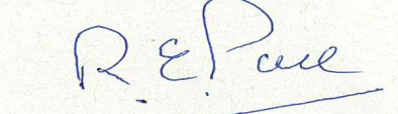
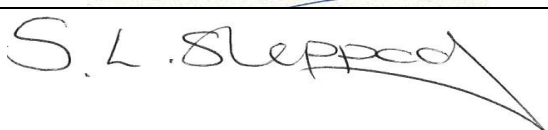


Aspire, Believe - Together Achieve

Breakfast Club Policy

Signed Chair of Governors	
Signed Head Teacher	



BREAKFAST CLUB POLICY

The Breakfast Club provides quality care for pupils at Little Star Nursery and St Barnabas Primary School.

It aims to:

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day
- To provide Pupil Premium children with a nutritious breakfast, free of charge
- To provide an affordable, early drop off childcare facility for working parents and carers
- To provide a calm play environment in which children can engage socially with other year groups therefore strengthening relationships within the school community.
- Start time for Nursery children is 7.30am and for St Barnabas Primary School children is 7.45am
- To provide planned play activities
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment
- To help improve school attendance and late arrivals by encouraging attendance at Breakfast Club

Our policy

Our policy aims to outline the school's procedures regarding breakfast club and ensure the smooth, efficient and cost effective operation of the breakfast club system. It also aims to explain the mechanism for the collection of breakfast club payment.

Safeguarding

Staff will be responsible for the safety, care and management of children, treating them with respect at all times. In accordance with school safeguarding arrangements, all staff involved in the running of the Breakfast Club will have DBS clearance. Staff will follow existing school policies and procedures for child protection and the staff code of conduct. Children with allergies and medical conditions will be carefully monitored

Behaviour

All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other. We reserve the right to refuse a child who fails to meet our standard of behaviour as laid out in our Behaviour policy.

Health and Safety

The club will comply with school Health and Safety policies and procedures. Compliance with food hygiene standards will be maintained at all times.



Fire Procedures

In the event of a fire, staff and children will follow the school procedures, leaving the building in a calm orderly manner via the nearest exit and will congregate in the playground.

Breakfast Club Menu

Cereals (various), Toast, Water/Fruit juices, Fresh Fruit

Payment & Booking

The cost of Breakfast club from September 1st 2021 is £3.50 for children at St Barnabas Primary school and £4.00 for children that attend our Little Stars nursery. Breakfast Club Charges can be paid in advance or on the day/s pupils attend the club. You may pay online via Schoolmoney (Go to eduspot.co.uk and select **SchoolMoney**) or by cheque or cash to the club supervisor. You will need to be setup with a password to login to get this please contact the school office.

If paying by cheque they need to be made payable to South Gloucestershire Council. If your cheque is returned unpaid you will be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the cheque.

Pupils MUST be accompanied into breakfast by the adult that is dropping them off.

Pupils may come to breakfast club daily, or regularly on a chosen day or as a 'one off'. They can pay online and they can pay the club supervisor on the day.

If payment has not been made

If your child has attended breakfast club and the session has not been paid for we will send out in the first instance a text reminder that payment is due. This will be followed up with a phone call if payment is still not received. If the debt remains unpaid and reaches £15.00, a letter will be issued informing parents that the child can no longer attend breakfast club until the arrears are cleared.

The school cannot tolerate debt amounting to more than £15.00 as any debts have to be paid by the school. This means that money that should be spent on education is used to pay for debts incurred by parents.

The school will work with the parent to find a solution that is amicable to the school and the parent. If the school enters into an agreement with the parent, it is deemed to be binding and adherence to the agreement will be vital to prevent further action.

Policy agreed at FPP 28/06/2021

