

Thoughtful. Explorers. Awesome. Motivated.

Folly Hill Infant School Breakfast Club
Breakfast Club suite



Signed **Chair of Governors**

Signed **Headteacher**

Date: **June 2020**

Review Date: **June 2022**

Breakfast club Policy

ADMISSIONS POLICY

All children attending Folly Hill Infant School will have access to Breakfast Club through open, fair and clear communicated procedures.

- All children who attend Folly Hill Infant School are eligible to attend Breakfast Club.
- Places should be booked on a half termly basis through the school office.
- Priority will be given to children who will be using the club on a regular basis and children who are already members of the club.
- There is provision for 24 children with a ratio of 8 children to each member of staff. (Monday to Thursday) with 16 on a Friday.
If any spaces remain, these can be booked on an ad hoc basis the week before.
- If spaces available, Breakfast Club may be used by older siblings or any child who has a viable connection with the school at the discretion of Breakfast Club staff, governors and head teacher
- Parents will only be able to take up the offered place if they have signed the terms and conditions document and have paid half term in an advance or week in advance in case of ad hoc agreement.
- The supervisor of Breakfast Club and head teacher can refuse to offer a place in Breakfast Club if they have good reasons for doing so.
- If the Breakfast Club is full a waiting list will come into operation based on first come first served.

SETTLING IN

We will ensure that all the children in Breakfast Club feel safe, secure and comfortable with their surroundings and staff. Consideration will be given to every child's individual needs and their parent's wishes.

- Parents will be provided with a welcome pack of information before their child starts. More information will be provided at the new parent's induction meeting.
- Opportunities will be provided for parents to visit Breakfast Club by appointment only.
- Parents will sign a Terms and Conditions document before their child starts Breakfast Club.
- Breakfast Club supervisor play worker and head teacher will ask parents and children for regular feedback on Breakfast Club provision.

- Staff will report to parents on any problem's children have in settling in to Breakfast Club and discuss the way forward with parents and children.
- Parents will be encouraged to say goodbye to their child at the door and allow staff to settle the child into the session.

REGISTRATION SYSTEM for CHILDREN and STAFF

We are required to provide a registration system for children and staff attendance on a daily basis, showing hours of attendance.

Our register will show year's attendance at a time. Child's time of arrival will be recorded on the appropriate day. All children will leave Breakfast Club at 8.50 a.m.

Registers will be placed in a locked drawer in the school office at the end of the session.

The register will be taken as each child enters the Breakfast Club.

Any change to end of the day arrangements should be noted in social diary and transferred to diary in school office.

Children's details will be in the register file along with parents signed copy of Breakfast Club terms and conditions.

In case of emergency, the register should be taken by the Breakfast Club supervisor to the assembly point and there checked to make sure all children and staff have left the premises.

There will be NO VISITORS to Breakfast Club unless they have made an appointment with the head teacher and follow school visitor policy.

COMPLAINTS PROCEDURE

We aim to provide a high quality, safe, stimulating and consistent provision for all your children and yourselves. If you have a complaint, please go through the following procedures as detailed in the Breakfast Club welcome pack.

- Discuss complaint with Breakfast Club staff. They will consider the complaint and discuss next steps with you. They should organise a follow up appointment with you to discuss if the problem has been resolved.
- Staff should record the complaint in a complaints book (records should be kept for 10 years.)
- Staff may request to have the complaint put in writing.
- The complaint should be dealt with immediately and action should be seen to be taken and effective within 28 days.
- If parents are still not happy the complaint has been adequately dealt with then they should make an appointment to discuss the issue with the head teacher who will follow the school's complaints procedures and if necessary, Child protection procedures.
- Any further action should be directed through the school's Chair of Governors or Surrey Safeguarding Children board.

Useful resources

See Surrey Complaints procedure

Advisory, conciliation and arbitration service (ACAS) - www.acas.org.uk 08457 474747

Surrey Children's information service- 08456011777

CHILDREN'S ACTIVITIES

Activities will take into account the children's choices and preferences- they should have input into planning of activities through discussion with Breakfast Club staff.

Building positive relationships and developing self-esteem

- Develop confidence and independence by providing a warm and secure environment where staff are friendly and approachable, positive and respectful of children of all backgrounds and abilities.
- Staff give reassurance, encouragement and appropriate praise, and value each child and what they have to offer.
- Staff encourage children to try new activities in a safe and supportive environment.
- Wider society is reflected as far as possible with regard to race and gender.
- Children's individual preferences are valued.
- Staff will ensure they have time to talk to children particularly over a healthy breakfast.
- Staff and parents will endeavour to achieve positive, supportive relationships.
- Staff will provide communication to parents about Breakfast Club in order that they feel informed about what is going on.

Learning right from wrong

- Help children learn right from wrong by reassuring them that strong feelings are acceptable especially when children do not have the language to express how they feel.
- Staff will set fair and consistent boundaries, appropriate to the child's level of understanding, to help them become aware of the effect of what they do and say on others.
- Staff will help children respect the feelings of others by setting a good example and showing them how to respect and co-operate with others.

Learning and play opportunities

- Staff will plan a range of free play and directed activities for children taking the child's interests into account.

Imagination and creativity

- Children are encouraged to express their imagination and creativity through activities such as listening to music, acting out stories, moving to music, responding through their senses and painting, drawing and modelling with a variety of media.

Organising resources

- When organising resources, staff are aware of children's access to materials so that they can make choices and use their initiative.