



BREAKFAST CLUB POLICY

ADMISSION

The Breakfast Club runs from 8.00-9.00am, Monday to Friday, term time only (except on planned Non-Pupil days when the Club will not run). The club is open to all pupils in Reception up to Year 6. Sessions can only be booked for children in the nurseries at the Head of School's discretion. Please see the office for further details.

It is the responsibility of the parent/carers to ensure that the school office is informed of up to date contact details at all times.

DROP-OFFS

The Breakfast Club is housed in the KS1 building of the school. This wing of the school is self-contained. Weather permitting, the Breakfast Club will use the KS1 Hall or outside spaces, including the Wild for Learning/Sensory gardens. For safeguarding reasons, all children must be dropped-off by a parent/carer and handed over to a member of the Breakfast Club staff at the door signposted 'Breakfast Club'. This door is located up the external steps of the KS1 building, on the side facing the grass area.

It is vital that Parents/Carers notify our Breakfast Club staff of any allergies or medical issues when dropping their child to a session.

BEHAVIOUR PROTOCOL

- The club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Breakfast Club the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with the School's Behaviour Management Policy.
- In addition, staff and children will work together to establish a clear set of "ground rules" governing behaviour in the Breakfast Club. These rules will be periodically reviewed so that new children have a say in how the rules of the Club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.
- In accordance with the school behaviour policy, incidents of misbehaviour will also be recorded on the school behavioural management system.
- Unacceptable behaviour from a child may result in their place being withdrawn from the Club.

The Breakfast Club will adhere to all School Policies, which can be found in the Policies section of the Coast Academies website www.coastacademies.org.uk.

STAFF TRAINING

There will always be a trained First Aider on site. All staff have received Safeguarding and preventing extremism and radicalisation training.

PAYMENT OF FEES

Statement of Intent: We aim to ensure that we offer our services to all sections of our community, regardless of their socio-economic background. A proportion of childcare costs can be claimed back as part of a family's Working Tax Credits. Childcare vouchers and Tax-Free Childcare payments will also be accepted.

In order to achieve this aim, the Breakfast Club operates the following policy:

- We plan to open our doors for the full 38-week academic year for five sessions per week (except on planned Non-Pupil days when the Club will not run).
- Our Breakfast Club will begin at 8.00am and end at 9.00am.

SESSIONAL COSTS

Sessions are priced at £3.00 per child and must be booked online and in advance. Please be aware that places for the club are limited, therefore we advise making bookings as far in advance as possible.

- Log on to **www.schoolmoney.co.uk**.
- Click **Sign In** then select **School Money Parent Login** from the drop-down menu.
- Enter your details (these details must match those on the school records).
- Select the **Clubs** option from the green list on the left-hand side of the screen.
- Select the club and week you wish to book in sessions. Choose the sessions then **Add to Basket**.
- Payment must be made at the time of booking.
- Entry to the club will be refused if sessions have not been booked and paid for in advance.
- We reserve the right to review and, if necessary revise, session costs on a termly basis.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close the Breakfast Club until the beginning of the following term.

ABSENCES

- We cannot refund or transfer sessions that a child has missed without advance notice being given.
- When a session is booked it is held open for that child whether or not they then attend.