



St Edward's Church of England
Primary School

Breakfast Club Policy

June 2018



St. Edward's Church of England Primary School

BREAKFAST CLUB POLICY

At St Edward's we strive to ensure that policies and practices are underpinned by the school core value.

1.0 Rationale

The safety of pupils is our priority whilst they are in our care at school. St Edward's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. St Edward's Church of England Primary School provides before school activities to cater for children who need extended care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow. We also signpost parents to local organisations who provide after school care.

2.0 Aims

The Breakfast Club provide quality care for pupils at St Edward's Church of England Primary School. It aims to:

- support parents by providing before school childcare from 7.30am until 8.45am;
- provide planned activities;
- provide a nutritious breakfast.

3.0 Initial Admission Process

- school is responsible for the admissions to the Breakfast Club;
- parents do not have a statutory right to appeal to an independent panel in relation to club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy;
- places are allocated on a first come, first served basis;
- booking forms are sent home at the end of each term for booking onto the following term;
- the school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to the criteria. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list. In the event of a tie break the selection will be by open draw.

4.0 Admission Criteria

4.1 The school will consider applications in accordance with the following criteria:

- all children of single working parents and carers requiring full time care on a regular basis for three or more days per week;
- all children of working parents and carers requiring full time care on a regular basis for three or more days per week;
- all children whose parents require care arrangements regularly on one or two days each week;
- other children at St Edward's Church of England Primary School.

Children from the Nursery to Year 6, who attend St Edward's Church of England Primary School are eligible to attend this club.

4.2 Admission is conditional on the following undertakings by the parent/guardian:

- fees are promptly paid when invoiced;
- fees are £4.00 per session irrespective of arrival times;
- the behaviour of the child is acceptable for the safe & efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.
- notice of a half a term will be required to make amendments to your booking;
- in the case of occasional absence e.g. illness, please telephone the school office to confirm non-attendance;
- children may be accepted without notice if there are emergency circumstances. This is down to the discretion of club staff.

5.0 Booking and Payment

- the cost of each before school session, from 7:30 a.m. until school starts at 8:45 a.m. is £4.00. Invoices will be issued by the start of each half term;
- payment must be made via Parentpay or via certain childcare vouchers* by the end of the first week of each half term.
- failure to pay on time will result in the withdrawal of a place at the club.
- these fees are subject to change, with prior notice to be given of any changes.

* At present we are able to take the following Childcare Vouchers:

- Computershare: ID 0024980154
- Edenred: P21159153

6.0 Review and Monitoring

This policy will be reviewed annually by the Governing Body

7.0 Breakfast Club

Our breakfast club operates between 7:30 and 8:45am where children will be offered a breakfast of toast and cereal and hot and cold drinks, yoghurts and fruit. There will be a range of activities available. Children will be walked to class at 8.45am by club staff, with the exception of Year 5 and Year 6 children who walk to their rooms themselves. A member of school staff is on duty during this time every morning. This session costs £4.00 per day.

Breakfast will be served until 8.20am. Any child arriving after this time will not be admitted.

8.0 Exclusion from Breakfast Club

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by the breakfast club supervisor in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the senior leadership team.

Please note that the club will not run on INSET days or during school holidays. In cases where the school needs to be closed unexpectedly, e.g. extreme weather, we will advise you as soon as possible via our usual means. In these instances fees will be refunded.

