



**St George's Catholic Voluntary Academy**  
**Breakfast Club Policy**

Issue No 3  
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### **Rationale**

The breakfast club is organised by St George's Catholic Voluntary Academy. It is an extended school activity designed to allow children to be in school from 7:30am onwards to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

### **Objectives**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

### **Organisation**

The breakfast club is open to all pupils attending St George's. It is open from 7:30am, but children should arrive no later than 8:10am to enable staff to clear food and clean before the start of the school day. The child's details, medical conditions, the parent's contact number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

### **Use of registers**

The breakfast club retains the registers which are kept in the school office. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

### **Staffing and supervision**

The children are adequately supervised at all times. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

Breakfast Club must be booked and paid for online. Bookings will close 3 days prior to your chosen session, so please leave plenty of time to book. Similarly, bookings can only be credited back to accounts with three days' notice of cancellation.

Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

### **Food and Activities**

Children will be offered a range of cereals and toast for breakfast. Following breakfast, informal activities will follow comprising of games, toys and children's television. All resources necessary for the club will be purchased through the school budget designated for such purchases.

### **Behaviour Policy**

Our Behaviour Policy apply during Breakfast Club. This whole school approach to positive reinforcement and modelling of good behaviour is very important to ensure that the children are safe and happy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

### **Pricing policy**

The breakfast club daily fee is £3.00

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running of costs

It may be necessary to change fees from time to time; however parents/carers will always be given at least one month's notice of this.

### **Fire Procedure**

Children should exit the hall and assemble on the field. All registers should be taken and the children checked.

### **First Aid**

If first aid is administered, the treatment given is recorded on an incident slip. A note and/or telephone call will be made to inform parents of what treatment the child has received.

### **Medication**

All children keep their own inhaler. All medication will be administer in line with our 'Supporting Pupils with Medical Conditions' policy.

### **Risk Assessment**

A risk assessment has been carried out for the Breakfast Club.

This policy will be reviewed next in September 2024.