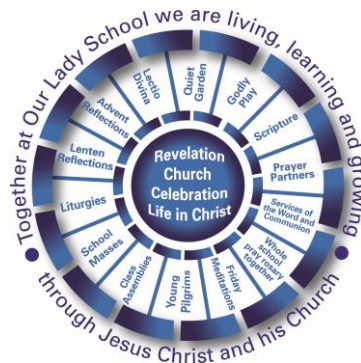




Our Lady Catholic Primary School

Breakfast Club



The Diocese of Westminster Academy Trust
A Catholic Academy

The Breakfast Club

The Breakfast Club:

- is open every morning from 7.45am until the start of school, during term time only.
- is for children who attend Our Lady School.
- aims to provide the highest possible standard of care in a secure, caring and supportive environment where children feel comfortable and happy before starting the school day.
- provides breakfast for children from 7:45 to 8:15am.
- provides activities that will stimulate the children's minds and prepare them for a successful day of learning.

Healthy Choices

The club will endeavour to:

- provide a healthy breakfast for our children that will include cereals (high fibre, low sugar, low salt) with fresh milk, toast, fruit and fresh juice and water to drink. We observe the regulations laid out in our Food Policy and the government's regulations and guidelines.
- ensure that staff are aware of the importance of good hygiene practice and procedures.
- maintain a comprehensive record of allergy information and specific dietary needs for each child.
- ensure that the same care of children's physical health and regard of sickness and infection will apply as it does to the running of the School
- ensure that the club has full regard for equal opportunities and inclusion, including children with special educational needs or particular physical needs.

Staff, Learning and Play

The club will endeavour to:

- support the children in the development of their confidence, independence and self-esteem.
- provide opportunities through activities and play that allow children to gain experience of satisfying curiosity and develop their skills as learners. They will extend their thinking skills, as well as use their imaginations and build on social development.

- encourage the children to make positive behaviour choices, reject negative behaviour and enhance their understanding of what is right and what is wrong.
- build positive working relationships with parents so that we may gain a clear understanding of any particular needs for each child and parents are able to support our provision.
- listen to and value what the children say: staff have high expectations of behaviour and learning and will encourage the children to be the best that they can be.
- reinforce and consolidate learning that is happening in School and provide opportunities that will be of value to current learning.
- provide opportunities to relax, as well as be active.
- be aware that some children have special needs and be proactive in promoting the welfare and development of these particular children through appropriate activities, maintaining full communication with parents.

The Setting and Environment

The club will:

- ensure that the premises is safe, secure and welcoming. The area used will be maintained under the same rigorous health and safety regulations that apply to the whole school.
- apply the same scrutiny to furniture and equipment as that for the rest for the School to ensure that it is appropriate and suited to need. The safety of the children is a priority and we shall ensure that precautions are taken to prevent accidents to regular checks and removal of hazards.
- supervise children at all times. However, should it at any time be realised that a child is missing all staff will follow the following procedure: Members of School Staff will be notified immediately and a search will commence over the immediate and extended premises, indoors and outdoors. Every incident will be reported to parents. If concern about a child's whereabouts becomes a serious concern, both police and parents will be advised. Staff and children will follow clearly defined procedures for the emergency evacuation of the premises in the case of fire.

Behaviour

The club will follow the School's Behaviour Policy. We encourage good behaviour and teach the children to make positive behaviour choices.

Partnership with Parents

The club will endeavour to:

- work in close partnership with parents and carers to meet the needs of all children.
- keep parents fully informed about hours, activities, staffing, routines and contact information.
- make Policy information available to parents on request.

Complaints Procedure

If parents have any concerns they should first discuss them with the Club Manager. If further clarification is required, they are welcome to make an appointment to speak to the Headteacher. In exceptional circumstances, should parents feel the need to make a formal complaint they are invited to put details of their concerns in writing to the Headteacher for full investigation – we shall respond with a full outcome within 15 days. If the matter remains unresolved parents may write directly to Ofsted at Cumberland Place, Nottingham, NG1 6HJ.

Child Protection

Safeguarding is central to all that we do as a school, as children's health and wellbeing is vital in enabling them to flourish. We comply fully with Hertfordshire Area Child Protection Procedures and Government Safeguarding Children in Education Policy. All staff have received appropriate levels of training and are aware of procedures when a concern becomes apparent. We will keep a full record of concerns and observations that may be required if a referral to Social Services is made. The best interests and the protection of the children remain priority. Procedures and practices are clearly laid out in the School's Policy held for Child Protection. All documents relating to the organisation of the Breakfast Club will be carefully maintained and kept for recommended period of time.

The Breakfast Club Practicalities (Terms and Conditions)

Staffing

The Breakfast Club Manager, Marie Marcantonio, is assisted by Jenna Knight, a trained first aider. Both staff are experienced in caring for and supporting young children and hold an enhanced level DBS clearance. In addition to this there are other members of staff on site.

Routine

Children should arrive at 7.45am and no responsibility will be taken for children arriving before this time. Entrance to the Breakfast Club is via the dining room entrance. Parents should bring children into the dining room to be signed in. Children must not arrive unaccompanied by an adult. A light healthy breakfast is served and a variety of activities are on offer. Breakfast will be served until 8.15am, if your child arrives after this time, it may not be possible to provide them with breakfast. Children will remain in the care of the Breakfast Club staff until 8.45am when they will go to their respective classrooms.

Policies

The Club is subject to the School's policies and procedures. Copies of all policies are available on the school website.

Risk Assessment

A Risk Assessment has been carried out by the Breakfast Club Manager in line with the school's policy.

Behaviour

Children attending the Breakfast Club are expected to behave according to the expectations set out in the School Behaviour Policy. Incidents of inappropriate behaviour at the Breakfast Club will be reported to the Headteacher.

Place Availability

Parents/Carers wishing to book their child into the Breakfast Club should complete a registration and booking form – these are available from the school office, or may be downloaded from the school website. Places are strictly limited and on some days the club may be over subscribed. It should be noted that registration does not guarantee you a place. Places will be confirmed in writing.

Attendance

The Booking form will indicate your child's expected pattern of attendance. The Breakfast Club is open term-time only, in line with the dates operated by Our Lady School. There is no provision on inset days, occasional days or school holidays. Four term-time weeks' notice in writing is required to reduce or amend the number of sessions. Sessions may be increased subject to availability. Any missed sessions remain chargeable.

Ad Hoc Attendance

It may be possible to allow children to attend the Breakfast Club on an ad hoc basis subject to availability. Parents/Carers wishing to book their child as an ad hoc attendee will need to contact the school office to ascertain availability before 12.30pm the day before. Should a place be available, the school will confirm in writing, registration forms will need to be completed and payment will need to be made in advance. The club will be unable to accept children arriving without booking.

Fees and Payment

The cost per session is £5.00 per child. All payments to be made in advance – full details are on the Booking Form. Payment should be made via ParentPay and should be paid in advance. **Should your account go into arrears this could result in the termination of your child's place at the Breakfast Club.**

Contact Details

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