



Making the most of everyone

Breakfast Club Policy

**Policy Adopted January 2022
Policy Reviewed January 2024
Policy Valid until January 2026**

Signed:

(Chair of Governors)

Ysgol Penmorfa

BREAKFAST CLUB POLICY

Aims

- To offer a safe, secure and friendly environment in which children can enjoy a breakfast, served in a relaxed and supervised environment, under the supervision of qualified staff.
- To provide childcare before school.
- To provide a caring environment for children to enjoy the start of their school day.
- 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.

Organisation and Location

The Breakfast Club takes place in the school canteen, access to the school is via the doors leading directly into the canteen. The Breakfast Club is open term time only, every morning, Monday to Friday, from 7:45 – 9.00 a.m. (Breakfast is usually served from 8 – 8:30). This is available to all pupils.

- There is a charge of £2 for children attending Breakfast Club from 7.45am and £1 from 8am. Breakfast club is currently subsidised for children attending from 8.30am.
- Children are marked off on a daily register when they arrive.
- Breakfast will be served as soon as the children arrive.
- Once children have finished their breakfast, they then take their plates to be cleaned and go to the range of table top activities available.
- Children will be dismissed to classroom from 8:45am onwards. Younger children are taken to class.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept on SIMS.

Staff Breakfast Club Supervisors

- Supervisors hold all the necessary qualifications in Food Hygiene and Safety.
- All staff are DBS checked and have had appropriate training.
- Teaching staff are also on the premises during the club's opening hours.
- The Supervisors all hold First Aid qualifications.
- The Supervisors keep a list of all members of Breakfast Club and a register of attendance is taken daily and stored in the main office.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the office by 8:00am who will then arrange cover. Parents are asked to inform the staff of any changes to contact details, medical information or allergy changes, as soon as possible for their child's well-being. The Breakfast Club follow the School's policies and procedures to include Equal Opportunities, Health and Safety, Safeguarding, Child Protection and the Behaviour Policy.