**WELLESBOURNE PRIMARY & NURSERY SCHOOL**

**BREAKFAST CLUB POLICY**

AIMS

* To provide a welcoming, safe, secure environment for pupils before the beginning of the school day:
* To provide an affordable, early drop off childcare facility for parents/carers:
* To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment:
* To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

ENROLMENT

An enrolment form must be completed prior to the first time a child attends the breakfast club.

SESSIONS

Monday to Friday term-time only. Sessions are available in advance or can be booked on the day subject to availability. We can accept a maximum of 45 children per session.

Doors open at 8.00am and are promptly closed at 8.30am. No entries can be made after the permitted time unless extreme circumstances have prevailed, in which case it is at the discretion of the Breakfast Club Supervisor, as to whether entry is permitted.

PAYMENT

The cost of Breakfast Club is £1.30 per day, £6.50 per week, per child. The cost of 2nd, 3rd child 65p, £3.25 a week, per child.

Payment is to be made on a Monday morning, first day back after a holiday or the first day in the week the child attends. If the child has attended breakfast club for a week or part-of a week and has not paid, he/she will not be able to attend the following week until any outstanding payment has been made.

If payment has been made for a full week and a child has not attended all sessions the credit will be carried forward to the next session/s the child attends.

STAFFING

There will always be a minimum of three members of Breakfast Club Staff at each session from 8.00am. If a member of staff is absent then cover will be arranged.

Staff: Mrs J Martin – Breakfast Club Supervisor

 Mrs I Davies

 Mrs D Dempsey

ORGANISATION

* Breakfast Club will be open to pupils from Reception to Year 6 pupils from 8.00 am – 9.00 am;
* Children will be admitted and registered at the main entrance to The Well Centre:
* A healthy breakfast with a choice of cereal with milk, toast, fruit juice, milk or water;
* Once children have finished breakfast they take their bowls/plates/cups to be cleaned,

then the club will provide a play environment;

* Children will use the toilets in The Well Centre;
* Children will need to help with tidying up equipment;
* Year 3 – Year 6 children will be taken to their classroom by a member of staff for

 8:55 am;

* Reception – Year 2 children will be taken to their classroom for 9.00 am

ACTIVITIES

* Board Games
* Craft Activities
* Dodge ball
* Football
* Electronic games

POLICIES

As the Breakfast Club is run by the school, all the existing school policies will be followed.

SAFEGUARDING

All staff involved with running the Breakfast Club has a current CRB clearance and will follow existing school policies and procedure for child protection and the code of conduct.

FIRE PROCEDURE

In the event of the fire alarm being activated children and staff will follow the normal school procedures, leave the building calmly via the closest exit and will congregate in the football cage. The register will be taken and all names checked.

Agreed at the Finance Governors Meeting:……………………………………………….

 C Gilbertson

Signed by The Headteacher…………………………………………………………………

 M Mallon

 28th April 2016