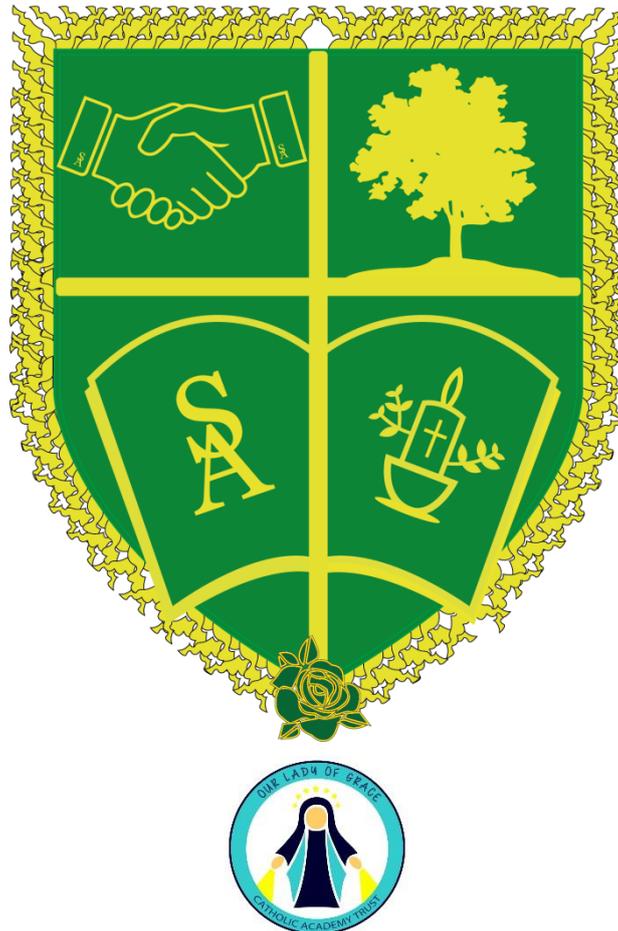


St Antony's Catholic Primary School



Our Lady of Grace Academy Trust **Breakfast Club Policy** *Learning together in God's love*

Agreed by staff: September: 2021
Agreed by Governors: October 2021
To be reviewed: September 2023

Our Mission Statement



At St. Antony's Catholic School we celebrate our special talents as children of God:

We try to be like Jesus and always keep him in our hearts.

We work together in our homes, school and parish to share our gifts and learn together.

We understand that we are all different and we respect each other.

We look after our world so that we may share it together in peace.

St Antony's Catholic Primary School is part of the multi-cultural London Borough of Newham.

We value our Christian ethos and therefore respect the Cultures and Faiths of all.

Aims

- To provide a happy, welcoming place at the start of the school day where all children are valued, supported and cared for.
- To help children be healthy, happy and alert...ready for school and learning.
- To encourage all areas of the children's development through their interaction and play.
- To ensure the safety and welfare of each child.
- To offer a varied and stimulating range of learning, socialisation and play opportunities.
- To support working parents by providing an affordable childcare facility
- To offer a consistent and reliable service to enable working parents to have confidence to go off to work with the knowledge that whilst their child is at Breakfast Club they are safe and well cared for.

Opening/Operating Times

The Breakfast Club will operate in term time only from Monday to Friday 8 am – 8.45am
Breakfast stops being served at 8.30am; this is also the last entry time for children to attend.

Staff INSET/Training Days

Breakfast club **will not** operate on Staff Development/Training/Inset days.

Admissions

There are currently 50 places available for Breakfast Club. The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the compulsory membership form. This is so that any child with additional needs can be appropriately welcomed and supported by the club. See appendix one. Booking and payment arrangements membership form is required for each child attending and must be completed before the child/children's admission to the club.

Booking and Payment Arrangements:

All parents who desire a place for their child/children must complete a membership form required for each child attending the club. Places at the club are allocated on a strictly "first come, first served basis and in certain circumstances on a needs basis." **The cost is £2.50 per**

morning (free for children entitled to PPG). This should be paid in advance or on the day. Children do not need to attend every day. The SENCO/Inclusion Manager and another designated staff member leading the club will keep an accurate record of attendance and will pass this record to the School Finance/Business Manager each week so that invoices for payments may be arranged.

A record will be kept by the Breakfast Club Lead and School Finance Officer; of any parents who pay in advance- so that this is credited for the individual child's next attendance. No child will be turned away from Breakfast Club who is in dire need of this support, but if a child has not paid then the parents/carers will be contacted by the designated staff in charge and payment settlement requested. It will be at the discretion of the Head Teacher to confirm children who may attend for free due to financial hardship or other social or financial issues. All children in receipt of PPG are automatically entitled to free places should they wish to use this facility.

Location of Breakfast Club:

The Breakfast Club sessions will be held in the school's Dining Hall. The school's kitchen is used to prepare and serve food as well as to utensils and tableware. The equipment and foods are kept in an allocated area near the kitchen. Breakfast Club Staff are to ensure that all areas are left clean and tidy at the end of the session.

Behaviour

The school's Behaviour and Discipline Policy is applicable to the Breakfast Club to ensure consistency for the children at the club as well as across the school. If a child continually behaves badly the school reserves, the right to withdraw the place from this child as Clubs are non-statutory provision.

Communication with Parents

The Inclusion Manager or other Breakfast Club Staff may have verbal communication with parents/guardians where the parent/guardian is asking for clarity, details regarding payments and invoicing or for a message to be passed onto a teacher when they drop off their child in the morning as Breakfast Club is before school. Occasionally, Breakfast Club will feature in the school's newsletter with children featured in the report.

Staffing

Our Breakfast Club will be managed by: The Breakfast Club Lead who is a member of the SLT and completes the register by the entrance gate at KS2 daily. The Breakfast Club Team which is made up of 4-5 staff members supervises the children and assists with the clearing away of the equipment used to ensure that the highest standards of cleanliness and safeguarding are adhered to. At least two general assistants will be available to support the Lead. This team will work together to ensure that the children are properly managed and supervised, efficiently fed and cared for and are gainfully occupied after eating by playing educational games or completing reading, comprehension or number work which supports their learning in class in a happy, safe and productive manner.

Preparation Team:

The school's Welfare and or Assistant Welfare Officer as well as other support staff will be available to aid with preparing and serving the food for the children each morning and organise the cleaning of all of the equipment required to run the Breakfast Club. In addition

to Breakfast Club Staff, the Site Manager will be on site from 7.00am onwards to assist with the putting out and storing away of the tables alongside the designated member of the School Leadership Team (Miss Baptiste) who will give daily oversight of operations.

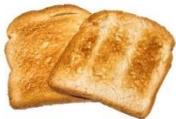
Staffing may be affected by staff sickness and absence. If a member of staff is absent, they must notify the Inclusion Manager/SENCO or Head Teacher who will arrange any necessary cover. All staff working with the children are DBS checked or working under the supervision of those who are and are dedicated to promoting opportunities for child centred work, and play following guidelines and standards, which are set by Ofsted. Staff are identified by- a green school lanyard with their fob, photo and name. Our staff: child ratio is 1:10. Breakfast Club Staff are usually on site by 7.45am and are ready to serve breakfast at 8am. All Breakfast Club children should enter via the main KS2 school entrance. Children's parents should register and pay club fees on arrival to the Breakfast Club Lead or via PAY+. The register is kept by the Breakfast Club Staff until each Friday when it is passed on to the School Finance Officer/Business Manager.

Breakfast Menu

Once in the dining hall, children will be prepared to eat their breakfast food as supplied by the school which will consist of a range of different cereals and milk, fruit and fruit juices, toast and butter, jam or Nutella, sausage and baked beans.

Our selection of food aims to be multicultural and offer a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills if parents have permitted them to do so. Children have the choice whether to have food or not, although they are encouraged to do so as the Breakfast Club is not merely for the provision of breakfast but more so, for the provision of Child Care for parents in full time work or for those who have to leave early for work. The registration form will detail any specific requirements a child has. The school is a Healthy School and abides by the guidelines set by the School Food Trust On Special Occasions such as Pancake Day (Shrove Tuesday) the school may deviate from the usual menu and provide pancakes, waffles, cheese on toast for those who so desire.

Examples of the food served:

Food Served	Image	Nutritional Value
Toast Using whole grain, whole wheat or 50:50 bread		Good source of Carbohydrates for energy & Fibre for digestion
Toppings Butter, Jam		Healthy unsaturated fat for energy and Joint s Fruit based-vitamin A&C
Nutella Not served to children with nut allergies		Healthy source of vitamins and minerals

Wholegrain Cereal		Healthy source of fibre, vitamins and minerals
Semi-Skimmed Milk Not served to those lactose intolerant		Good Source of Protein, Vitamin D, Minerals and Calcium
Fruit- a wide range		Good Source of Vitamins, Minerals, Natural Sugars and Fibre
Fruit-Juices		Good Source of Vitamins, Minerals, Water and Fibre
Pancakes/ Waffles & Syrup		Good source of Carbohydrates for energy
Yogurt		Good Source of Protein, Vitamin D, Minerals and Calcium

Supporting Health and Self- Care

Once they have eaten, children will clear their own cups and plates away from the eating tables and take them to be washed up by the staff in charge. Children will only use the main KS2 school toilets for Boys and Girls. Children will help to tidy up equipment at the end of the club each morning.

Breakfast Club Activities

Over each week at Breakfast Club, children will have the choice of activities in which they may wish to participate. This will include the following:

Day	Activity	Expected Learning Outcome
Monday	Reading (KS1&2) & Phonics for EYFS	Developing Reading Skills and Fluency
Tuesday	Times Tables/Mental Maths Games	Consolidating Number Knowledge & Skills
Wednesday	Reading Comprehension & Phonics	Building Comprehension Skills
Thursday	Games & Puzzles: Jenga, Snap, cards	Problem solving, Social Skills & Team Work
Friday	Grammar, Punctuation & Spellings	Consolidating GPS knowledge and use

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Weekly programmes of games and activities may include: Scrabble, Boggle, Snakes and Ladders, Connect 4, puzzles as well as quizzes, number work and reading comprehension as indicated in the table above.

Year 6 Breakfast Club Monitors will support the children daily with:

Reading, GPS & Maths and Homework

- **Art** using various mediums and the exploration of cultural diversity
- **Board /thinking games**
- **Socialisation games**
- Each child gets a Plastic Wallet in which to keep his/her work and at the end of the year will be allowed to take this home.

Resources

Breakfast Club has a supply of appropriate games and puzzles, a range of books covering different genres for EYFS to Year 6 for the children to read, activity books and resources for the children to use daily. The Welfare Officer keeps these in safe storage.

Electrical Equipment

All electrical equipment used by the Club (Toaster, Microwave, Kettle etc.) are PAT Tested annually along with all other school electrical equipment and are stored safely in the kitchen which is serviced under contractual arrangements.

Dismissal Time

Once Breakfast Club time is up, the staff will then release the Y3-6 children in an orderly line led by the Breakfast Club Monitors onto the KS2 playground to join their class lines. From 8.45am Y1&2 and Reception children will stay with the designated staff member who will escort them to their respective classes at 8.45am. If it is raining, then staff will stay with the children inside until it is time for them to go to their classes.

Parental and Pupil Feedback

St Antony's Catholic Primary School values any parental or pupil opinions and welcomes feedback about how the club is run and performing. Parents are welcome to come and see the Breakfast Club in action at any time that is convenient for staff while their child is attending.

Complaints Procedure

Any complaints must follow the school's Complaints Procedure. Therefore, these must be lodged sensitively and professionally- initially in person and verbally with the staff on the ground at the time of the incident or reason for the complaint. This is because most matters are simple and resolvable with amicable dialogue. However, should the need arise to escalate any matter, the complainant may wish to speak to the lead/manager for the Breakfast Club on the matter. If it is required/necessary, the individual staff or parent/child involved should be asked to give their account and the matter to be dealt with based on the facts surrounding the issue or incident. As a last resort and only if necessary, the matter may be referred to the Head Teacher or member of Senior Leadership (SLT) designated to address such matters. If necessary a matter may be put in writing by any relevant party (parent or staff) regarding the

Breakfast Club and when this happens the issue will be dealt with following the school's Complaints Policy.

Cancellation of Breakfast Club

The only possible cause for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure: - a member of school staff will endeavour to contact individuals by text or phone by 7.30am at the latest - School closures are reported locally via the media or via the schools texting/messaging service as well as on the Class Dojo or the school website.

Indoor Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Weekly programmes of activities may include: Scrabble, Boggle, Snakes and Ladders, Connect 4, puzzles as well as quizzes, number work and reading.

- Reading, GPS & Maths and homework**
- **Art** using various mediums and the exploration of cultural diversity
- **Crafts** using a wide variety of textures and materials
- **Board /thinking games**
- **Socialisation games**
- Each child gets a file in which to keep their work.

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 membership forms are kept in a locked, fire resistant filing cabinet. In cases of emergency the school's Health and Safety procedures will be followed eg. for fires.

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. The staff signing in book will also be checked to ensure that all staff are safe. There will be a fire practice in accordance with the school's emergency fire and evacuation policy

Health and Safety

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed. The dining hall area will be checked regularly by staff to ensure the safety of the children and a record kept. Risk assessment A separate risk assessment has been completed for Breakfast Club sessions and activities.

Medical Needs

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast Club will follow the school's first aid policy. 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. Keys for unopened classrooms can be accessed via the school office which is open from 7.15am. Other medication will be administered according to the existing school policy on medication.

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 will be treated with equal concern and value.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast Club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the schools e.safety policy and procedures.

Policies and Procedures

Breakfast club will operate in tandem with other relevant schools own policies and procedures (Health & Safety, Safeguarding, SEND, Curriculum, Equalities and Equal Opportunities) which are all available from the school's office and can be accessed on the Website.

Policy Review

This policy will be reviewed and evaluated by the Head Teacher/SLT and Governing Body and will be reviewed every three years.

Equal Opportunities

This policy applies to all school users regardless of gender, colour, race, ability or disability, religion or nationality. All staff will be asked to sign to indicate that they have read and abide by the policy.

Attachments:

1. Breakfast Club Membership Form
2. Risk Assessment



St Antony's Catholic Primary School

Breakfast Club Pupil Information Form

Child's Name: _____ Class: _____

Parent/Carer's Details

Mum _____ Mobile: _____ Work _____

Dad: _____ Mobile: _____ Work _____

Carer: _____ Mobile: _____ Work _____

**Emergency Contact Names Must Be Different From Parents and Carers*

Emergency Contact Name: _____

Emergency Contact Mobile: _____

Please list any food allergies _____

Please list any medical conditions: _____

Does your child require any special support? _____

Does your child have any SEND needs? Please State: _____

Breakfast Club: Fees are £2.50 per day per child. This covers both food and childcare services. Children who wish to receive breakfast to eat each morning will be served between 8.05 and 8:35. Parents whose children have special dietary needs may supply the food needed (gluten free bread, soymilk etc.) and staff will supervise them with the eating. If children take their own food in which is prepared by parents they will be supervised and supported to eat it daily as part of the child care service provided.

I agree to support my children with following the breakfast club expectations.

Signed _____ Date: _____



ST ANTONY'S BREAKFAST CLUB RISK ASSESSMENT

Possible Hazards/Issues	Existing Control Measures	Person Responsible	Risk Rating
Insufficient Pupil Parental/Carer Information	All parents required to complete Breakfast Club Pupil Membership Form including relevant contact details.	Breakfast Club Lead Parents & Carers	Low
Possible contact with and spread of Covid-19 infection via Parents/ Carers, Staff and Children	School's RAG Rated Covid-19 Risk Assessment and Visitors Risk Assessment on school website. Covid-19 Cleaning Regime and Protocols implemented daily by Site and BC staff. Children temperature checked and sanitised upon arrival daily. Children to wash hands/Sanitise after Breakfast Club daily.	Head Teacher & SLT Breakfast Club Lead, staff and Site Manager Parents & Carers Pupils	Medium
Security, Supervision and Safeguarding	Children registered and collected daily by Breakfast Club Lead and Staff by the KS2 gate daily. Children led to dinner hall and are fully supervised by DBS checked staff. Children supported and supervised throughout club session from 8am-8:45 with minimum ratio of 1:10 although statutory ratio of 1:30 applies once a teacher or HLTA is present. Children led to classes by staff at the end of Breakfast Club each morning.	Breakfast Club Lead, staff and Site Manager Parents & Carers Pupils	Low
Food Safety	At least 1 member of Breakfast Club Staff has Food Hygiene Certificate. Food stored appropriately in kitchen Fridge/Cupboard. Food allergy details obtained from parents & observed.	Breakfast Club Lead, staff and Site Manager Parents & Carers Pupils	Low
Health and Safety & First Aid Administration	BC Staff trained on fire evacuation procedures. First aid kit located in the hall. At least 1 Breakfast Club Staff is First Aid Trained	Breakfast Club Lead, staff and Site Manager	Low
Possible Accidents and Emergencies Slips, Trips and Falls or Choking	Site Manager and Breakfast Club Staff to ensure floor is clean and cleared of any spillages immediately. Ensure food waste such as banana and other fruit peel are disposed of in bins. Monitor children closely while eating to prevent choking hazards	Breakfast Club Lead, staff and Site Manager	Low
Pupils Presenting with inappropriate behaviour	The school's established Behaviour Policy is applied daily during Breakfast Club.	Head Teacher & SLT Breakfast Club Lead, Pupils and Parents	Low