

# Breakfast Club Policy



Westcott 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 07:30am – 08:45am
- The club is available for children from Reception to Year 6.
- The club is located on the school premises. Parents drop their child off via the school office.
- Children must be taken to breakfast club by an adult.
- 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 and behaviour policy 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 Westcott Primary School Safeguarding Policy.

## **Booking**

It is essential that pupils are booked into the Breakfast Club in advance on ParentPay. Children who are not pre-booked onto after school club will not be guaranteed a place.

## **Fees and Payments**

The fee for Breakfast Club is £2.50 and is open from 07:30am – 08:45am.

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

Any ParentPay 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.

## **Refunds**

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled and fees refunded. Cancellations can be made up to 3pm the day before the place is due. No other cancellations will be accepted on the day.

The school will offer no refunds if your child fails to attend a pre-booked session.

## **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.

## **BREAKFAST CLUB - BOOKING PROCEDURE**

Operational Hours: These are during school term dates only and **exclude training days** at Westcott Primary School.

**ALL CHILDREN MUST BE BOOKED FOR BREAKFAST CLUB IN ADVANCE.**

The Breakfast Club is available to book on parent pay.

The Breakfast Club will be available to book until **3pm the day before the place is due.**

The fee for Breakfast Club is £2.50 and is open from 07:30am – 08:45am.

All fees **must** be paid in advance online. We **do not** accept cash payments

By booking a place in the Breakfast Club you agree to the following:

- I agree to pay all fees in advance I have read and understood the Breakfast Club Policy
- I understand and agree that it is my responsibility to ensure an adult accompanies the child and drops them off at the designated location in the morning.
- Westcott Primary School Breakfast Club reserves the right to amend the terms/conditions and registration fees at any time.