



Ings Primary School

Breakfast Club Policy

Ings Primary school Breakfast Club is open to all children who attend the primary school.

Aims

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To encourage the children to start their day with a nutritious meal, which can improve their overall health and concentration in class.

Organisation

- Breakfast Club is open Monday-Friday from 08.00 – 08:45am
- The club is available for children from Nursery to Year 6.
- The club is located on the school premises. Parents drop their child off via the old school office entrance.
- Children must be taken to breakfast club by an adult where possible.
- The breakfast club will provide a variety of cereals and toast for the children. Additionally, there will be a range of engaging activities available for the children to enjoy.

Behaviour

The school rules of Ready, Respectful and Safe will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The Breakfast Club reserve the right to withdraw the service if a child's behaviour is unacceptable.

First Aid

The club has access to first aid and the member of staff will hold a current First Aid Certificate. All accidents will be recorded and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the Ings Primary School Safeguarding Policy.

Fees and Payments

The fee for Breakfast Club is £1.00 and is open from 08.00 – 08.30am.

Payment is to be made via the cashless system SchoolMoney unless otherwise agreed by the school.

Any SchoolMoney accounts which exceed **£30 in debt** to the school, without immediate payment or a payment plan, we will not be able to offer the Breakfast Club service.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be on the school website and texts.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's Complaints Policy which can be found on the school website.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.

- They will congregate at the assembly point on the KS1 playground
- The club register should be taken outside and all names checked.
- The school will hold regular fire practices.

