




KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Name of Policy:	Breakfast Club Policy	
Date Written:	Sept 2014	
Date Updated:	Sept 2016	
Updated By Who:	Breakfast Club Manager A Smith	
Policy Originated from:	Kingsnorth Primary School	
Date To Be Reviewed:	Sept 2017	
Policy Approved By:	SLT:	
	Staff:	
	Governors:	

Our Vision Statement:

Kingsnorth...the best days of OUR lives!

Kingsnorth Values Statement

At Kingsnorth we ACHIEVE by...

- Aiming high Academically, Spiritually, Socially and Emotionally
- Challenging ourselves constantly to improve our learning
- Helping each individual reach their potential
- Inspiring others and being inspired
- Encouraging risk taking
- Valuing others and feeling valued
- Enriching lives through our Christian Values to become future citizens of the world

Our 5 Key Christian Values are:

Thankfulness, Friendship, Trust, Compassion and Endurance

Statement of Intent

'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish level and the Diocese of Canterbury.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.'

Inclusion and Equal Opportunities

This policy should be read while referencing our school's Single Equality Scheme. All children have equal access to the curriculum regardless of their race, gender, or disability. Our behaviour policy underpins all that we do at Kingsnorth and should be closely linked to our other policies.



AIMS:

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To enable the children to enjoy a healthy, nutritious breakfast at the start of the school day in a calm environment in which children can engage socially with friends and children from other year groups.

Opening Times:

The breakfast club will run Monday to Friday term-time only. Doors will open at 07.45am and will close at 08.15am. Children should arrive no later than 8.15 to enable staff to clear food and clean before the start of the school day.

Booking and Payment Arrangements:

A registration and booking form must be completed to register a child before a booking can be made.

These are available from the Breakfast Club Manager or from the main school office. Places are subject to availability. Places for each provision must be booked in advance, preferably on a termly basis, but as a minimum on a weekly basis. Sessions for existing users can be booked with 24 hours notice, although no guarantee of a place can be given if staffing ratios would be exceeded.

Parents/carers **must pay the £2.00 per session charge in advance** regardless of time of arrival .

Payment must be made via our online system 'Scopay'. (As advised, from Sept '16 Kingsnorth CEP School will no longer accept cash or cheques).

We require parents to give at least 1 weeks term time notice IN WRITING if their child is stop attending Breakfast Club, so that invoices can be settled and numbers can be readjusted in the setting.

Exceptions to Payment

There are, however, always exceptions to payments due to certain factors and at times, parents will still be charged if they want their child to continue in Breakfast Club to ensure their place.

- If a child is absent from school on an educational visit or a school residential visit, there will be **no charge** to the parent and their place will be kept for them.
- If the school is closed for any reason, i.e. enforced snow closure, there will be **no charge** to the parent and their place will be kept for them.
- If a parent chooses to take their child on holiday during term time, **they will be charged** full price for the sessions their child would miss as their place will still be kept for them.



- If a child is absent from school due to illness, **they will be charged.** This is due to the fact we have to pay and book places in advance so that levels of staffing can be organised and food purchased.

Breakfast Club Menu:

A healthy breakfast will be served with a choice of cereal and milk, toast and toppings, fruit, yoghurt, fruit juice, milk, water and occasional tea and hot chocolate. There are 2 days where we have specials, which can consist of pancakes, muffins, fruit breads, continental style breakfast and baked beans on toast.

Routine:

- Children will come into the School Office entrance. They will need to line up and wait so they can be signed into the register. The Breakfast Club Manager retains the register.
- Children should make their way to their classrooms and put their belongings away, then proceed to the hall.
- Once in the hall they will have their breakfast.
- Once they have eaten they clear their own plate and cup away from the eating table and then join in any of the activities laid out in the hall.
- Children have the choice to go out into the playground (weather permitting) when they have finished their breakfast the playground is supervised at this time.

Staffing:

Breakfast Club is supervised by eight members of staff:

Mrs D. Sexton, Miss R. Sinden, Mrs S. Bounds, Miss J. Steptoe,
Mrs K. Sullivan-Daly, Mrs J. Buckland, Mrs S. Gorham & Mrs G. Howard

Behaviour:

The Breakfast Club follows the School's Behaviour and Discipline policy.

All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.

Medicines:

If your child is on medication, you must hand the medicine in to the Breakfast Club Manager and complete the necessary documentation.

Fire Procedures:

Children should exit out of one of the fire doors leading onto the playground and assemble in a line.

A register will then be taken to ensure all children are present.

**First Aid:**

First aid will be provided in line with school procedures and a note issued to parents if necessary.

Risk Assessment:

A risk assessment has been carried out for Breakfast Club and is held in the school office.

Insurance:

Insurance is held by school office.

Complaints:

We hope that you never have cause to complain but if you do, please follow this procedure:-

- Firstly, speak to the Breakfast Club Manager; your concern may be quickly allayed by them.
- If you are still not satisfied, please make an appointment to speak to the School Deputy Head teacher.
- If you are still not satisfied, you will need to put your complaint in writing and address it to the schools Head teacher.



KINGSNORTH

Church of England Primary School



Breakfast Club Application Form Pack



Breakfast Club Application Form

Child's Surname:	Forename(s):	
Date of Birth:	Age:	Class Teacher:
Home Address:		
Post Code: No:.....	Home Phone	
Mobile Phone:	Name:	
.....		
Mobile Phone:	Name:	
.....		
Due to the earlier start, please could we ask that you note <i>any</i> condition below. Please do not rely on the fact that the school may have been notified previously of a condition.		
Please take the view that unless stated here, we will not be aware. Thank you.		
Name of Child's GP & Practice: Tel No:		
Does your child have any medical conditions of which we should be aware ie asthma, epilepsy, diabetes, known allergies.		
Does your child have any specific dietary needs or food intolerance of which we should be aware of?		



Declaration

I hereby consent for my child to take up a place at the Kingsnorth Breakfast Club, according to the terms and conditions set out. I have read the terms and conditions of Kingsnorth Breakfast Club and agree to follow it's policies and procedures.

I confirm that the above information is correct and I will undertake to inform the Breakfast Club Manager as soon as possible of any changes in writing.
eg a change of personal details or change of days attending.

I also note that payments (now £2 per session) must now be paid in advance and via Scopay ONLY, as Kingsnorth CEP School no longer accepts cash/cheques.

Parent/Guardian Signature: _____ **Date:** _____

Print Name: _____



Booking Request Form

Name of Child: _____

**I/we would like our son/daughter to start attending Breakfast Club starting:
(Circle as appropriate)**

- **As soon as possible**
- **from: _____ (date)**

Monday **Tuesday** **Wednesday** **Thursday** **Friday**

My child will have eaten breakfast at home

My child will eat Breakfast at the Club

(As the parent, I understand that I must inform staff if my child has eaten at home on the day if they usually eat at school, as due to experience staff I am afraid can not take the word of the child on the day).

I also understand that if I no longer need the place, or would like to change the days attended, this must be done to the Manager IN WRITING as soon

Breakfast Club Times: 07:45 - 08:45

Breakfast Club Session Charge : £2.00 (paid in advance via Scopay)

Queries with the club should be directed to:

administration@kingsnorth.kent.sch.uk

Parent Signature:

Date: