

Breakfast Club Policy

September 2023



Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day
- To provide an affordable childcare facility for parents/carers
- To continue to build positive links/relationships with parents
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community

Location of the Club

The Club is located in the small dining hall at school. Children and their parents/carers should access through the main entrance to the school and a member of staff will ensure that children are greeted and taken inside. At the end of breakfast club, these staff will escort the children to their classrooms at the beginning of the school day and teachers will be informed of their presence.

Staffing

There will always be a minimum of two supervisors at each session. Further to this, staffing will follow the best practice ratio which is children aged 4 to 8, the ratio is 1:8 staff and children 8 to 11, the ratio is 1:15 staff. Staff will be on site from 7.30 am to set up ready to open at 7.45am. In addition to the Club staff, the Caretaker will be on site from 7.30 am until 6.00 pm and a member of the office will be on site from 8.00 am. Breakfast Club members of staff undertake the Basic Food Hygiene Course every 3 years. Staffing levels may need to fluctuate to meet the staff/pupil ratio. The Basic Food Hygiene Course was last undertaken in September 2023.

Contingency Arrangements for Staff Absences and Emergencies

There is an additional plan for staffing the club in the event of a member of staff being ill or inclement weather.

Fees

Fees are £4.00 per session for the breakfast club for children from Foundation Stage to Y6.

Registering and Payment Procedures: Please contact the school office for a breakfast club registration form or you can download one from the website. The registration form must be filled in before your child attends breakfast club and you should indicate in the form, the days that you would like to attend. We will try to be flexible about usage unless the numbers become unmanageable and we will have to review the system. Payment must be made via parent pay, currently payment is not required in advance although we will review this if non-payment continues. You can use childcare vouchers to pay for breakfast club. Breakfast club supervisors maintain a list of who has been in attendance.

Emergency places cannot be guaranteed due to pupil / staff ratios.

Difficulty with payments

Norton Free C of E Primary School will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care as possible. Parents and carers experiencing such difficulties should contact the school office as early as possible, to reach a suitable arrangement for both parties.

In the event of persistent non-payment you will be unable to use the breakfast club facility until the outstanding debt has been cleared.

Debt collection

The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including Breakfast Club fees.

A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.