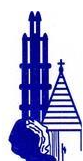


Hadlow Primary School



Breakfast Club Policy

Introduction

The Hadlow Primary School Breakfast club is run by The Hadlow Primary School exists to provide high quality out-of-school hours' childcare for our parents. Our staff provide a range of high quality, creative activities in a safe environment. This is paired with a healthy breakfast to ensure that the children are well fed and ready for a successful day at school. Breakfast Club is a calm, engaging start to the day and provides a great transition between home and school.

Breakfast club policy

The club operate from 7:30 -8:45am term time only. A copy of this policy is provided to all parents attending the Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Hadlow Primary School are eligible to attend this club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

Bookings

Bookings for Hadlow Primary School Breakfast club can be made online via Parentmail.

Bookings should be made as follows:

- Breakfast club: by 3pm the day before.

Payment of Fees

- It is a requirement of the club that parents pay their fees in advance. Payment can be made online via Parent mail.
- The parent signing the club's registration form is known as the 'Contracting Parent' and is responsible for payment of all fees (***failure to clear debt may result in legal action through the small claims court***)

- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters in confidence and arrange for discussions to be conducted in private.

Cancellation

If a child is unable to attend a previously booked session, we would ask that notice is given as follows so that we can ensure our Breakfast Club registration process is correct:

- By 2pm the previous day **or you will be charged for the session**
- Hadlow Primary School will be unable to refund any cancelled sessions but will transfer payment made to a future session during the term the original session was booked

Positive Relationships Policy

Hadlow Primary School recognises the importance of using effective behaviour management strategies and promotes children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst attending Hadlow Primary School Breakfast Club children are expected to:

- Adhere to the School's Positive Relationship's policy, as they would during the school day.
- Use socially acceptable behaviour.
- Comply with the club rules, which are compiled by children attending the club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities
- Ask for help if needed.
- Enjoy their time at Breakfast club and enable others to enjoy themselves also.

If after consultation with parents and the implementation of the behaviour blueprint, a child continues to display inappropriate behaviour, the child will be excluded from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded on the school system and accurately reported to the parents/carer.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom
- Parents of any children who become unwell during the club will be contacted immediately.

Related whole school policies:

- Safeguarding and child protection
- Health and Safety
- Positive Relationship's policy
- Complaints policy
- Equal Opportunities

Breakfast Club Routines

- Breakfast Club will take place in the school hall.
- Breakfast Club is run by Mrs Hardcastle, Miss Cummings and Pure Sports.
- Children will arrive from 7.30am via the main school entrance. Parents must drop their child/ren off and use the markings outside to ensure safe social distancing from other families.
- Children will be given a healthy breakfast of toast or cereal.
- Any children arriving after 8.35am will not be given breakfast in the hall, as the children are tidying up and transitioning to their classrooms from this time. Efforts will be made to ensure that these children still receive breakfast in their classroom, if staffing allows.
- A range of engaging games and activities will be set up and led during each session.
- Pure Sports are employed by the school to offer engaging sports activities on Friday.
- The cost of the club is £4 per session.
- The cost for Pupil Premium families is reduced to £2
- No late payments will be accepted. All payments must be made through Parentmail.