



LORDSWOOD  
SCHOOL

## Breakfast Club Policy

Date: January 2024  
Review Due: January 2025  
Reviewed Annually

## Objectives

We aim to provide a welcoming, safe secure environment for pupils before the start of the school day. This enables pupils to:

- Eat a healthy breakfast
- Feel cared for and welcomed into school
- Be ready to learn
- Play and interact in a calm environment
- Be on time for school
- Complete homework tasks.

## Organisation of Breakfast Club

The breakfast club is open to all pupils attending Lordswood School in Years R-6. It is open from 7.30am to 8.45am, but we encourage children to arrive by 8.15 am.

Breakfast club is held in the school hall. In order to extend the opportunities available to pupils, they will be able to participate in additional activities as arranged, such as sporting activities and workshops. The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office that is accessible to breakfast club supervisors. It is the responsibility of the parents to ensure that the office is informed of contact changes.

## Use of Registers

Children are registered as they enter the hall. Newcomers are added to the register. The breakfast club supervisor 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 well supervised at all times and the Head or SLT member is contactable on a daily basis in the event of any queries or staffing issues. All members of staff and visitors are DBS checked. Members of staff on duty hold a current first aid certificate and food hygiene certificate level 1.

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.

## Food and Activities

Children will be offered a range of breakfast foods which includes cereal, toast, scrambled eggs and beans, accompanied by milk, water or squash. Following breakfast, a number of activities will be on offer for the children to participate in, such as board games, playdough, role-play and construction. Reading and homework can also be completed at this time. All resources necessary for the club will be purchased through the school budget designated for such purchases. Activities will be arranged on tables ensuring children are grouped in their year groups.

## Behaviour

Our Relationship Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. 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

The breakfast club daily fee is £4.00 per day. This fee is to cover the cost of:

- Staffing and administration.
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time; This will occur at the start of the academic year in September. Parents/Carers will always be given at least one month's notice of this. The club is run on a non-profit making basis.

## Payments

Payments should be made in advance at the beginning of every week. Parents must pay by online through "school money" system. Receipts will be issued on line. The school office will text all parents who are in debt each week. If payment is not received within the calendar month, parents forfeit their child's place with immediate effect, until payment is received, as there is often a waiting list. You will be informed immediately by phone and letter at this point.

## Evacuation Procedure

In the case of an evacuation emergency, such as the Fire Alarm being sounded, children should exit the hall and assemble outside the main school office. All registers should be taken by staff and the children accounted for.

## First Aid

If First Aid is administered, the treatment is given in line with School Policy.

## Risk Assessment

A risk assessment has been carried out for the breakfast club.