



**MANLEY PARK**  
PRIMARY SCHOOL

G R O W I N G   T O G E T H E R

# Breakfast Club Policy

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## **Aims:**

- To provide an affordable, early drop-off childcare facility for families.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

## **Organisation:**

- The overall running of the Breakfast Club is overseen by the Senior Deputy Headteacher. Day-to day running of the club is the responsibility of the senior member of the school staff in charge on the day.
- Breakfast Club is open from **08:00am** and takes place at:  
Infant site for Nursery to Year 2 children in the school hall or York Lodge.  
Junior Site for Year 3 to Year 6 children in Crimsworth Annexe.
- The club is available for pupils from Nursery to Year 6.
- Each child's details, medical conditions, parent/carer contact details and additional emergency contact information are kept on the schools Management Information System (SIMS).
- Children are registered by school staff as they arrive and the register is kept in the school.
- All children must arrive by **08:30am** for a breakfast to be received.
- **08:40am is the cut off to attend Breakfast Club.** After this time, the Parents/Carers will have to escort their children to class when school starts.

## **Our Breakfast Club is situated on our two sites:**

### **Infant Site – Nursery to Year 2**

The club is based in the Hall or York Lodge on the Infant site. The club is run by 2 members of school staff. The staff are on site from 07:45am to set up, ready to open at 08:00am.

### **Junior Site – Year 3 to Year 6**

The club is based in the Crimsworth on the Junior site. The club is run by 1 member of school staff. The staff are on site from 07:45am to set up, ready to open at 08:00am.

**Safeguarding:**

- In accordance with Keeping Children Safe in Education, all staff involved in the running of the Breakfast Club will have current enhanced DBS clearance.
- These records are held by the school office. Breakfast Club staff will follow existing school policies and procedures for child protection and the code of conduct.
- Where ICT equipment is used, they must follow the schools e-safety policies and regulations.

**Behaviour:**

Breakfast Club is run by the school and the School Values and Healthy Relationships Policy will be followed.

**Health & Safety:**

Breakfast Club is run by the school and the existing Health & Safety policies will be followed.

**Applications:**

All applications for Breakfast Club places for the full academic year must be requested via the application link provided by the school by the specified deadline. This will be communicated via Parent Hub for current families and via email for new families. No other form of application will be accepted. If families do not have access to the technology required to do this, please contact the infant school office and they will complete the application on your behalf. As a duty of care in ensuring debts are not further increased, we will not be able to accept applications from families who have outstanding debts for Breakfast Club from the previous academic year until these arrears have been settled. Any families who are experiencing difficulty in settling their arrears due to financial hardship are encouraged to contact the School Business Manager.

Once a place has been allocated, families will be asked to complete a Google Form Breakfast Club contract by the specified deadline date. Upon receipt of the completed contract form, a date will be arranged for the child/ren's first session at the club. Failure to complete the Google Form contract by the specified deadline date will result in the place being withdrawn and it will be offered to the next person on the waiting list.

### **Pre-Arranged Day to Day Drop In:**

Depending on the daily numbers, limited **pre-arranged** daily drop in sessions may be available. These places are charged at **£4.00** per day per child and **MUST** be booked with the office at least 24 hours in advance. These ad-hoc pre-arranged days will be added to your ParentPay account and must be paid for via ParentPay or Childcare Vouchers by the end of the week in which the booking occurs. **Please note that we cannot accept children into the club on a daily drop in basis if they have not pre-booked their place with the office.**

### **Waiting List:**

If following an application, there are no places available for the days required the child/ren's name will be placed on the waiting list. Places will be allocated on a 'first come, first served' basis. When a vacancy becomes available, the place will be offered to the child highest on the waiting list.

### **Fees:**

The Breakfast Club fees will be set by the school and will be reviewed annually.

- The fee for each pre-booked Breakfast Club session is currently £3.50 per child per session.
- The fee for each day to day drop in session is currently £4.00 per child per session.
- A drink and nutritional breakfast will be given for children arriving before 08:30am.
- All booked sessions **MUST** be paid for.
- Payment of fees **MUST** be paid in advance on a **four weekly** basis via Parent Pay or Childcare Vouchers.
- All payments are non-refundable and unauthorised absences from school and holidays taken within term time **must be paid for**.
- A reduction of 50% for staff members whose children attend Breakfast Club has been set. This is on the basis that a space is available.
- Any 'one off' meetings that staff needed to attend would not incur a charge for Breakfast Club.

### **Late Payment:**

- If fees are not paid on time, families will be notified in writing, requesting payment to be made.
- In line with the school's Debt Policy, the school reserves the right to issue a formal warning to the families and inform them that continued late payment or non-payment will result in the child/ren's place(s) being forfeited. In such circumstances, the debt will remain payable.

**Withdrawal of the Place:**

In the following circumstances, the school reserves the right to withdraw the place at the Breakfast Club:

- Non-payment of fees on a regular basis
- Any behaviour that is a serious disregard for the school values will lead to one verbal warning to the family informing them of the behaviour, followed by a written warning. If there is no improvement in behaviour following these warnings, then the place will be withdrawn and any outstanding fees for the term will remain payable.

**Cancellation of a Place:**

Four weeks' notice must be given to the school in writing if a regular place is no longer required at the club