



## Merry Hill Infant School and Nursery

### Breakfast Club Policy

|                                                        |                  |
|--------------------------------------------------------|------------------|
| <b>Name/Title of responsible committee/individual:</b> | Headteacher      |
| <b>Date issued:</b>                                    | February 2024    |
| <b>Review date:</b>                                    | February 2026    |
| <b>Target audience:</b>                                | All stakeholders |

The Governing Body shall conduct the School with a view to promoting high standards of educational achievement.

Merry Hill Infant School and Nursery is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The School will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

| <b>Version</b> | <b>Date</b>   | <b>Notes</b>                    |
|----------------|---------------|---------------------------------|
| V1.0           | February 2024 | Approved by Full Governing Body |
| V1.1           | April 2024    | Updated staff names             |
| V1.2           | November 2024 | Updated staff names             |
| V1.3           | January 2025  | Updated staff names             |

## **Aims**

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support children in leading a healthy lifestyle.
- To support working parents by providing an affordable childcare facility.
- 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 7.30am – 8.45am. Term time only.  
Breakfast stops being served at 8.15am.

## **INSET Days**

Breakfast club will not operate on Inset days.

## **Admissions**

The club is fully inclusive for Merry Hill children from Nursery to Year 2 and their siblings attending Ashfield Junior School. Any parent/guardian with a child that has any additional or special needs should record these on the registration form. This is so that any child can be appropriately welcomed into the club.

## **Booking and Payment Arrangements**

All sessions must be arranged and agreed in advance with the school and payment paid in advance on a half termly basis.

A £50 deposit is payable to confirm acceptance of the allocation of sessions. This deposit will be deducted from the final invoice, provided there has been no breach of these terms and conditions.

There will be no regular drop-in facility available. However, should you have need of a one-off drop-in facility, payment must be received on the day and a booking made 24 hours in advance to ensure there is availability.

In the event of an overnight emergency when you are unable to contact the school office to arrange a session in advance, a child will not be turned away from breakfast club. Please email the office to advise us of the reason for the emergency session and parents/guardians will be contacted and payment requested as soon as possible.

Fees must be paid online via the school's online payment system, Scopay, in advance of the sessions.

Childcare Vouchers and Tax-Free Childcare Accounts are also accepted.

After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

Fees will still be charged for absences unless the club is closed. No refunds or credits will not be given for days where a child does not attend due to sickness or holiday with the exception of long-term sickness. We do not allow swapping of days unless it is permanent and there is availability.

The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to give advanced written warning to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded.

Notice to cancel the sessions must be given, in writing, with a minimum of two weeks' notice.

### **Location of Breakfast Club**

The Club sessions are held in the dining hall. The School kitchen is used to store, prepare and serve food and to wash all equipment. Staff ensure that all areas are left clean and tidy at the end of the club session.

### **Behaviour**

The School Behaviour Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club. If, after following the appropriate steps, a child's behaviour does not improve the school reserves the right to withdraw the place.

### **Communication with Parents**

Occasionally, Breakfast Club will feature in the School's termly newsletter. Letters or emails will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

### **Staffing**

Breakfast Club is supervised by:

|                     |                 |
|---------------------|-----------------|
| Christine Krangel   | Lucy Newman     |
| Gabriela Michaelson | Binita Senghani |

They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all of the equipment required to run the breakfast club and prepare the food.

All staff have a DBS check and are employed by the school. Gabriela Michaelson is trained in Basic Food Hygiene and holds a certificate.

Our staff: child ratio is 1:15.

## **Routine**

- Children should enter Breakfast Club via the Dining Hall entrance behind the school kitchen.
- Parents should wait to register their child.
- Children will be served breakfast between 7.30-8.15am.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will only use the dining hall school toilets.
- Children will help tidy up equipment at the end of the club.
- A member of staff will walk the siblings to Ashfield School once gates have been opened at 8.30am. All children go into school from the top gate off School Lane. The year 5/6 children will then walk round the back of the school to their classrooms via the playground – see route below. Merry Hill children will be taken to the Nursery and Reception classes or the KS1 cloakroom for 8.45am start.



## **Complaints Procedure**

All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

## **Cancellation of Breakfast Club**

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation a member of school staff will endeavour to contact individuals by email and phone by 7.00am on the day of closure.

## **Breakfast Menu**

Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has.

## **Activities**

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games

## **Emergencies**

As part of the registration form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

## **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.

There will be a fire practice in accordance with the School's emergency fire and evacuation policy

## **Safety & School Policies**

### **1. 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.

### **2. Risk assessment:**

A separate risk assessment has been completed for Breakfast Club sessions and activities.

### **3. 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.

**4. Safeguarding:**

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current CRB 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.

**5. Policies and Procedures:**

Breakfast club will follow the school's own policies and procedures and these are available on our website or from the school office.

**6. Data Protection**

All personal data will be processed by Merry Hill Infant School and Nursery in accordance with the Data Protection Act 1998. This data will be used for administrative purposes only, so that the school is able to manage its admissions effectively.

**7. Accidents:**

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.

**8. Medication:**

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. Other medication will be administered according to the existing school policy on medication.

**Policy Review:** This policy will be reviewed and evaluated by the Headteacher every two years.