



Booth Wood Primary School

BREAKFAST CLUB POLICY

The Breakfast Club is run to support parents by providing childcare and/or breakfast for those children attending Booth Wood School from 7:45am until 8:40am.

Ground Rules:

1. The Breakfast Club is run by Booth Wood Primary School.
2. The Club is currently operating for children attending Booth Wood Primary School only.
3. The Club will provide a drink (water or milk), choice of cereals and toast. On occasions we will have themed special breakfasts i.e. Christmas and Valentine's Day. There will be no reduced prices on these special days.
4. Activities are available after breakfast and a homework table is accessible to children should they need to complete their homework. The club staff, however, is not responsible for helping children with their homework.
5. Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave the Breakfast Club room to play outside unsupervised.
6. The Club will comply with environmental health and food safety standards.
7. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
8. All children are expected to behave well, show respect, be polite, look after equipment and resources and be co-operative and courteous to staff and to each other.
9. Children who continue to behave inappropriately after discipline procedures have been implemented will be banned from the club, either permanently or temporarily depending on circumstances.
10. Please look at our school website or enquire at the school office for current prices for Breakfast Club.
11. At the end of the session (8:40am) all children in reception, year one and year two are taken to their class rooms. Children in year three and above make their own way to their classes.
12. Parents are asked to keep the school informed of any change of emergency contacts via the school office as well as notifying the breakfast club supervisor.
13. Occasionally photos may be taken of the Breakfast Club children for display purposes. If you object to your child being photographed, please notify the office or the Breakfast Club Team.
14. In the event of a parent wishing to make a complaint, this should be made in the first instance to the Breakfast Club Supervisor. If a parent is still concerned, then the matter should be taken to the Head teacher, Mrs J Harvey.



15. Parents are asked to show agreement with these ground rules by signing and returning a copy of Appendix A (attached). We regret we are unable to offer a place without a signed agreement.



Booth Wood Primary School BREAKFAST CLUB POLICY Appendix A

These ground rules are agreed on behalf of:

.....
(Name of child)

Signed
(Person with legal responsibility)

Date

Medical information / Notes to Breakfast Club Team

Emergency contact details: (at least two)

| |
|---|
| <p>Emergency Contacts Name: _____</p> <p>Relationship to Child: _____</p> <p>Emergency Contact No: _____</p> |
| <p>Emergency Contacts Name: _____</p> <p>Relationship to Child: _____</p> <p>Emergency Contact No: _____</p> |

This policy was agreed by the Premises sub-committee of Governing Body at its meeting on 21st September 2020 (to be reviewed every three years). The next review date will be 2023.

Signed:Chair of Premises Health and Well Being Committee

Print Date: