

# Gossops Green Primary School



## Breakfast Club Policy



Last Reviewed on: October 2022

Next review due by: October 2025

Excellent **COMMUNICATION** is at the heart of everything we do.

At Gossops Green Primary School we believe that **COMMUNICATION** is the **KEY** to unlocking the potential for every learner to be successful.

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### 1. Aims

- To provide an affordable, early drop off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day, so that they are ready to learn for the start of the formal school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

### 2. Introduction

The Gossops Green Primary Breakfast Club is run by Gossops Green Primary School and exists to provide high quality out-of-school hours childcare for our parents/carers. The children 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 their choice of food and drink, and to participate in activities with each other, developing social and interactive skills. The club operates from 7.45am – 8.30am daily, term time only, (excluding INSET days), and current costs for each session are set out below in Section 5. A copy of this policy is provided to all parents of children attending the club and is also available on the school website. All parents must complete a registration form online for each child attending the club and sign the parental agreement to adhere to the terms of this policy.

### 3. Admissions

- Only children attending Gossops Green Primary School from EYFS to Year 6 are eligible to attend the club.
- All places are subject to availability. These spaces are allocated on a first come, first served basis.
- This policy is available for parents to view via our school website <https://gossopsgreen.com/parents/breakfast-club/>
- All club staff are made aware of the relevant details (shared by parents on the registration form) of all children who are signed up.
- Children's attendance is recorded in a register.

### 4. Booking Places

- Breakfast Club needs to be booked and paid for via Arbor. Parents should email the school office if they wish to access the Breakfast Club booking system and their child will be assigned to the Breakfast Club payment item.

- Places must be booked 48 hours before the start of the club and, ideally, should be booked by 11:59pm on the Thursday of the previous week as food is ordered on the Friday.
- Children in receipt of Pupil Premium Funding are not charged for Breakfast Club. However, parents still need to book their children into the club as outlined above. If a Pupil Premium child fails to turn up on three occasions, with no reasonable explanation from the parent, their parent will be phoned and asked if they want the places that are booked. If the child fails to turn up a further time, their free place may be revoked.
- Fees can only be paid online, using the school online payment system on Arbor

## **5. Pricing Policy**

- The cost is £4 per session, per child. Children in receipt of Pupil Premium funding are entitled to free Breakfast Club provision and will not be charged.
- No paying child can attend the club without payment being made first.
- If Breakfast Club is booked but the child no longer requires the place, e.g. due to carer work changes or sickness, the place can be cancelled and the parent's ParentPay account will be credited. The school requires at least 24 hours' notice, before the start of the club in order to cancel the place. Parents should email [childcare@gossopsgreen.org.uk](mailto:childcare@gossopsgreen.org.uk) in order to cancel their child's space. Refunds will not be provided for children who do not attend the club without prior notice as described above.
- Parents should keep their online payment log as proof of payment.
- Parents/Carers will always be given at least a half term's notice of any change in fees.

## **6. Staffing**

- The Breakfast Club Leader will be suitably qualified to take all ages attending the club.
- The club will be staffed at the ratio of 1 adult for every 15 children. At all times the Breakfast Club Leader will be present; in addition, members of the Senior Leadership Team are in the building from 7.45am onwards.

## **7. Arrival and Departure at Breakfast Club**

- Parents/Carers are required to bring their child to the main front door where they will be ticked off the register.
- Parents of children in Yr4 or below must wait with their child if they arrive before the start of the club at 7:45am
- All children will be sent directly to their classrooms at 8.30am.
- If a child does not arrive at the club and their parent has not contacted the school with an explanation, office staff will call the parent/carer to ascertain their child's whereabouts.
- Should a child arrive at Breakfast Club that has not had a place reserved, parents/carers will be asked to collect the child.

## **8. Daily Routine**

- From 7.45am onwards, Parents/Carers bring their children to Breakfast Club, using the main pedestrian entrance gate. The club is situated in the school small hall where a range of activities are set out.
- Children must be in the Breakfast Club by 8.15am to receive breakfast. Any child arriving later than this will be unable to have breakfast.
- In the remaining time, children will be engaged in a range of provided activities.
- 8.20am is tidy up time, encouraging the children to take responsibility for their environment.

- At 8.30am, children collect their coats and bags. Children are sent directly to their classrooms.

## **9. Food**

- Breakfast Club children will be offered a breakfast, in line with the School Food Regulations, January 2015, which will include:
  - Fruit juices, milk or water
  - Cereal
  - Wholemeal toast with jam/honey/marmite
  - Yoghurt
  - Fresh fruit
- Staff will encourage all children to eat a breakfast that will enable them to be successful in their learning throughout the morning. Parents will be advised if their children do not eat appropriately. Breakfast will be served to children until 8.15am and any child wishing to have breakfast must have arrived by this time.
- Any special dietary needs should be recorded on the booking form.

## **10. Behaviour**

Whilst attending Breakfast Club, children are expected to:

- use socially acceptable behaviour
- respect one another, accepting differences of race, gender, ability, age and religion
- choose and participate in a variety of activities
- ask for help if needed
- enjoy their time at the club

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and informing parents about individual achievements.

Dealing with inappropriate behaviour: The Breakfast Club will follow the school's Behaviour Improvement Policy. Any child that persistently disrupts the smooth running of the Breakfast Club may forfeit his/her place.

## **11. Policies**

The Breakfast Club will follow all relevant policies of the school (see website).