



# St. Luke's Breakfast Policy

This policy is reviewed as and when the provision is amended.

**AIMS:**

- To provide affordable, early drop- off childcare facility for parents/carers.
- To help improve attendance and punctuality.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.
- To help to improve attendance and punctuality.

**ORGANISATION:**

- Breakfast Club runs from 07:30am every day during term time.
- The club is available for pupils from Foundation Stage to year 6.
- Breakfast Club is only available to those children who attend St. Luke's Primary School.
- Each child's details, medical information and emergency contact numbers are kept in the main office.
- Parents are not required to book, however only those children who are registered will be eligible to stay.
- The cost of Breakfast Club is £2.50 per day, per child (£12.50 per week). Children who are eligible for Free School Meals are not required to pay.
- If there is more than one child from a family, the second or third etc. siblings pay half price.
- Numbers are limited and priority will be given to working parents.
- All school policies apply to the Breakfast Club.

**STAFFING:**

Staffing follows a ratio of 1:8 for children aged 3-8 and 1:10 thereafter. Staff are on site from 7:30am. If a member of staff is absent, she will ring the Head Teacher in order for a replacement to be arranged.

**SAFEGUARDING AND HEALTH AND SAFETY:**

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity have current DBS (CRB) clearance. These records are held in the school office.
- Breakfast club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where ICT equipment is used, they also follow the schools Internet Safety policy and procedures.
- A separate risk assessment has been completed for Breakfast Club sessions and activities.

**CATERING:**

- All paid Breakfast Club staff will have completed a Food Hygiene Course.
- The school holds the Healthy Schools Status and therefore follows the guidance as set out in the Food Policy.
- All regulations laid down by The Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2011 are adhered to.

**FIRE PROCEDURE:**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate in the school playground.
- The club register will be taken outside and all names checked.

**COMMUNICATION WITH PARENTS:**

- Staff will communicate verbally with parents/carers bringing children, which may involve passing message to classroom teachers.
- Written notes to parents from the Breakfast Club Staff are passed on via the child's teacher.

**MEDICATION:**

- Inhalers are kept in the school First Aid room. If a child needs an inhaler, a member of the Breakfast Club staff will escort the child to the medical room and observe that it has been taken correctly.
- All other medication administered will follow the existing school policy.
- Allergy information will be updated regularly, and staff have access to this.
- Medical information is kept in the First Aid room. Allergies and other medical information provided by parents will also be on the registration form.
- IF First Aid is administered, the treatment given is recorded on a medical treatment form. Copies of accident forms are sent home with the child that day to keep parents informed. Copies are kept in school.

**CANCELLATION:**

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure, a member of school staff will endeavour to contact individuals by telephone or text message before 7:30 am.