



Queenborough School & Nursery

Breakfast Club Policy

Aims:

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To help children be healthy.
- To encourage all areas of the children's development through their play.
- To ensure the safety and welfare of each child.
- To offer a varied and stimulating range of play opportunities.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times:

Monday to Friday 7.40am - 8.30am. Term time only.

Breakfast stops being served at 8.15am. There are currently 56 places available for Breakfast Club.

INSET Days:

Breakfast club will not operate on staff development days

Admissions:

The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the compulsory membership form. This is so that any child can be appropriately welcomed into the club. See appendix one.

Booking and Payment Arrangements:

- A completed membership form is required for each child attending the Club.
- Places at the club are allocated on a strictly "first come, first served basis."
- The cost is £1.00 per morning. This should be paid in advance or on the day.
- A child does not need to attend every day.
- A member of the breakfast club will keep an accurate record of attendance and payment and will pass this record to the school business manager each week.
- A record will be kept of any parents who pay in advance so that this is credited for the child's next attendance.
- No child will be turned away from breakfast club, but if a child has not paid then the parents/carers will be contacted and payment requested.

- Parents who have not paid will be contacted each week requesting payment by the school business manager.
- It will be at the discretion of the Headteacher to confirm children who may attend for free due to financial hardship or other social issues.

Location of Breakfast Club:

The Club sessions are held in the main hall; the quiet playground area is also used when weather permits. The School's lunch kitchen is used to wash tableware. The equipment and foods are kept in the School's cooking room. Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club. A Restorative Justice Approach.

If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Staff may have verbal communication with parents/guardians where the parent/guardian asks a message to be passed onto a teacher.

Occasionally, Breakfast Club will feature in the School's termly newsletter.

Letters or texts will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Breakfast Club is supervised by:

Mrs. Sue Butcher - trained First Aider and completes the register. She then assists with the clearing away to ensure that the highest standards of cleanliness are adhered to.

Playwork Team:

Mrs Sue Reveley; who has NVQ2 and NVQ3 qualifications in Playwork.

Miss Sarah Ratcliff; who is a trained and certified First Aider. Miss. Ratcliff also attends to the Toothbrush Bus along with organising activities for the children to participate in.

Mr. Ashley Shiel; who assists with the Playwork and organises themed breakfasts. Mr. Shiel is also a trained and certified First Aider.

Mrs. Karen Hancock; who is a trained and certified First Aider. Mrs. Hancock is responsible for the Early Years Foundation Stage Children and their Keyworker Books. Mrs. Hancock has an NVQ Level 3 in Children's Care and Learning Development.

(Keyworker books are for children aged 4 and 5 years old and document what the child has achieved whilst attending the Club.)

This team works together to ensure that the children have activities to occupy themselves with and that they are playing safely.

Food Preparation Team:

Mrs. Shirley Barnes; who organises the cleaning of all of the equipment required to run a self-service Breakfast Club.

Mrs. Mary Brend; who prepares the self service area for toast toppings, hot food, cereal and juice. Mrs. Brend is also a trained and certified First Aider.

In addition to Breakfast club staff, the caretaker will be on site from 7am onwards and members of the Senior Management Team will be on site from 7.30am

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring the Headteacher who will arrange any necessary cover.

All staff have CRB checks and are dedicated to promoting opportunities for child centred play following guidelines and standards which are set by Ofsted. Staff are trained in Basic Food Hygiene and hold a certificate. Staff are identified by a lanyard with their photo and name.

Our staff: child ratio is 1:8. Staff are on site by 7.30am and are ready to serve breakfast at 7.40am.

Routine:

- Children should enter Breakfast Club via the School Office entrance.
- Children should register and pay any fees on arrival The register is kept by the breakfast club staff until Friday when it is passed to the School Business Manager.
- Children should then make their way to the hall with all of their belongings.
- Once in the hall, they will prepare their breakfast food.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will only use the main school toilets.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children onto the main playground at 8.30am. If it is raining, then staff will stay with the children in the hall until their teacher collects them.

Toothbrush Bus

Each child that attends Breakfast Club will be given a new toothbrush which will be labelled with their name on it. This will be kept at the Breakfast Club. Toothpaste is provided and all toothbrushes are stored away so that high standards of hygiene are maintained. Staff will encourage children to brush their teeth and will regularly check toothbrushes to see if they need replacing.

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the school hall where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

Queenborough School and Nursery values any parental or pupil opinions and welcome feedback about how the club is run.

Complaints Procedure:

All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

Cancellations:

The only possible cause for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure:

- A member of school staff will endeavour to contact individuals by text or phone by 7.30am
- School closures are reported locally on Heart radio station (96- 107 FM) and Radio Kent

Breakfast Menu:

Our selection of food aims to be multicultural and offer a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills if parents have permitted them to do so.

Children have the choice whether to have food or not, although they are encouraged to do so. **The registration form will detail any specific requirements a child has.**

The school is a Healthy School and abides by the guidelines set by the School Food Trust details of the food

Food served:

Toast
Porridge
Jam
Marmalade
Marmite
Lemon Curd
Baked beans/spaghetti
Fresh or canned fruit
Raw vegetables
Wholegrain cereals
Apple juice
Plain water
Dairy based smoothies
Semi- skimmed milk

Food not serve:

Chocolate spread
Chocolate cereals
Cereal bars or processed fruit bars
Dried fruit with added fat, sugar
or salt
Pastries
Sweet muffins
Flavoured water
Squash
Hot chocolate containing more than
20 calories per 100ml
Flavoured milk unless it contains
fruit juice or cocoa

Breakfast club does not serve these foods as they do not meet the *Government Standards for School Food*. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.

Attached as appendix 2 is a full list of food and drink standards that the club abides by.

From time to time for special occasions and events, the school may deviate from the above menu.

Indoor Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. In keeping with the Play Values, breakfast club offer structured adult-led activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums and the exploration of cultural diversity
- Crafts using a wide variety of textures and materials
- Dressing up clothes to facilitate imaginative play
- Construction and Lego toys
- Board games
- Music/ dance
- Water and bubble play (outdoors)
- Physical activities (outdoors)

TV/ Play consoles/ Nintendo Wii - **occasional use only**

These activities are offered as it is recognised that for some children it is an opportunity to relax and rest. The length of time a child has access to these facilities will be monitored so that they do not spend the entirety of the session on a console. Parents indicate on a child's registration form whether or not they wish their child to use these.

Emergencies

As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency. These membership forms are kept in a locked, fire resistant filing cabinet along with the Breakfast Club resources.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

The club's register for the day will be called and all names will be checked. The staff signing in book will also be checked to ensure that all staff are safe.

There will be a fire practice in accordance with the School's emergency fire and evacuation policy

Safety & School Policies

Health and Safety:

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children and a record kept.

Risk assessment:

A separate risk assessment has been completed for Breakfast Club sessions and activities. See appendix 4.

Equal Opportunities:

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current CRB clearance. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

Where ICT equipment is used, they must follow the school's e.safety policy and procedures.

Policies and Procedures

Breakfast club will follow the school's own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Policy Review:

This policy will be reviewed and evaluated by the School's Senior Management Team and will be reviewed every two years.

Queenborough School and Nursery
Breakfast Club Membership Form



Child's Surname

Forename(s)

Date of birth

age

Class & Teacher's name:

Home Address:

Post code:

Home phone no.....

Mobile phoneName.....

Mobile phone Name.....

Parent/Carer's name

Employer Work tel no.....

Additional Parent/Carer's name

Address (if different from above)

Employer Work tel no

In the case of an emergency we will contact a parent as stated above, if unavailable, please give two further contact details (ie grandparents, other relatives or close friends/neighbour)

1st Emergency contact name Tel No

2nd Emergency contact name Tel No

Child's GP Tel No

Does your child have any medical conditions of which we should be aware ie asthma, epilepsy, diabetes, known allergies?

Is there a pump in school?

Does your child have any special needs?

Booking Details. Fees are to be paid in advance or on the day. Please arrange for the fees to be given to the staff at Breakfast Club. Breakfast club: Fees are **£1.00** per session. I agree to the terms of payment. Signed: _____

Do you observe any cultural or religious procedures that you consider we ought to be aware of?
If so, please give details

Does your child have any specific dietary needs or food intolerance of which we should be aware of?

Is there any other information you would like to add, ie: your child's likes, dislikes, activities he/she enjoys, or any specific concerns/requirements you may have?

I am happy for my child to use his/her own labeled toothbrush Yes [] No []

I am happy for my child to watch U rated Videos Yes [] No []

I am happy for my child to use hand consoles/laptops (when available) Yes [] No []

I am happy for my child to help prepare snacks with an adult Yes [] No []

I give permission for my child to use their prescribed inhaler whilst attending the Breakfast Club
Signed _____ Parent/Carer

In the event of my child requiring emergency treatment and the staff being unable to contact me, I give consent for the member of staff accompanying my child to approve the application of any emergency treatment including anesthetic advised by the medical authorities for the well being of my child.
Signed _____ Parent/Carer

I give permission for Breakfast Club staff to take digital photos of my child enjoying their time at club. These photos may be used in keyworker books, in wall displays or just for sharing with you.
Signed _____ Parent/Carer

I understand that the Breakfast Club cannot accept responsibility for my child's possessions or valuables whilst they are attending the club.

Signed Print Name Date.....

Please return this form to the School Office or Breakfast Club Staff.

What can I serve?

The table below suggests which food and drinks can be provided at food services other than lunch.

Examples of food and drinks meeting the new standards	Examples of food and drinks restricted across the school day	Examples of food and drinks not meeting the new standards
<p>Fruit and vegetable items</p> <ul style="list-style-type: none"> ▪ Whole/pieces of fresh fruit e.g. banana, apple, pear, satsuma, grapes ▪ Fruit pots of sliced/chopped fresh fruit e.g. melon, berries, apple ▪ Canned fruit in natural juice e.g. peaches, pears, pineapple, mandarins ▪ Dried fruit without added fat, sugar or salt e.g. apricots, sultanas, raisins, dates ▪ Salad pots ▪ Crudités, vegetable sticks with dips ▪ Vegetable accompaniments: tomatoes (tinned or fresh), raw vegetables such as carrots, peppers, cucumber and celery 	<p>Fruit and vegetable items</p> <ul style="list-style-type: none"> ▪ No restrictions on the amount or type of fruit and vegetables served 	<p>Fruit and vegetable items</p> <ul style="list-style-type: none"> ▪ Dried fruit or dried vegetables with added fat, sugar or salt
<p>Cold items</p> <ul style="list-style-type: none"> ▪ Breakfast cereals with milk or yoghurt ▪ Yoghurt or fromage frais (plain or fruit) ▪ English muffins ▪ Plain currant/raisin bread ▪ Sandwiches ▪ Bagels with fillings ▪ Baguettes with fillings ▪ Filled pitta bread or rolls ▪ Wraps e.g. Mexican bean ▪ Pasta salads ▪ Fillings/toppings: cheese, hard boiled egg, peanut butter, houmous, tahini, sliced meat, bacon, meat or fish paste, tinned fish ▪ Combinations of nuts and seeds without added fat, sugar or salt 	<p>Cold items</p> <ul style="list-style-type: none"> ▪ Meat products: corned beef, sausages, sausage rolls, Scotch eggs 	<p>Cold items</p> <ul style="list-style-type: none"> ▪ Cereals coated with chocolate ▪ Any type of confectionery e.g. chocolate products, sweets and sugar free chewing gum ▪ Cereal bars ▪ Processed fruit bars ▪ Crisps and crisp-like products e.g. tortilla chips, potato sticks, puffs, crackers, corn chips, prawn crackers, potato wafers ▪ Japanese rice crackers ▪ Pretzels ▪ Bombay mix ▪ Nuts with added salt and/or sugar ▪ Cakes: slices of cake, individual cakes (sponge cakes, Swiss roll, fruit cakes, banana cake, apple cake, carrot cake, gateaux, sponge fingers, Madeira) ▪ Buns: American (sweet) muffins, Chelsea buns ▪ Pastries: croissants, Danish pastries, Eccles cakes, Greek pastries, Bakewell tarts, jam tarts, mince pies, custard tart) ▪ Biscuits include all types: sweet biscuits: digestive, rich tea, ginger nuts, flapjacks, shortbread, wafer. Savoury biscuits: cream crackers, breadsticks, oatcakes, matzos

Examples of food and drinks meeting the new standards	Examples of food and drinks restricted across the school day	Examples of food and drinks not meeting the new standards
<p>Hot items</p> <ul style="list-style-type: none"> ▪ Porridge ▪ Toast, bread rolls with spread, jam, marmalade, peanut butter ▪ Toasted bagels, crumpets ▪ Toasted sandwiches ▪ Bacon sandwiches ▪ Warm pitta bread with filling ▪ Paninis ▪ Tortillas, fajita, burrito, quesadillas, enchiladas ▪ Toast with baked beans, cheese, eggs (boiled, scrambled or poached) ▪ Omelette ▪ Pizza slice with toppings e.g. vegetables, cheese ▪ Slice of quiche ▪ Jacket potato with toppings e.g. cheese, coleslaw, baked beans, tuna ▪ Bowls of noodles with vegetables and/or meat ▪ Vegetable pasties ▪ Fishcakes ▪ Soup 	<p>Hot items</p> <ul style="list-style-type: none"> ▪ Meat products: burger, hamburgers, corned beef, sausages, chipolatas, luncheon meat, hot dogs, frankfurters, (salami), meat pies, Cornish pasties, sausage rolls, pork pie, samosa, kebabs, meatballs, chicken or turkey nuggets, Scotch eggs, satay ▪ Starchy food cooked in oil or fat: fried rice, sauté potatoes, fried bread, chapatti, garlic bread ▪ Deep fried products: potato wedges, potato skins, chips, plantain chips, spring rolls, vegetable products (pancake roll, samosa, fingers, tempura, pakora / bhajia), fish products (pancake roll, samosa, fingers, tempura, pakora / bhajia) 	<p>Hot items</p> <ul style="list-style-type: none"> ▪ Toast with chocolate spread ▪ Fruit pies surrounded by pastry e.g. individual apple pies
<p>Drinks</p> <ul style="list-style-type: none"> ▪ Plain water (still or sparkling) ▪ Skimmed or semi-skimmed milk* ▪ Fruit juice or vegetable juice ▪ Plain yoghurt drinks ▪ Plain soya, rice or oat drinks enriched with calcium ▪ Combination drinks: water (still or sparkling) combined with fruit or vegetable juice. Examples: fruit and/or vegetable smoothies: pureed fresh fruit and vegetables ▪ Milk (skimmed or semi-skimmed) and/or plain yoghurt combined with fruit or vegetable juice. Examples: Dairy-based smoothies, pureed fruit with plain yoghurt ▪ Plain soya, rice or oat drinks enriched with calcium combined with fruit or vegetable juice ▪ Tea or coffee ▪ Low calorie hot chocolate (containing no more than 20 calories per 100ml) <p>A detailed list and definition of drinks permitted in schools can be found on page 24 and 25.</p> <p>*Whole milk may be provided to pupils until the end of the school year in which they reach five years of age</p>	<p>Drinks</p>	<p>Drinks</p> <ul style="list-style-type: none"> ▪ Flavoured water ▪ Squash/cordial ▪ Soft drinks including fizzy drinks containing less than 50% fruit or vegetable juice. ▪ Hot chocolate containing more than 20 calories per 100ml ▪ Flavoured milk unless it contains fruit juice or cocoa