

RAVENSDALE JUNIOR SCHOOL

BREAKFAST CLUB POLICY

Aims

To provide a happy, healthy, safe, secure and welcoming place at the start of the school day.

To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment, with a choice of healthy food and drinks.

To offer Ravensdale parents affordable childcare for their children.

Organisation

The Breakfast Club is open from 7.45am – 8.45am. No breakfast is served after 8.30am. Monday to Friday, term time only and excluding INSET days. Breakfast Club is based in the community room.

Following breakfast, the children may take part in a variety of indoor or outdoor activities, some maybe weather dependant.

Ravensdale Junior School Behaviour Policy will apply to the Breakfast Club to ensure consistency

The child's details including medical conditions, parental contact details/emergency contact details are kept in the school office. It is the responsibility of the parent/carer to ensure that all details are up-to-date.

The School's Administration of Medicine Policy applies to Breakfast Club.

Booking and Payment

A booking form must be completed at the start of each half term and returned with payment to the School Business Manager to secure a place. A waiting list system maybe in operation.

Payment must be received prior to the new half term commencing. Cash, cheques and Childcare vouchers are accepted.

Children in receipt of free school meals are eligible for a free place.

Refunds cannot be given unless the School is closed due to unforeseen circumstances.

The School Debt Policy applies to the Breakfast Club.

Registration

A parent/carer must accompany the child to the community room.

A register is to be kept of all attending each day. In case of emergency and children have to be evacuated from the building the register must be taken and the school's fire or critical incident plan followed.

Staffing

There are two members of staff in attendance at Breakfast Club, but this may fluctuate to meet the Club's needs. They provide a suitable breakfast and ensure the children have activities to occupy themselves with and they are playing safely.

It is the staff responsibilities to organise the cleaning and tidying away of all the equipment required to run the Breakfast Club and store safely.

Health and Safety

The School Health and Safety Policy applies to Breakfast Club.

All staff have a First Aid Certificate and accidents will be recorded in the First Aid Record in the office.

All staff have a current DBS.

All electrical equipment is PAT tested.

The School Lockdown and Fire Procedure and Critical Incident Policies apply to Breakfast Club.

Inclusion

Wherever possible, pupils with special educational needs or physical disabilities will be included, as long as the physical and emotional well-being of both staff and pupil can be assured.

Safeguarding

The School Child Protection and Safeguarding Policy applies to Breakfast Club.

Signed

Dated

Review date.....



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2018

Signed

Dated

Review date