



Breakfast Club and Pre-breakfast Club Policy

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

YGG Bryniago

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Breakfast and Pre-breakfast club policy

Aims:

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times:

Pre-breakfast Club: Monday to Friday 7.50am – 8.20am. Term time only.

Breakfast Club: Monday to Friday 8:20am – 8.50am. Term time only.

Breakfast stops being served at 8.30am.

INSET Days:

Breakfast club will not operate on staff development days

Admissions:

The club is fully inclusive for children from Nursery to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements:

All bookings to be completed for the following weeks attendance by midday every Thursday. Money to be paid via the Squid app prior to booking.

How to create your own online sQuid account

Go to the sQuid web page squidcard.com/welcome

Select the 'Click here to create a sQuid account' link

Enter your details, create a password, choose a security question and answer

Click the 'Register' button to complete your registration

Confirm your registration by clicking the link in your activation email

Complete the required additional personal details

Add your sQuid registration number, security code and assign a display name

Already have a sQuid account?

Simply add your child's sQuid registration number and security code to your account on the 'Users' page. Once you have created and activated your account, you will be able to access and manage your sQuid account online at anytime to:

- Top up your account from your bank account, credit or debit card
- Check your account balance
- View your transactions
- Update your details
- Add further children to your account
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Please refer to the sQuid web site for full Terms and Conditions.

The school provides a "Pre-Breakfast Club" between 7.50 a.m. and 8.20 a.m. at a cost of £1.05 per child per day and 50p for every third or more children in a family. This money

will be paid each Friday prior to the following week. Free Breakfast Club will commence at 8.20 a.m., the latest time for arrival for breakfast is 8.30 a.m.

If the club is used in an emergency or one off basis payment must be received on the day. However, for the safety and well-being of Bryniago's pupils no child will be turned away from breakfast club.

The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. The school will contact the parents in this case.

Location of Breakfast Club:

The Club sessions are held in the canteen. All parents are requested to take their child in to the breakfast club/ pre-breakfast club and sign the register.

However, during Covid-19 the breakfast club will be held in the classrooms on both sites.

Behaviour:

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club.

If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, Breakfast Club will feature in the School's newsletter.

Letters or texts will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Breakfast Club is supervised by 3 members of school staff. There is one cook working within the breakfast club. They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all of the equipment required to run the breakfast club and prepare the food. Each member of school staff has a role to carry out:

1. Ensure that the children are safe and happy and that all pupils sign in.
2. Ensure that the children are safe and happy when eating their breakfast/ playing.
3. Ensure that the children are safe and happy when eating their breakfast/ playing and accompany any pupil to Bryniago Bach if they require to use a toilet during the breakfast club.

*Full details of the roles of the breakfast club workers can be seen within their job description.

In addition to Breakfast club staff, other school staff members are on site from 7: 45am onwards

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring the Headteacher who will arrange any necessary cover.

All staff have a DBS check.

Routine:

- Children should enter Breakfast Club via the canteen entrance.
- Children should register
- They will prepare their breakfast food.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will only use the Bryniago Bach school toilets.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to both sites at 8.45am.

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

Complaints Procedure:

All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text or phone by 7.30am
- School closures are reported locally on The Wave/ Swansea Sound radio

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills.

Children have the choice whether to have food or not, although they are encouraged to do so.

The registration form will detail any specific requirements a child has.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offer structured activities as well as free choice.

Emergencies:

As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the Bryniago Bach's playground in a line.

The club's register for the day will be called and all names will be checked.

There will be a fire practice in accordance with the School's emergency fire and evacuation policy

Health and Safety:

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The canteen area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast Club sessions and activities.

Equal Opportunities:

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures:

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

Medication:

Inhalers are kept with the children at all times- in their school bag.
Other medication will be administered according to the existing school policy on medication.

Policy Review:

This policy will be reviewed and evaluated when required.