



Hilltop Junior School

Hill Avenue, Wickford SS11 8LT

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BREAKFAST CLUB POLICY



HEARTS ACADEMY TRUST

Updated May 2020

AIMS

To provide a secure, welcoming, before school facility for children whose parents are unable to bring them to school at 8.40 am.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils
- To provide an affordable service for working parents.

PROCEDURES

STAFFING

- There are 3 breakfast club staff who are on duty at any one time. In addition to this the school caretaker is on site.
- The Head is on site from 7.30 am.

Contingency arrangements for staff absences and emergencies

- If a member of staff is absent, they must ring the Head who will arrange cover. The cover is shared between the two supervisors.

Booking arrangements

- Parents have to book in advance with a limit of up to 50 pupils.
- Parents pay weekly in advance. Costs are:
7.30 – 8.40 am £3 per day
8.00 – 8.40 am £2.50 per day

Use of registers

- Children are registered as they enter the Breakfast Club. Newcomers are added to the register.
- The Breakfast Club staff retain the registers which are kept in the kitchen office.
- At the end of Breakfast Club the numbers attending are tallied.
- In case of an emergency, where children have to be evacuated from the building, the register must be taken and the pupils checked against the register to ensure they are present.

ORGANISATION

- Breakfast club is open to all pupils at Hilltop Juniors and Hilltop Infants from 7.30 am to 8.40 am. It is held in the hall.

Hilltop Junior School is registered under the name of **Hearts Academy Trust**. Hearts Academy Trust is a company limited by guarantee. Registered as a company in England and Wales, registered number 7851097. Registered office: Hearts House, 2 Mount Road, Wickford, Essex SS11 8HE



- Pupils enter the library via the main entrance from 7.30 am.
- Pupils are welcomed by the staff who register the children, and find out what each child would like for breakfast. The breakfast is then brought to the table.
- As each child finishes their breakfast they then leave the table and join another table where activities are laid out.
- Emphasis is laid on good table manners and behaviour throughout.
- Pupils may use the toilets adjacent to the hall if necessary.
- All activities are cleared up by 8.40 am so that the Junior School pupils may leave the hall to walk to the playground accompanied, where a member of staff will be on duty. Infant children are then walked to the Infant school by 2 members of staff and handed over to their teachers in the classroom.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.

Resources

Breakfast Club resources are kept in a cupboard in a store room by the hall..

Communications with parents

- Verbal communication with parents/carers bringing children.
- Written notes to parents may be conveyed through the pupils' home/school book or via text.
- Parents may make appointments with the Headteacher or Breakfast Club staff to discuss matters pertaining to Breakfast Club.

Records of Staff

In accordance with the Children Act Regulations, the address and telephone number of employees of the Breakfast Club are kept in the School Office.

Fire Procedure

- Pupils should exit the hall through the exits identified and assemble on the playground.
- All registers should be taken and the Headteacher informed when the pupils are checked and present.

First Aid

- If First Aid is administered, the treatment given is recorded on a medical treatment form.
- If First Aid is administered, a note will be written in the child's contact book or a telephone call will be made to inform parents.
- If a note is written, the parent must initial it to indicate that the note has been seen.

Medication

Inhalers are kept in the School Office. If a pupil needs an inhaler, a Breakfast Club member of staff will accompany them to the Office.

Risk Assessment

A Risk Assessment has been carried out for Breakfast Club (see separate sheet).

Confidentiality of documents

Confidential documents are kept

- In school office
- In a locked Breakfast Club cupboard in the kitchen.

Complaints

All complaints notified in writing by a parent of a child attending the Breakfast Club should be investigated.

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