



# Crofty's Breakfast Club, Policy and Procedures

Written: January 2009. Reviewed September 2010, March 2012, August 2014

**The Governing Body of Molescroft Primary School first adopted this policy on 13<sup>th</sup> January 2009**

## 1. INTRODUCTION

Crofty's Breakfast Club opened in January 2009. After a consultation period supported by the Beverley Extended School's Coordinators considerable interest was shown in the venture and from consultations a clear need demonstrated. Only children attending Molescroft Primary School can attend Crofty's Breakfast Club.

## 2. AIMS AND OBJECTIVES

**To provide a Breakfast Club which supports working families by providing a safe healthy and useful environment for pupils from 8am to 8:40am on school days.**

The club will:

- Be well used and valued by child and adult clients.
- Impose no extra burden on the smooth running of the day

The club is not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange. Also note the Breakfast Club is only open on school days.

## 3. ANTI - DISCRIMINATION

The club is subject to the same policies and procedures that apply to the school's Race and Equality Policy. It is subject to the same procedures regarding the reporting of any incidents which are discriminatory in any manner, based on Race, Nationality, Gender, Disability or Sexual Orientation.

Most importantly:

- All staff, teaching and non-teaching, should be vigilant in class and in the playground at all times, in order that discriminatory behaviour does not go undetected
- All staff should investigate any allegations of discrimination and take the child's concerns seriously. Discriminatory attitudes must be challenged
- All staff should take action as soon as possible and ensure that all interaction is carried out privately, i.e. away from the group
- Staff should remain calm and take time to listen impartially to all involved
- Staff should avoid labelling pupils such as 'racist' and 'victim' – after an incident both pupils may need support to rebuild or reinforce self image and esteem



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- All reports of discriminatory incidences must be recorded and a note made of any action taken. The school will invoke sanctions as detailed in the Good Behaviour Policy
- Information relating to all incidences of discriminatory behaviour will be forwarded to the local education authority on a termly basis. This data will be used for analysis.

## 4. STAFFING

Staffing will include:

- Senior Supervisor, named person in charge and first aider. –
- 2 Teaching/Catering Assistants.

Maximum adult/pupil ratio is 1: 15

The optimum maximum number is 50 and although there is staffing to go higher, everything possible will be done to sustain the capacity at 50.

All staff will wear a tabard.

## 5. THE ROLE OF THE HEAD TEACHER

The Head Teacher is ultimately responsible, though the assistant Head Teachers may act on his behalf.

It is not expected that a member of the Senior Management Team is on site whilst the club is in operation, though usually this is the case.

## 6. BEHAVIOUR

The Club is subject to the same policies, procures and expectations that apply to the school as demonstrated through the school's Good Behaviour Policy.

The same rules / expectations and procedures apply that are the basis of the School's Good Behaviour Policy.

**The following additional points should be noted however:**

- Attendance is not a statutory requirement and no extra support can be provided by the school for individuals. It may be possible however to access support funding if required.
- Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed.



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## 7. RESERVING PLACES and PAYMENT

To attend the club, Parent/Carers need to reserve and pay for places in advance in termly blocks. Sessions run from 8 a.m. to 8.40 a.m. at which time pupils go straight to class or earlier if attending Booster Classes.

- Money is not refundable for absence due to illness or other family commitments.
- Money is refundable however for reasons caused by the school e.g. school closure, Residential Visits.
- Parents may signify a booked holiday when reserving places and adjust payments accordingly at the point of payment.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday etc.
- Places are limited, though depending on demand, provision could expand in the future.
- Price is set each year PAYABLE ONE TERM, ONE HALF TERM, MONTHLY OR WEEKLY IN ADVANCE.
- The club is unable to take incidental one off bookings or payment at the door.
- Parents may contact the F.I.S.H. Helpline for advice on reclaiming costs back via Working Families Tax Credit. Tel: 396469

## 8. ORGANISATIONAL PROCEDURES

In summary the arrangements are as follows:

- Parent/Carers are responsible for ensuring the safe arrival of children at the club.
- Entrance is via the Y1/Y5/Y6 path off St Leonard's Road NOT through the car park or main doors.
- At 7.58 a.m. the gate to the grounds will be opened by the senior supervisor and children will register into the club via the Hall Fire Exit from 8 a.m.
- No responsibility will be taken for pupils before this time.
- Children will enter leaving belongings in a designated area. Children will then sit down in the dining area placing coats in the Y1 Cloakroom. Children will wait for the opening of the breakfast bar.
- Breakfast will be served buffet style in the hall to include:
  - Fruit juice
  - Toast
  - Choice of cereals
  - Yoghurt
  - Milk

On some occasions 'specials' may be offered



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e.g porridge or croissants.

- The Parish Room will be available for pupils wishing to read and/or complete homework. The Teaching Assistant will be available to support learning.
- Table games are set out in the hall.
- No food is to be taken to the Parish Room.
- Breakfast T.V. will be provided, alternating between current affairs/news and children's TV. This will be broadcast on the large screen.
- At 8.30 a joint activity will be offered to all members.

## 9. UNRESERVED ATTENDANCE

**If a child arrives at the club without prepayment, the child will be accepted for one session. The Senior Supervisor will report this to the Head Teacher who will contact parents directly. Should there be a repetition; a report will be made to Social Services as the parents are neglecting to care appropriately for the child.**

## 10. DIETARY REQUIREMENTS

Staff must make themselves aware of any pupils with special dietary requirements including allergies. These are displayed clearly in the Kitchen.

Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.

## 11. STAFF ABSENCE

Staff must inform each other of absence. The Senior Supervisor will arrange for extra cover from a supply list should the adult: pupil ratio breach the 1:15 ratio. There must be an absolute minimum of two staff present.

## 12. SAFEGUARDING

Breakfast Club is subject to all the same regulations, processes and procedures as described in the school's Safeguarding Policy and in all associated health and safety, employment, and child protection policies.

The Breakfast Club is also subject to all relevant Risk Assessments displayed in the hall including 'Out of School Clubs' and has its own Breakfast Club specific Risk Assessment.