

# St Joseph's Catholic Primary School



## Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

*"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"*

# BREAKFAST CLUB POLICY

This Policy was approved by the Governing Body on	September 2022	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:
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## **OUR VISION STATEMENT**

Our vision for St Joseph's R.C. Primary School is that it will continue to develop as a school committed to high achievement for all, where each individual receives every opportunity to reach his or her potential in non-academic as well as in academic areas; strengths being celebrated and needs identified and addressed.

We strive to ensure that everyone, no matter where his or her talents lie, is given equal opportunity to develop as a whole person and that all aspects of school effectiveness are kept under rigorous review.

It is of the utmost importance to us at St Joseph's R.C. Primary that all children and staff feel happy, valued and respected by one another and the parents, governors and wider community always feel welcome, informed and proud to be identified as being associated with life at St Joseph's R.C. Primary School.

## **OUR AIMS**

To provide a school curriculum that encourages the academic, social, physical, emotional and spiritual development of all our pupils.

To provide opportunities for all pupils to savour success, enhance self-esteem, reach potential and celebrate achievement with pride and dignity, both in school and in the wider community.

To cultivate a school ethos that is based upon respect for each other and concern and empathy for those in the wider world.

For all stakeholders to work in unity to make St Joseph's R.C. Primary a warm, welcoming, secure, stimulating and successful school

## **Introduction**

Research indicates that the provision of a healthy breakfast for pupils will improve the health and concentration of children and assist in the raising of standards, learning and attainment. With this in mind, the Governing Body at St Joseph's RC Primary have established a breakfast club at the school.

A free healthy breakfast club offering pupils the opportunity to access a Healthy meal before the start of the school day (no charge)

## **Healthy Eating Breakfast Club**

### **Purpose**

- To enable pupils to eat a healthy nutritious breakfast before the start of the school day in a pleasant, relaxed environment

### **Location of Breakfast Club**

- The club sessions are held in the dining hall. The school's lunch kitchen is used to serve the breakfast and wash tableware. Equipment and food are kept in stored lockers. Staff ensure that all areas are left clean and tidy at the end of the session

### **Organisation**

- **Priority will be given to pupils in receipt of Free School Meals, Looked after Pupils and pupils with statement of Special Education Needs**
- The healthy Breakfast Club is open to pupils attending St Joseph's RC Primary School
- The club has 60 places

- A waiting list will be maintained, should the number of applicants exceed the number of available places
- Places are allocated on completion of a Breakfast Club Booking Form. If successful, parents will be informed in writing of the days available to their child. Not all days requested may be available on request
- The club is open from 8.00 am and entry is via Heathfield Road entrance only
- Children must arrive no later than 8.15 am to enable time to eat their food and for staff to clear food and clear up before the start of the school day
- The child's details, medical conditions, emergency contact details and addition emergency contact name, address and telephone number are kept in the School Office, which is accessible to Breakfast Club supervisors. **It is the responsibility of the parents to ensure that the office is informed of contact changes.**

### **Use of Registers**

- Once children are registered at the gate, they may enter the hall through the side exit
- It is the responsibility of the parent/carer to ensure that children are handed over safely to the breakfast club staff
- Parents must call the school office if their child is going to be absent from the club, using the usual absence reporting procedures, but making it clear that it is an absence from Breakfast Club
- In case of an emergency and children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are all present
- The Breakfast Club Supervisor retains the registers. At the end of every Breakfast Club session, the supervisor tallies the numbers of pupils that attended and records kept of any absent or late children who have not rung the school to notify of their absence. After three absences, over a two-week period of either non-attendance or lateness, you will receive a letter from the Breakfast Club Supervisor.
- Pupils with poor attendance, lateness and continuous poor behaviour will risk losing their place in the club.

### **Staffing and Supervision**

- The Breakfast Club Leader will be suitably qualified to take all ages attending the club
- The children are appropriately supervised at all times. Four members of staff are on duty at all times and the Headteacher/Deputy Headteacher is contactable on a daily basis in the event of any queries or staffing issues
- All members of staff are DBS checked  
The Breakfast club leader holds a current First Aid Certificate and Food Hygiene Certificate Level 2

### **Contingency Arrangements for Staff Absences and Emergencies**

- Arrangements for cover due to staff absence is organised by the Breakfast Club Leader
- The Breakfast Club Leader will inform the Headteacher if cover cannot be found

### **Routine**

- Children should enter Breakfast Club via the Heathfield Road gate entrance
- Children are registered
- They will collect their breakfast food and sit with their class cohort
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed by a member of staff
- During their time at the club, they will be able to talk to friends and listen to music
- Children will only use the toilet in the Reception area
- Children will help tidy up any equipment used at the end of the club
- The staff will then supervise the children in to their classrooms in PS1 and PS2 and to the hall stairs for PS3

## **Fire Procedures**

- Children should be led by adults to exit the hall and assemble in Maitland Park
- All registers must be taken and the children checked
- One adult will check the toilet
- All adults must leave the kitchen and assemble with the children on the playground
- The Breakfast Club Supervisor will call the register as the children are assembled in Maitland Park

## **Food and Activities**

- Children will be offered a range of healthy cereals, toast, yoghurt, fruit juice or water for breakfast
- Staff will encourage all children to eat a breakfast that will enable them to be successful in their learning throughout the morning. Parents will be advised if their children do not eat appropriately
- Breakfast Club children will be offered a breakfast, in line with the School Food Regulations, which will include:-
  - Fruit juice, milk or water
  - Cereal
  - Wholemeal/white bread toast
  - Yoghurt
  - Fresh fruit
- Any special dietary needs should be recorded on the initial booking letter
- All children are expected to eat breakfast in this club. Pupils not eating breakfast will be monitored by the club staff. Parents will be informed if children continually refuse to eat breakfast over a period of 2-3 weeks. Places cannot be retained in the breakfast club if children refuse to eat or have already had breakfast in the morning prior to coming to Breakfast Club
- As children eat their breakfast, they may socialise with friends and listen to music
- Resources necessary for the club will be purchased through the school budget designated for such purchases

## **BEHAVIOUR POLICY**

### **Behaviour**

Whilst attending Breakfast Club, children are expected to:- •  
use socially acceptable behaviour

- respect one another, accepting differences of race, gender, ability, age and religion
- ask for help if needed, and
- enjoy their time at the club

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and dealing with inappropriate behaviour. The Breakfast Club will follow the school's Behaviour Policy. Any child that persistently disrupts the smooth running of the Breakfast Club may forfeit his/her place

### **Communication with Parents**

Letters or texts will be sent home regarding Breakfast Club, if parents need to be informed of anything. Information may also be shared on our website

### **Emergencies**

As part of communication of school to parent, parents/carers are asked to complete the Pupil Information Form on our website (forms-electronic forms). This will be used to enable Breakfast Club staff to contact parents/carers in the case of emergency

### **Inset Days**

Breakfast Club will not operate on staff training days

### **First Aid**

If first aid is to be administered, the treatment is given in line with the School Policy by a qualified First Aider

### **Risk Assessment**

A Risk Assessment has been carried out for the Breakfast Club

### **Staffing**

Breakfast Club has four members:-

- Breakfast Club Lead (Co-Ordinator)
- Breakfast Club Assistant (Supervisor) x 3

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 the equipment required to run the Breakfast Club and prepare the food

### **Complaints Procedure**

All complaints must be in writing. A complaint by a parent regarding the Breakfast Club will follow the school's 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 for any other unforeseen circumstance. In the event of a cancellation, a member of staff will endeavour to contact all Breakfast Club members by text or phone by 8.15am

### **Health and Safety**

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed. To ensure the safety of the children, staff will check the hall area regularly

### **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 school's own policies and procedures and these are available from the school office

### **Accidents**

A trained First Aider will treat accidents and the accident will be recorded in the accident book. Breakfast Club will follow the school's First Aid Policy

### **Medication**

Medication will be administered according to the existing school policy on medication

**Policy Review**

This policy will be reviewed and evaluated by the School's Senior Leadership Team/Governing Body and will be reviewed every two years.