



QUEEN'S CROFT
INSPIRING GREATNESS

QUEEN'S CROFT HIGH SCHOOL

BREAKFAST CLUB POLICY

Policy Information

Document Title	Breakfast Club Policy
School	Queen's Croft High School
Trust	Primitas Learning Partnership
Governing Committee	Local Governing Body

Introduction

The Queen's Croft High School Breakfast Club is run by the school to provide before school support for our parents and carers. The club offers the opportunity for students to be safely dropped off early at school and for them to receive a basic nutritious breakfast on site before school starts. This club is only available during term time (not including INSET days).

The club operates from 8am to 8.55am and is charged per session. The current charges can be obtained from the school office.

All places must be pre-booked via ParentPay along with a registration form for each student attending the club. Parents and carers must sign an agreement to adhere to the terms and conditions of the Breakfast Club.

All staff who operate the Breakfast Club are employed by Queen's Croft High School and have undergone the appropriate Safer Recruitment checks and training to enable them to run the club.

The club will operate from a suitable room within the school building, this will be risk assessed and the specific toilet facilities assigned.

The Breakfast Club staff will ensure that the students are delivered to their class at the start of the school day.

Admissions

- Only current pupils of Queen's Croft High School are eligible to attend
- Places are subject to availability and must be booked in advance on a first come; first served basis
- The registration process must be completed prior to commencement at the club
- All parents/carers will be directed to read this policy prior to registration
- All staff will be made aware of the pupil profiles and care plans of those attending
- Attendance will be recorded in a register
- Charges apply per session only and will not be reduced for part sessions
- Charges are non-refundable
- Payment is to be made in full prior to commencement at the club

Arrival

- Parents/carers must sign their child into the club on arrival
- Children will not arrive on site before 7.55am
- Any medications must be signed in with a member of breakfast club staff following the school's procedures.
- Parents/carers must advise staff immediately if there is any change to their information
- Breakfast club staff will liaise with the school office to determine any non-attenders

Routine

- 8am children will enter school and parents/carers will sign them in
- 8.10am Pupils will be offered a light breakfast of cereal, toast and juice/water.
- Pupils will complete set activities set by staff
- 8.50am staff will prepare pupils ready to move to main school
- 8.55am Pupils will be sent or taken to their classes

Behaviour

Pupils will be expected to follow our school Positive Behaviour Policy. A copy of this policy is available on the school website. The school reserves the right to exclude a child if despite staff efforts the child continues to display inappropriate behaviour.

First Aid

- All accidents will be recorded in the school accident book and where necessary reported to parents/carers
- All incidents will be dealt with by a trained first aider
- Parents of children becoming unwell during breakfast club will be contacted immediately and requested to collect. Staff will inform school of any pupil being sent home

Payment of fees

Breakfast club will run during term time only (this will **not** include INSET days).

It is a requirement of the club that parents/carers pay their fees in advance via ParentPay and in accordance with the agreed sessions.

Payment is required for all contracted sessions even if your child is unable to attend their booked session.

The parent/carer signing the registration form is known as the 'contracting parent' as is responsible for all fees.

Should a parent/carer have difficulties with payment they should contact the Finance Manager as soon as possible by emailing finance@queenscroft.staffs.sch.uk. Staff will treat all matters confidentially. Fees will be payable via ParentPay only.

Procedure for payment of fees

- Fees are payable in full for each ½ term in advance
- Immediate payment will be required via ParentPay
- Payment queries should be directed to the Finance Manager
- ParentPay will record payments made
- A ½ term's notice is required should you no longer want the space

Please note that Breakfast Club has adopted all school and Primitas Learning Partnership policies.