



# SHARLSTON

## COMMUNITY SCHOOL

# Breakfast Club Policy

Review Date	Changes	Staff
V1 Sept 2020	Wraparound care Policy written	Julie Dunderdale HT
V2 Sept 2023	Amendments to policy due to after school club no longer being offered – Breakfast Club Policy only	Julie Dunderdale HT
Sept 2025	Payment Method and Amount	Luke Oldroyd HT

## **Our Breakfast Club Policy will follow other school policies where appropriate, such as Behaviour Policy**

### **Sessions**

1. Sessions take place weekly Monday to Friday 7:45am to 8.45am.
2. Children are supervised by 2 members of school staff daily, and a senior leader is also on site.
3. Children are offered a choice of healthy breakfast items; bagel, toast, selection of toppings, fruit, non-sugary cereal, unsweetened fruit juice, milk and water. Other food and drink may occasionally be offered.
4. Children can choose from a range of activities and games during Breakfast Club. We talk to the children about what they enjoy doing to ensure we have the right kind of resources so they enjoy the provision.

### **Fees**

1. Places need to be booked before the day on the MCAS app. This needs to be done before the day to ensure the club is staffed adequately.
2. Fees are payable daily or weekly depending on your need for the facility.
3. It is not acceptable for parents to continue to take places without arranging payment. Anyone in difficulty with daily/weekly payments should contact the office ASAP, as arrears are not permissible and places will be refused.
4. Payment should be given via MCAS and not through the school office
5. Fees will be charged at the full rate (currently £3 per day per child) for every day that the club is open and is used by your child/ren.
6. Fees for sessions are inclusive of breakfast and child care.

### **Closing**

1. The club will be closed for statutory holidays and school INSET days.
2. The school reserves the right to close the club at other times. The maximum notice possible will be given.

### **Arrival**

1. Admittance to the Breakfast club is through the main doors, and into the hall.
2. Children will not be admitted into school before 7:45 am. Please accompany your child until the main doors open and they have been registered by a member of staff.

### **Behaviour**

1. Breakfast club staff will follow Charlston School's behaviour policy with the same expectations of behaviour.

### **Emergency contacts**

1. It is essential that the club can contact a parent/carer or alternative emergency contact at all times.
2. Any change of contact or emergency contact details should be updated with the school office staff.

### **Policies & procedures**

The club follows the policies and procedures of Charlston Community School which are available in the school office.

### **Complaints**

We sincerely hope that you never have cause to complain but if you do please follow this procedure:

1. Firstly, speak to the office or Breakfast Club staff; your concern may be quickly allayed by them.
2. If you are still not satisfied please make an appointment to speak to the Headteacher.
3. If you are still not satisfied you may complain to the school governors or Waterton Academy Trust. Details of who to contact are available via the school office.