

**Whatever you do, work at it with all your heart.
Colossians 2:23**



St. Mark's C of E Primary School

Breakfast Club Policy

Approved by governors: (date)

Reviewed: January 2018

To be reviewed: January 2019

Mission Statement

At St Mark's C of E Primary School we will:

- Welcome everyone
- Build Christian values and worship into our teaching
- Establish strong links between home, school and community
- Endeavour to reach our full potential and celebrate our achievements
- Care for, encourage and respect each other
- Support each other to stay safe, healthy and make a positive contribution to our World

Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.

Aims and Objectives

- ❖ To offer a safe, secure and friendly environment in which children can enjoy a healthy, nutritious breakfast under the supervision of qualified staff.
- ❖ To enhance the community spirit embraced by St Mark's Elm Tree CE Primary School and contribute towards extended school provision.

Opening Times

The Breakfast club for will be open term time only, Monday to Friday, 7.45am until 8.40am. Breakfast will be served between 7.45am and 8.30am.

Breakfast comprising of toast, cereal, fruit and juices will be provided. Once the children have eaten, activities will be offered. All children will be taken to their classrooms at the end of the session, ready for the start of the school day.

Members of Staff

- ❖ Mrs Pinkney
- ❖ Mrs Noble
- ❖ Mr Trotter

Nursery Breakfast Club

Opening Times

Nursery Breakfast club for will be open term time only, Monday to Friday, 7.45am until 9.00am. Breakfast will be served between 7.45am and 8.30am.

Breakfast comprising of toast, cereal, fruit and juices will be provided. Once the children have eaten, activities will be offered. All children will be taken to their classrooms at the end of the session, ready for the start of the Nursery school day.

Members of Staff

- ❖ Mrs Mason
- ❖ Miss Salisbury

All staff are DBS checked and are first aid trained.

The ratio of staff to children is in line with Government recommendations.

A list of all members of the Breakfast Club will be kept and maintained, and a register of attendance will be taken on a daily basis.

Fees and Payment

The cost of the breakfast clubs are £3 per sessions. No commitment is required, however payment, on Parent Pay, is to be paid either in advance or on the day. Non-payment of fees will result in a child not being able to attend.

Policies and Procedures

School policies relevant to the Breakfast Club include Equal Opportunities, Health and Safety, Whole School Food, Behaviour and Safeguarding. The schools mobile phone protocol is also applicable.

Parental/Pupil Feedback

The school value parental and pupil opinions and will welcome feedback on how the Club is run.

The school Complaints policy is published on the school website, however in line with school policy please inform Mrs White, School Administrator of any concerns, in the first instance.

Guidelines for Children, written specifically for the pupils attending

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

You will be expected to follow these rules:

- ❖ Follow adult instructions at once;
- ❖ Be polite to everyone;
- ❖ Respect other people's property;
- ❖ Keep our hands and feet to ourselves;
- ❖ Behave in a clam and quiet manner;
- ❖ Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission.

If you are not happy or if you have a problem, please tell an adult who will be happy to help you.

If you have difficulty following these rules then you may be asked to leave the club.

Guidelines for Parents/Carers

Please pay fees promptly. If you have a problem paying the fees or your circumstances change, please talk to a member of staff at the Club or Mrs White, Senior Administrator. All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the Club, then after consultation with you, and due warning, the child's place will be removed.

If you would like your child to attend a breakfast club, please contact school on (01642) 580774 and ask to speak to Mrs White, Senior Administrator or Mrs Todd, Administrator.