



Crofty's Breakfast Club, Policy & Procedures

Written: January 2009.

Reviewed September 2010, March 2012, August 2014, November 2017, October 2020, March 2023

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 7:45am 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.
- All reports of discriminatory incidences must be recorded on CPOMS. The school will invoke sanctions as detailed in the Good Behaviour Policy



Crofty's Breakfast Club, Policy & Procedures

Written: January 2009.

Reviewed September 2010, March 2012, August 2014, November 2017, October 2020, March 2023

4. STAFFING

Staffing will include:

- Senior Supervisor, named person in charge and first aider. –
- 3 Assistants.

Maximum adult/pupil ratio is 1: 15

The maximum number is 75.

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.

7. RESERVING PLACES and PAYMENT

To attend the club, Parent/Carers need to reserve places in advance in termly blocks. Sessions run from 7:45am to 8:40am. 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 specific authorised absence 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.



Crofty's Breakfast Club, Policy & Procedures

Written: January 2009.

Reviewed September 2010, March 2012, August 2014, November 2017, October 2020, March 2023

- In addition, parents may, if spaces are available, submit specific work patterns and reserve places accordingly.
- Places are limited, though availability has been significantly expanded to meet demand.
- If places are available bookings can be taken mid-term.
- Price is set annually and PAYABLE ONE TERM, HALF TERM, MONTHLY OR WEEKLY IN ADVANCE.
- Parents may withdraw at any time but must give four weeks' notice. However, a parent may also suspend use of a place for up to four weeks in line with the flexible work pattern offer. However, the four-week suspension rule still applies after that suspension. If however the four weeks precede the start of a new term, the new term booking applies and therefore there would be no requirement to honour bookings after the end of term holiday.
- The club is unable to take incidental one off bookings or payment at the door. In an emergency however the school will care for a child in the club. (see below)
- Parents may be able to apply for financial support and use vouchers.

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 through the Hall Fire Exit, via the Y1/Y5/Y6 path off St Leonard's Road NOT through the car park or main doors.
- At 7:40 am. 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 7:45am.
- No responsibility will be taken for pupils before this time.
- Parents/Carers are fully responsible for their children until the moment the children enter the school building, even if the child walks to school alone. If a child is to be absent from school, parents must contact the school by telephone. If the school is not aware or why a child is absent a member of the school office team will telephone parents and carers but possibly not until 9:30am. This also applies to pupils attending the Breakfast Club. Contact will not be made until after the club is closed. This is because there is not a set starting time.
- Children attending early morning classes before 8:40am should also register through the Breakfast Club route, i.e the Hall Fire Exit.
- Children will enter leaving belongings in a designated area. Children will then sit down in the dining area ready for the opening of the breakfast bar.
- Breakfast will be served to the children to include:
 - fruit juice
 - toast
 - choice of cereals
 - yoghurt
 - milk

On some occasions 'specials' may be offered
e.g. porridge, muffins, pancakes or croissants.



Crofty's Breakfast Club, Policy & Procedures

Written: January 2009.

Reviewed September 2010, March 2012, August 2014, November 2017, October 2020, March 2023

- Over the years it has become clear that the short time in the club after eating is appreciated by the children as a social time. Some choose to read or do homework. Setting up of games is not required, though table activities are available if children request them.
- Appropriate TV will be broadcast on the large screen.

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 will 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 as well as the School Business Manager. The School Business Manager in consultation with the Senior Supervisor will arrange for extra cover as required should the adult: pupil ratio to 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.