



Hazelwood Schools

Breakfast Club Policy

Reviewed and Adopted: **Summer Term 2021**

Reviewed by: HT/Resources committee

Next Review: Summer Term 2024

Review every three years

Breakfast Club Policy

1. Aims:

- To provide childcare before school
- To promote healthy eating
- To provide a safe and caring environment for children to enjoy at the start of the school day
- To provide activities to stimulate children in our care at the start of the school day

2. Admission

Breakfast Club provision is offered from Nursery to Year 6. Admission is granted on a first come, first served basis and application can be made via email to office@hazelwood.enfield.sch.uk. A request for a place at Breakfast Club MUST be arranged in advance. Please be mindful that there is a waiting list. If you no longer require this provision at any point, please call or email the school office ASAP so that we can offer it to another family on our waiting list. To support their transition to our school, children on a reduced timetable are not permitted to join Breakfast Club until they are completing full school days.

3. Charges

The cost for Breakfast Club varies depending on age and duration:

- For Nursery's Buttercups class it's £5.50 per day, per child
- For Nursery's Daisies class it's £2.75 per day per child
- For children in Reception to Year 6 classes it's £3 per day per child.

This is payable in advance via a ParentPay account. We would appreciate it if you (parents/carers) can keep your account in credit for the half term. If payments are not made before the first day of the new half term, your place may be at risk. An annual increase in charges in line with inflation and/or costs may be made. Parents/carers who incur arrears may have this facility withdrawn completely. The main school office is responsible for chasing outstanding debts.

4. Operation & Drop off

Breakfast Club operates every school day (unless school is closed) from:

- 8 am - 8:30 for **Daisies** (morning) class in Nursery
- 8am - 9am for **Buttercups** (full time) class in Nursery
- 8am - 8:55am for children from Reception to Year 6 classes (Pre Covid-19)

However the finish time is different due to our Covid-19 staggered 'start of the day' times. The Breakfast Club staff will make sure the children get to their classes or lines at the correct staggered start time.

Please enter via the entrance by the main office, not the vehicle gate. Please remember social distancing is vital when dropping off your child and be patient if there are other parents arriving at the same time as you. You will need to buzz the main office who will let you in. There will be a new video buzzer for you to use at the main gate to alert staff of your arrival after half term.

Children will start the session with an appropriate nut free breakfast. The Breakfast Club Manager will take a daily register electronically.

The following are specific procedures we have put in place to ensure that we keep all children, staff and parents/carers as safe as possible whilst on site and in our care during the pandemic:

- Reduced numbers of pupils attending the provision;
- Organised children into Year Group Bubbles of no more than 15;

- Matched each bubble with a consistent adult for the whole week;
- If possible, allocated a member of staff who works in that year group during the day to minimise the number of people your child comes into contact with;
- Organised Bubble Boxes of resources and equipment;
- Wiping down tables between use;
- Regular use of anti-bac hand gel and wipes;
- Follow social distancing guidance where possible and good hand hygiene.

5. Location

Breakfast Club takes place in Maple building (the building furthest away from the entrance) in the dining hall for Reception to Year 6. For Nursery children, the club is in the Nursery building. After eating, the children are provided with a range of activities. We deliver a range, both inside and outside (weather permitting) which are sure to cater to everyone's interests and needs. Due to the Covid-19 pandemic, some resources have been withdrawn to reduce transmission of the virus.

6. Food

We strive to provide healthy food for children (e.g. no sugary cereals, fruit etc) that attend our Breakfast Club to encourage a balanced diet.

7. Staffing

Breakfast Club is run by Teaching Assistants/Early Years Practitioners and Play Leaders, all with relevant first aid training and some with Food Hygiene qualifications. A member of the Senior Leadership Team (SLT) is also available during the club's opening hours to support staff and safeguarding. Arrangements for cover due to staff absence is organised by either the Deputy Head or the Assistant Headteacher for EYFS.

8. Behaviour

Breakfast Club follows the whole school "Good to be Green" behaviour system and our Positive Behaviour Policy (a copy can be obtained from our website). Parents/carers will be contacted if there are concerns with behaviour. Exclusions from Breakfast Club are the final sanction when all possible strategies have been exhausted.

If a child's behaviour choices pose risks and a risk assessment has been carried out by senior leaders, a child may not be allowed to attend Breakfast Club. This will be reviewed regularly.

9. Child Protection/Safeguarding

All staff fully understand the need to be vigilant in regard to child protection and safeguarding. All staff have received appropriate child protection training, have signed and expressed their understanding of relevant documentation and are fully conversant with the school's child protection procedures and Safeguarding Policy. As part of their duty, staff will report concerns to the Designated Safeguarding Lead (DSL) on the Senior Leadership Team (SLT), who will discuss concerns with the relevant people.

10. Fire Evacuation and "Lock Down" Procedures

On hearing the fire alarm, all staff and children make their way calmly and sensibly to the bottom playground (Y5/Y6 playground) and line up against the wall/designated fire point and the register will be taken. On hearing the intruder "Lock Down" alarm, staff and children should make their way to the nearest lockable room (e.g. Year 5 classrooms) and the register will be taken.