure:

The Headteacher or Deputy Headteacher will contact the Breakfast Club supervisor who will contact further members of staff.

Information will be available on our school website and twitter account. Parents will be contacted via the school's SMS service.

School closures are reported on the local radio station and website.

Breakfast Menu

Sully School is a Healthy School and the selection of food available for the children at Breakfast Club will be compliant with the Healthy Eating Regulations. The aim of the Regulations is to achieve a whole-school approach to healthy eating; to encourage healthy attitudes to food and drink, and to develop good eating habits at an early age.

Food Categories	Suggested Items
Milk based drinks	Semi-skimmed or skimmed milk
Cereals – not coated or flavoured with sugar, chocolate or cocoa powder	Whole-wheat cereals Cornflakes Rice based cereals Shredded wholegrain wheat cereals (To avoid using sugar, children should be encouraged to use fresh fruit as sweeteners)
Fruit and vegetables	A selection of chopped fresh fruit Unsweetened fruit/vegetable juices
Breads and toppings	Wholemeal bread FLORA margarine (low fat) Low fat preserve

Each child attending Breakfast Club should be given the option to choose one item from each of the four food categories.

Wastage will be monitored and ordering of food will be adjusted accordingly. Drinking water will be available to children during the session.

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast Club will offer structured adult-led activities as well as free choice.

Activities may include:

- Art using various mediums.
- Crafts using a variety of textiles and materials.
- Construction and Lego.
- Board games
- Opportunities for reading / homework tasks

Emergencies

As part of the membership form parents and guardians are asked to complete emergency contact information to enable Breakfast Club staff to contact them in case of emergency. The forms will be kept up to date by the Club Supervisor, and kept in a safe, secure place.

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 field in a quiet line.

The register for the day will be called and all names will be checked. The Supervisor will also check that all staff are safe.

There may be a fire drill practice in accordance with the school's emergency fire and evacuation policy.

Safety and School Policies

Health and Safety

Breakfast Club is run by the school and existing Health and Safety Policies will be followed.

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.

Equality Act 2010

In Sully School we believe that everyone is entitled to equality of opportunity, including those with protected characteristics as mentioned in the 2010 Equality Act. Staff practise an equal opportunities philosophy, which is reflected in the ethos of the school as well as in the formal and informal curriculum. In all subjects we strive to avoid direct discrimination, indirect discrimination and discrimination arising from disability. We make reasonable adjustments for disabled pupils. More information can be found in the school's equalities policy.

Safeguarding

In accordance with safeguarding arrangements, all staff involved in Breakfast Club will be DBS checked. These records are held in the school office.

Breakfast Club staff will follow existing school policies and procedures for child protection.

Where ICT equipment is used, they must follow the schools ICT policy and procedures.

Accidents

Accidents will be treated by a trained first aider, and accidents will be recorded in the accident book. Breakfast Club will follow the school's first aid policy.

Medication

Supervisors will be made aware of pupils medical needs from the completed form. All medication will be located in the school office/medial cabinet.

Policy Review

This policy will be reviewed and evaluated by the Schools Senior Management Team and will be updated accordingly.