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## SEA MILLS PRIMARY SCHOOL

Aspire • Believe • Succeed

### Breakfast Club Procedures

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#### **Aim:**

- To provide a welcoming, happy and safe environment for pupils before the start of the school day
- To provide children with a nutritious breakfast
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community

#### **Staffing**

There will always be a minimum of two Breakfast Club supervisors at each session. Staff will be on site and ensure the club is open at 8am. If a staff member is absent, they must ring the Headteacher as soon as possible in order to arrange cover.

#### **Registration**

Children are registered at the school office; entry charge is £1 (£4 for nursery children).

Children will not be chased for outstanding payment but if there is no payment on a second day then the family will be sent an email reminder. On the third day of non-payment a reminder letter will be sent home. On the fourth day of non-payment the details will be passed to SLT to take further action.

#### **Cooking and serving facilities**

The school kitchen is used for food preparation and service. One member of staff will have a Food Hygiene Certificate; they will be in charge of preparing and serving food and ensuring that facilities are kept clean. School allergy information will be referred to and Breakfast Club staff have access to this.

#### **Organisation**

- Breakfast club is open to pupils from 8:00 am to 8:45.
- Children pay for the food they order once in Breakfast Club.
- KS2 children will be supervised on the school playground from 8:30.
- Younger children will be taken to their classrooms at 8:45 after helping to tidy up.
- Children attending Nursery will be taken over at 9am by Breakfast Club staff.
- KS2 parents need to drop their kids off and should not come into Breakfast Club to avoid disruption. Parents of younger children may want to bring their children in to Breakfast Club and are welcome to do so although they are encouraged to leave promptly.

#### **Resources**

A range of games and activities are provided by Breakfast Club. The condition of these resources is regularly monitored and an audit and reordering is done annually.

#### **Behaviour**

The school behaviour guidelines are followed in Breakfast Club.

#### **Communication**

Staff will have verbal communication with parents/carers bringing children which may involve passing messages to class teachers.

#### **Safeguarding, Fire & Medication**

All staff will be DBS checked and Breakfast Club staff will follow school safeguarding policy and procedure. In the event of a fire, children and staff will follow the normal school procedures. Medication will be administered according to existing school policy.