

# Extended Services: Breakfast Club Policy

Robins Lane Primary School  
School Policy



Aim  
High,  
Fly  
High



## Extended Services: Breakfast Club Policy

### Terms and conditions of breakfast club provision.

1. Breakfast Club places must be booked in advance. Bookings must be made by 12.00pm each Friday for the following week.
2. There is a maximum capacity of 30 places.
3. Breakfast Club is open from 7.45am each morning.
4. Following Breakfast Club, children are taken to their classes at 8.30am.
5. Breakfast Club is held in the school canteen. You must take your child directly to the canteen doors each morning to be signed in.
6. All adjustments to bookings must be made by Friday 12.00pm for sessions booked in the following week.
7. Fees are payable weekly in advance, online or by childcare vouchers. Fees must be **paid in full by each Friday at 12.00pm** for sessions in the following week. Failure to pay fees in full by Friday at midday each week will result in sessions for the following week being cancelled.
8. In urgent or exceptional circumstances, sessions may be allowed to be booked without the required notice subject to availability and only if immediate payment is made by ParentPay.
9. Breakfast Club sessions cannot be booked on the day, under any circumstance.
10. Last minute sessions can be booked, subject to availability and subject to immediate payment.
11. If in any exceptional circumstance where we allow a place to be booked without payment first, the payment must be made within 24 hours. If payment is not made, no further sessions can be booked. We will endeavour to collect payment and should the payment not be made in full by the required date, we may refer it to St Helens Council Debt Recovery Section.
12. Once sessions are confirmed each Friday at midday, fees will not be reimbursed or credited to your account if any sessions are cancelled. This includes if your child is unwell or is absent from school for any other reason.
13. If children are unwell on site, the Breakfast Club staff will seek medical advice if necessary. Parents will be contacted immediately if a child is unwell and will be asked for them to be collected.
14. Children in Nursery to Year 6 can access the provision.
15. Children get a choice of breakfast foods each morning.
16. Prices will be reviewed annually and may be increased in line with inflation.

### 1. Bookings and Charging

The Breakfast Club Registration / Contract Form must be completed annually, at the start of each school year and, unless there are any changes to personal data throughout the year where an updated form will require completion, this form covers your child's permission to attend this provision for the full academic year.

Children must be booked into the Breakfast Club in advance, and by each Friday at midday for sessions in the following week, to ensure a place is reserved and available. Children can only attend the booked session if the Breakfast Club Registration / Contract Form is completed and the appropriate charges have been paid by midday each Friday, for sessions in the following week.

In the event that parents/carers need to request an urgent booking, this can be taken over the phone by calling the school office. However, this will need to be followed up with completion of the



form as an urgent matter. Fees for urgent bookings must be paid immediately or we will be unable to provide the place. No urgent bookings can be taken on the morning that you require a place. If the urgent need for a place arises, you must contact us before 4pm to book a session for the following morning. Any adjustments to bookings need to be made by Friday at 12.00pm for the following week.

Breakfast Club, for the academic year September 2023 – July 2024, are £5.00 per day.

Should we, in an exceptional circumstance, ever agree to make a booking without prior payment, the fees must be paid within 24 hours. If payment is not made within 24 hours, the following arrears recovery procedure will take place;

- No payment after 24 hours – reminder letter 1 issued
- No payment after 5 school days – reminder letter 2 issued
- No payment after 10 school days – final letter issued
- No payment by date specified in final letter – referral to St Helens Council Debt Collection Service will be initiated.

If we are currently awaiting payment for services under our arrears recovery procedure, we will be unable to book any sessions for any of our out of school extended service provision until full payment is made.

## **2. Behaviour and Discipline**

At Robins Lane Breakfast Club, we treat each other (children, staff, parents and carers) with respect and trust. We try to create a friendly and welcoming atmosphere that encourages children and adults to respect and value each other. We will always try to use praise as a way of reinforcing positive behaviour. We will try to prevent disruption by encouraging children to participate in the planned activities, or by suggesting alternative activities. We expect everyone to be honest and to talk about any problems being experienced at the club, with our staff, Mrs Savage and Mrs Topping. We want to run a club in which we are all happy, safe and we have fun.

As Play Leaders and Play Assistants, we will always try to:-

- Communicate effectively with the children
- Be consistent
- Promote and encourage a learning process through discussion
- Have a positive attitude towards children
- Never “label” children
- Be clear about what is unacceptable behaviour
- Talk calmly to children to try to find the reasons for their behaviour
- Challenge discriminatory comments
- Share ongoing contact with parents / carers
- Follow our school behaviour policy

### **Examples of unacceptable behaviour at Robins Lane Breakfast Club include:**

Aggressive behaviour, bad language, discriminatory remarks, general name calling, stealing or any behaviour which may endanger self or others.

Sanctions applied in the case of unacceptable behaviour will take account of the individual circumstances of the situation. Sanctions must be given at the time. The child will be told why the



behaviour is unacceptable and reasons for applying a particular sanction. (i.e.: to leave the activity for a particular amount of time).

The staff at Robins Lane Breakfast Club want to be as consistent as possible when managing unacceptable behaviour. Parents can help by reinforcing club standards.

If your child is being bullied or is the victim of unacceptable behaviour by other children, please inform the staff, who will support your child in dealing with the situation. Alternatively, if your child's behaviour is unacceptable, we will discuss it with them and if it persists, with you. It may be necessary to restrict a child from a certain activity, or temporarily suspend a child from accessing the club. In circumstances such as these, we will contact you to discuss the situation and inform you of any action to be taken.

Should it be necessary, it is permissible to take minimum possible physical action, in an emergency, to restrain a child in order to prevent personal injury: either to a child, or other children, or an adult, or serious damage to property. In the event that such action is necessary, the following will happen:-

- An incident report, giving as full details as possible, is completed and signed by the play leader and any other witnesses.
- One copy of the report will be left in the school office.
- One copy will be passed to the Headteacher.
  - The parent of the child will be contacted and apprised of the incident.

If a child's behaviour is a cause for concern, we may invite parents/carers to school to discuss this. In some circumstances, a child's place in Breakfast Club may be withdrawn by school for safeguarding reasons.

### **3. Child Protection**

Our Breakfast Club staff will follow the schools' Child Protection and Safeguarding Policy. We will therefore implement policies for the protection of children that include Local Authority procedures and doing so will: -

- Adhere to the principle that all children have the right to be protected from significant harm or the likelihood of significant harm.
- Share information with the appropriate person / Designated Safeguarding Leader if the child is at risk because of emotional, physical, sexual abuse and neglect factors.
- Inquire and record any circumstances that indicate the child is harmed or is at risk from harm.
- Share concerns with the Designated Safeguarding Lead / Headteacher / Child Protection Agency, where appropriate.
- Seek help and advice from experienced colleagues if there is any uncertainty.
- At all times, record consultations and if there are concerns, pass information on to the appropriate agency.
- Involve parents and carers in decisions that affect them so long as these do not interfere with the child's rights.

### **4. Confidentiality**

All staff at Robins Lane Breakfast Club work within a code of confidentiality.



If a member of staff has sensitive information about a child, parent or carer or other member of staff, which they feel is important that they inform someone else; they will inform the Headteacher. They will not share the information with any other member of staff, parent, or any other person unless given specific permission to do so.

Breakfast Club follows the schools' GDPR and Data Protection Policy.

## **5. First Aid**

It is the responsibility of all staff to take reasonable care in the prevention of accidents.

When in the care of Breakfast Club, should a child have an accident, the child will be cared for by staff within the club. Both our Play Leader and Play Assistant are first aid trained.

First aid equipment is kept in the school medical room and supplies are inspected and restocked regularly.

Activities using dangerous or potentially dangerous equipment, e.g.: cookers will have adult supervision at all times.

Should a child have an accident whilst attending Breakfast Club, which in the First Aiders opinion requires medical attention, the staff will, by using the child's registration form, endeavour to contact parents. It is then the parent's decision as to whether or not the child should proceed to hospital. In the event that the parents cannot be contacted, then a member of staff will assume the responsibility and escort the child to hospital.

In a serious emergency, the staff would dial 999 and contact would be made with the parent.

If a child should have an accident of a minor nature while attending Breakfast Club, the parent will be informed whilst picking up the child at the end of the session. A form completed by the play leader will be sent home with the child, including: nature of the accident, action taken, and any advice or recommendations that the play leader feels may be relevant. (A record is also kept on school premises.)

## **6. Illness**

Children attending Robins Lane Breakfast Club, who are taken ill, will be comforted and encouraged to rest.

If illness is thought to be serious or the child is unwell when the club starts, a member of staff will telephone the parent / carer or emergency contact, for the child to be collected.

Parents and Carers will be advised to ensure their child is well enough to return to school giving at least 48 hours to elapse following bouts of sickness and/or diarrhoea.

## **7. Medication**

Breakfast Club follows the schools' policy for administering medication.



All medication that is required to be stored on the premises must be clearly labelled in the container supplied by the G.P / Chemist, with the child's name and dosage required. Parents/Carers must have signed a Med1 form at the school office before handing in any medicines.

Staff administering medicine will sign a medication administration sheet. This information is required so that in the event of an emergency, emergency services will have full and clear details of all medication taken and times administered.

#### **8. Breakfast Club Staff**

Play Leaders  
Play Assistant

Mrs Karen Savage  
Mrs Sandra Topping