

# **St Joseph Catholic Multi Academy Trust**

## **Holy Spirit Catholic Academy Breakfast Club Policy**

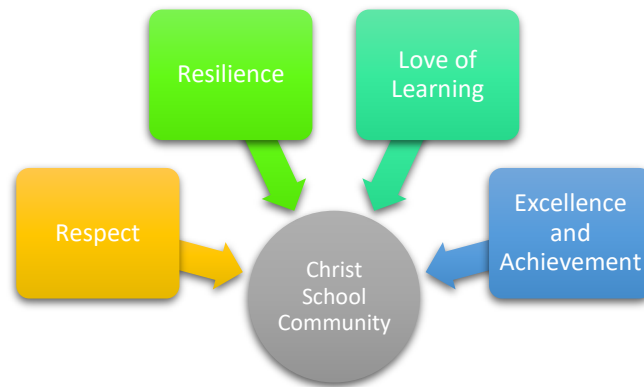
<b>School approval</b>	<b>M Forrest</b>
<b>Presented &amp; Approved by Trust Board</b>	<b>M Forrest</b>
<b>Name of Chair of Trust Board</b>	<b>Fr C McCoy</b>
<b>Date</b>	<b>Spring 23</b>
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## Introduction

Holy Spirit: Our mission

Our vision is for every child and adult to thrive and achieve their full potential- *the Holy Spirit Way*.

*The Holy Spirit Way* is to inspire and nurture



### 1. Aims and purpose of the policy

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

### 2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

Behaviour and discipline in schools

Supporting pupils with medical conditions at school

It is also based on the special educational needs and disability (SEND) code of practice.

This policy has reference and links with:

SEND policy

Behaviour Policy

Safeguarding Policy

Health and Safety guidance

### 3. Organisation

- Breakfast Club is open Monday- Friday from 7.45am until 8.55am
- These child care clubs are available for all children from Reception to Year 6
- The clubs are located in the school hall and playground
- Parents/ Carers should enter from the main school entrance
- Parents/ Carers are required to sign and agree a contract alongside the registration documents for Breakfast club prior to first booking in.

#### Breakfast Club

Children will get a choice of cereals, toast and fruit to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Board games
- Exercise activities (inside using the hall)
- Lego or construction games
- Comics or books
- Craft, drawing, puzzles

At the end of the session, children will go into their individual classrooms where their teachers/ TA will be waiting.

### 4. Behaviour

The school Code of Conduct and behaviour policy will be followed to ensure consistency for the children at club.

#### Respect: The Holy Spirit Way

Our Whole School Code of Conduct– Children

**RESPECT: The Holy Spirit Way**

<p><b>Our Faith</b></p> <p>Say our prayers</p> <p>Reflect in collective worships</p> <p>Believe in God's love for us</p> <p>Follow in Jesus's footsteps</p>	<p><b>Ourselves</b></p> <p>Make healthy choices</p> <p>Make positive choices</p> <p>Be kind to ourselves</p> <p>Always try our best</p>	<p><b>Other Children</b></p> <p>Include everyone</p> <p>Encourage others to achieve</p> <p>Collaborate</p> <p>Show empathy and kindness</p>
<p><b>Staff and Visitors</b></p> <p>Use good manners</p> <p>Look people in the eye, smile and greet them</p> <p>Listen carefully and follow instructions</p>	<p><b>Our School</b></p> <p>Wear correct uniform with pride</p> <p>Take good care of school resources</p> <p>Help keep school clean and tidy</p> <p>Move around school calmly</p>	<p><b>Our Community and World</b></p> <p>Be active in looking after the environment</p> <p>Respect other faiths and cultures</p> <p>Respect equality and inclusivity</p> <p>Support those less fortunate than us</p>

We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

The Breakfast Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable. (See Appendix 1 for letters)

The school will ensure that all pupils understand the need for and respond to clearly defined limits which govern behaviour in the school. Parents should have committed themselves through the Home-School Agreement to ensure the good behaviour of their child and that the child understands and follows the School's Behaviour Policy.

## **5. Booking**

### **Breakfast Club**

It is **essential** that pupils are booked into the Breakfast Club by **at least 3:30pm of the day before** the session required. Booking may be made by telephone to the school office or directly to the Breakfast Club staff.

There are a limited number of places available and therefore will be allocated on a first-come, first served basis.

Documents may also be downloaded from the school website. All information provided remains confidential.

Parents/carers are asked to sign their child in at the Breakfast Club on the daily register.

## **6. Fees and Payment**

All payments for the Breakfast Club must be made directly to Club staff or at the school office in a clearly marked envelope.

All payments for Breakfast Club must be separate to each other and to any other school payments. Payments must be directly to the club they relate to.

### **Breakfast Club Fees:**

**7.45- 8.55am £2.50**

Fees are payable (weekly/half termly/termly) in advance.

Fees can be paid by cheque or cash.

Fees may be paid on arrival at the Breakfast Club.

If cash is being paid on arrival then the correct change is expected. All payments will be receipted.

If, for some reason, payment is not made on arrival at the session in the case of the Breakfast Club, then payment **MUST** be received **within one school day**. If payment is not received within one week, parents/carers will forfeit the opportunity to use the club for their child.

## **7. Cancellation and Refunds**

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:30am
- During adverse weather conditions school closure will be reported on the Sefton Council website and all parents are contacted via Parent app or Class Dojo

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

## **8. Safeguarding and Health and Safety**

### **Safeguarding**

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast Club have current DBS clearance and have also received regular child protection training (at least yearly) and First Aid training

All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident logged using school systems.

### **Medication**

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders on request or can be found on the school website.

## **9. Complaints**

All complaints will follow the school's complaints policy. Any complaints about staff will be dealt with under the school's Complaints about Staff Procedure Policy. The Chair of Governors will be informed of complaints but other governors will not be involved as a complaint may require further action on their part.

Appendix: 1: Conduct at Breakfast Club letter

Dear Parent/ Carer,

Recently, your child, \_\_\_\_\_, has not been behaving as well in Breakfast Club as they could.

Detail of poor conduct (if appropriate):

It is important that your child understands the need to follow our pupil code of conduct, and I would appreciate it if you could discuss their behaviour with them. If your child's behaviour does not improve, I will contact you again and suggest that we meet to discuss how we can work together.

However, at this stage I am confident that a reminder of how to behave appropriately will be sufficient.

Yours sincerely,

Breakfast Club Leader name:

Signature:

Date:

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Behaviour letter – return slip.

Please return this slip to school to confirm you have received this letter.

Thank you.

Name of child: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_