



# Breakfast Club Policy

Policy reviewed: *Summer 2020*  
Policy valid until: *Summer 2022*  
Policy owned by: *The Headteacher*

Headteacher: \_\_\_\_\_

For and on behalf of the Governing Body: \_\_\_\_\_

### **Policy status**

Optional/additional with a review every two years

### **Consultation**

This policy was established and reviewed by the all school staff in consultation with the Governing Body.

### **Purpose**

- To provide a secure, welcoming facility for pupils before the start of the school day
- To encourage children and families with persistent attendance and punctuality issues to attend school more regularly and to be in school on time
- To enable pupils to eat breakfast before the start of the school day in a pleasant and safe environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils

### **Implementation**

- Breakfast Club is open to all pupils, free of charge from 8:00am to 8:55am every morning
- Breakfast is served from 8:00am until 8:25am
- Breakfast Club is held in the school hall
- Pupils enter the school hall through the outside hall door and are welcomed by a supervisor who registers them
- Year 3 and 4 pupils must be signed in by an adult
- Pupils go to the canteen hatch to fetch their breakfast items. When they have finished they take their plates, bowls and cups to the hatch
- Pupils are permitted to take part in any of the activities that are provided in the hall. Activities can include:
  - Table football/snooker
  - Colouring and drawing
  - Board games
  - iPads for literacy and numeracy tasks
- Pupils must stay in Breakfast Club, once registered
- All activities are cleared away by 8:50am so that pupils can leave the dinner hall promptly at 8:55am when the bell rings to sound the start of the school day
- Pupils are accompanied up the corridor by a supervisor to their cloakrooms/classrooms at 8:55am

### **Staffing**

- All Breakfast Club staff hold current DBS forms
- There are 3 Breakfast Club supervisors in attendance from 7:45am
- In addition to this, the school caretaker is on site from 7:00am
- If a member of staff is absent, she/he must contact the Headteacher, the Deputy Headteacher or the Senior Breakfast Club Supervisor who will arrange cover

### **Behaviour**

- Emphasis is always placed on good table manners and behaviour at Breakfast Club
- Pupils who do not make the right behaviour choices are spoken to calmly and reminded of what is expected of them
- If pupils continue to make the wrong choices regarding their behaviour, their names will be noted in the behaviour log book
- The log book is shown to the Headteacher/Deputy Headteacher who will speak to that pupil regarding the behaviour
- If it is felt that the behaviour is severe or that there is a pattern emerging in the pupil's behaviour, then a decision will be made to ban that pupil from Breakfast Club for a period of time
- Parents are welcome to make appointments with the Headteacher to discuss matters pertaining to their child's behaviour at Breakfast Club

### **Booking Arrangements**

Parents are not required to book in advance of their child attending the Breakfast Club

### **Registers**

- Pupils are registered as they enter the school hall according to their year group. Newcomers are added to the register
- The register is kept in the kitchen
- At the end of Breakfast Club, the supervisor tallies the numbers attending
- In case of an emergency where the pupils have to be evacuated from the building, the register must be taken and the pupils checked against the register to ensure they are present

### **Resources**

Breakfast Club resources are kept in the hall store cupboard

### **Fire Procedure**

- Pupils should exit the school hall through the outside hall doors and assemble on the yard (fire assembly point)
- All registers should be taken and the Headteacher or Deputy Headteacher informed of when the pupils are checked and present

### **First Aid**

- If First Aid is administered, treatment given is recorded on an accident form
- Copies of accident forms are sent home with the pupil that day to keep parents informed
- Copies are kept in school

### **Risk Assessment**

A risk assessment has been carried out for Breakfast Club.

### **Arrangements for policy monitoring and evaluation**

Annually, in consultation with all staff, Governors and pupils.

**This policy is available on the school website, and in translation, on request.**