



## **BREAKFAST CLUB POLICY**

### ADMISSION

The Breakfast Club runs from 7.40am – 8.50 am Monday to Friday, term time only (except on planned Non Pupil days when the Club will not run). It has space for 40 places per session.

It is the responsibility of the parent/carers to ensure that the Breakfast Club is informed of up to date contact details at all times.

### WAITING LIST

To ensure that admission to the Breakfast Club is offered on a fair and transparent basis, the following procedure will apply to the management of a waiting list:

- If oversubscribed, places will be allocated according to the following criteria:
  - Children looked after by the Local Authority
  - A parent/carers requiring five full time sessions per week
  - Siblings of a child already attending the Club
  - Other children

### BEHAVIOUR PROTOCOL

- The club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Breakfast Club the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with the School's Behaviour Management Policy.
- In addition, staff and children will work together to establish a clear set of "ground rules" governing behaviour in the Breakfast Club. These rules will be periodically reviewed so that new children have a say in how the rules of the Club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.

The Breakfast Club will adhere to all School Policies:-

[www.coastacademies.org.uk/page/?pid=17](http://www.coastacademies.org.uk/page/?pid=17)

### STATEMENT OF INTENT

We aim to ensure that we offer our services to all sections of our community, regardless of their socio-economic background. A proportion of childcare costs can be claimed back as part of a family's Working Tax Credits.

Sodexo, Computershare and Edenred Childcare vouchers will also be accepted where appropriate. The charges have been calculated to be non-profit making.

## METHODS

In order to achieve this aim, the Breakfast Club operates the following policy:

- We open our doors for the full 38 week academic year for five sessions per week (except on planned Non Pupil days when the Club will not run).
- Our Breakfast Club will begin at 7.40am and end at 8.50am
- We set our fees according to the community's demands, taking into account the setting's costs e.g. staffing, equipment and food costs.
- We offer information on help with childcare costs and the completion of childcare funding applications.

## SESSIONAL COSTS

We expect parents/carers to book and pay for sessions using the online system. The fee will cover the whole session regardless of the time of the child's/children's drop off.

- Booking and Payment is made through our school money site [www.eduspot.co.uk](http://www.eduspot.co.uk) using the schoolmoney parent log in.
- Each pre-booked session will cost £4.50 and payment is required on booking, which is available up until midnight the day before.
- We reserve the right to refuse children in to Breakfast Club if no prior booking has been made.

## FORM COMPLETION

Parents/carers will be asked to complete all the registration documents prior to their child attending the setting, these forms are available from the school office.

## ABSENCES

- We cannot refund sessions a child has missed due to illness or holidays.
- When a session is booked it is held open for that child whether or not they then attend.

## CANCELLATION OF SESSIONS

- Sessions will remain unchangeable unless written notice is given. If circumstances require sessions to be cancelled during a half term then please speak to the school office.

## STAFF TRAINING

- There will always be a trained First Aider on site. All staff have received Safeguarding, Food Handling and Hygiene and preventing extremism and radicalisation training.