



**Rossmere
Academy**
ENRICHING EDUCATION

Breakfast Club Policy

Policy Dated:	January 2023
Adopted by Local Governing Body:	February 2023
Date of Next Review:	February 2024
Reason for Review/Revision:	As per Schedule
Publication Scheme	SharePoint and School Website
Version	02
Lead	HT

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 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.