



**Rossmere  
Academy**  
ENRICHING EDUCATION

# Breakfast Club Policy

Policy Dated	May 2024
Adopted by Local Governing Body	May 2024
Date of Next Review	May 2026
Reason for Review/Revision	As per Schedule
Publication Scheme	SharePoint and School Website
Version	03
Lead	Headteacher

### **Rossmere Academy aims to:**

- Provide a welcoming, safe and secure environment for pupils before the start of the school day.
- Provide an affordable, self-sustaining, childcare facility for parents/carers during term time.
- Provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.
- Provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- Ensure that children have improved punctuality and school attendance.
- Continue to build positive links/relationships with parents.

### **Opening Times:**

Monday to Friday 7.45am – 8.40am. Term time only.

### **Daily Routine:**

All children **must** be signed in each day by an adult for health and safety reasons. They can enjoy a freshly prepared breakfast, fruit, cereal and a drink. At 8.40am, the children will be escorted to their classrooms to start the school day.

### **Closures:**

Breakfast Club will only close under the following circumstances:

- When school is closed for a staff professional development day(s). All parents/carers are notified at the beginning of each academic year of these dates.
- If the school is ever closed unexpectedly due to adverse weather

No charges are made for closure days.

### **Admissions**

Our Breakfast Club is open to all pupils from Nursery through to Year 6 who currently attend Rossmere Academy. Places are subject to availability.

Parents who wish for their child to attend must complete an Emergency Contacts & Collections form. By completing and signing this form, parents/carers are also agreeing to the fees charged (see 'Fees' section below)

## **Non-attendance**

If you have booked your child into Breakfast Club and they do not attend for any reason (e.g. a medical appointment) there will be no charges made for that session. Any monies paid in advance for such sessions will be held as a credit.

## **Fees:**

Our fees (per session) are as follows:

Breakfast Club (7.45am – 8.40am): £3.00

(sibling discount: £1.50)

## **Booking:**

Places should be booked on the School Gateway App where payment is taken in order to secure a place.

Parents can also book in advance by paying in cash at the school office.

No booking will be accepted without payment in advance.

In an emergency, a child can be taken to Breakfast Club without a booking and the parent should pay when dropping them off.

## **Location of Breakfast & After School Club:**

Our Breakfast Club is situated in the dining hall (the building to the left of the car park). Children will be escorted to their classroom by a member of staff at the end of the session ready to start their school day.

## **Behaviour:**

All children attending Breakfast Club must follow our Behaviour Policy. If a child continually refuses to follow our school's behaviour policy the school reserves the right to withdraw the place.

## **Medical Conditions / Allergies:**

Parents should inform breakfast club staff of any medical conditions or allergies if a child is brought to Breakfast Club as an emergency.

If a place is booked in advance, admin staff will ensure all information is passed on.

## **School Policies:**

Breakfast Club staff will follow the same policies as they use during the rest of the school day, including Safeguarding, Health and Safety and Behaviour policies.

## **Staffing / Ratios**

Breakfast Club will be staffed each day by a minimum of 2 staff (Learning Coaches who work full time in school).

We offer 24 places in Breakfast Club. If the headteacher risk assesses that there is a need for more staff (due to the age of the children or any additional needs) this will be arranged on a day by day basis.