



*"Show me your way, Lord teach me your paths." Psalms (25.4)*

## **ALMONDSBURY BREAKFAST CLUB (ABC) POLICY AND PRICING**

### **Breakfast Club Provision**

The Governors have decided that it is in the best interests of the school community that Breakfast Club provision is made for children who attend the school.

There may be times when this provision cannot be made and Governors therefore reserve the right to suspend part or all of the Breakfast Provision. In such circumstances, as much notice as possible (as dictated by the circumstances) will be given to parents and any fees paid in advance by parents will be refunded in full for any sessions which do not run. The school is not liable for any other consequential losses that parents might experience (e.g. loss of earnings, extra childcare costs) because the school's Breakfast Provision cannot operate.

The provision of care for pupils before and/or after school by schools is not obligatory. Where it is provided, however, it must, as a minimum, meet all statutory requirements for such provision. Our Breakfast Club provision is run by the school and as such is therefore not registered separately with Ofsted and may be inspected by them as part of their regular school inspection process.

More information about these requirements can be found via Ofsted here:

<https://www.gov.uk/government/publications/factsheet-childcare-registering-school-based-provision>

Only children who attend Almondsbury CE Primary School can attend the Breakfast Club.

The club operates fully within the governance and operational management framework of the school and no part of the service provision may be contracted out to, or run by, a third party who is not employed directly by the school.

### **Responsibilities, Staffing and Operations**

The club may be staffed by different members of staff. For every session of the club however, a suitably qualified and trained individual will be appointed to supervise and will be in charge and responsible for overseeing all of the club activities and the safety of the children. The Headteacher is responsible for appointing this supervisor and for ensuring that no club session runs without adequate supervision, staffing and child protection.

All staff (including any volunteers) are employed by the school. The Governing Body is the employer. The Governing Body has delegated organisational and operational responsibility for the club to the Headteacher.

### **School Policies**

All relevant school policies also apply in full to the Breakfast Club. This means, for example, that staff employed only to work in this club are trained to the same standards in Child Protection and Safeguarding and are required to follow the same Staff Code of Conduct as any other (part-time) member of school staff.

## **The Club**

The Breakfast Club provides care for up to a maximum of 40 children who normally attend Almondsbury CE Primary School. The club will try to keep a principle of being able to offer places to all families who need it but this will be dependent upon being able to offer a staffing ratio of 1:8 for Under 8s and 1:16 for 8-11s.

The club will always have a minimum of 2 staff present irrespective of numbers.

The club only operates during school term times and only on days when the school is open for children to attend (e.g. closed on allocated inset / staff training days).

1. The Breakfast Club operates from 07:50 until start of school. This period is classified as a single hour for charging purposes. Parents will be charged a single fee for this period regardless of how long their child attends.
2. Parents are responsible for ensuring the safe arrival of the child and their handover to Breakfast Club staff. Breakfast Club staff are responsible for ensuring that the children in their care are safely transferred to the care of their school class teacher at the start of school.
3. Parents must sign their child/ren into Breakfast Club and ensure that the staff are aware of any needs or details about their child/ren.

## **Confidentiality Policy**

It is a legal requirement for the Breakfast Club to hold various items of information about the children who attend the club. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. The Staff at the club will undoubtedly forge relationships with both the children who attend the club and their families and therefore learn more about them. All Staff are aware that this information is confidential and is only used within the club setting. Parents' permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone. However if there is a concern or an issue arises concerning safeguarding children, our Child Safeguarding Policy will take priority over confidentiality.

## **Safeguarding and Child Protection**

The Headteacher MAY decide to appoint a different Designated Safeguarding Lead (DSL) and/or Deputy Designated Safeguarding Lead (DDSL) for the club but retains the responsibility for Child Protection and Safeguarding as for the rest of the school.

Arrangements for Child Protection and Safeguarding are set out in the school's Child Protection and Safeguarding Policies **including details of what action to take in the event of a concern about a child's safety and the contact information for the DSL and DDSL.**

The Designated Safeguarding Lead (DSL) for the Breakfast Club is: THE HEADTEACHER

The Deputy DSL (DDSL) for the Breakfast Club are: THE DEPUTY HEADTEACHERS

## **Health and Safety**

Our Breakfast Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the club's activities and actual existence.

The following steps will be taken as a matter of course:

- Create an environment that is safe and without risk to health;
- Prevent accidents and cases of work-related ill-health;
- Use, maintain and store equipment safely;

- Ensure that all staff are competent in the work in which they are engaged. Our club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.
- Risk assessments will be carried out and used to ensure the safety of the children and adults attending the club.

### **First Aid**

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during club will be contacted immediately.

### **Children with Special Educational and/or Medical Needs**

Will not be prevented from access to the provision unless this is unavoidable for their own safety. Where additional staff support is required there may be additional costs the covering of which will need to be discussed those child's parents.

The school's SENCO will provide advice and oversight to the Breakfast Club as required. More details about the school's policies on SEND and Supporting Children with Medical Needs can be found in those policies. The details of the SENCO are set out in the SEND Policy.

### **Places and Admissions**

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established until if/when further staffing can be appointed and the club capacity increased (without compromising the staffing ratio), with places on the waiting list being prioritised on the following basis:

1. Siblings of children already attending the club
2. The number of sessions/hours per week required

If a place is available, the parents and child will be welcome to visit the club for an induction. The child will be able to attend the club as soon as the completed forms are received. If no places are available the parent will be informed and the child's name added to the waiting list (see above). As soon as a place becomes available parents will be informed and the registration/booking process followed.

### **Registration**

When an enquiry regarding places is made, parents or carers will be given all the relevant Breakfast Club information, including:

- This policy which includes information about Fees, Admissions and Registration
- Information regarding current availability of places
- Registration form includes medical details (in addition to the school's medical information) parent contract and also acts as a booking form

The Registration/Booking Form is at Annex A to this policy.

### **Booking**

Parents must complete the necessary paperwork, i.e. registration/booking form and agree to the Terms and Conditions set out in this Policy before their children can attend the club.

#### **• Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice (usually 6 weeks) in writing is required.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 24 hours' notice. If notice is not given, the place will still be charged for.

### **Fees, Payments and Refunds**

The current fee level(s) are:

Breakfast Club: £ 5.00 (includes breakfast).

- Fees are payable termly in advance for regular bookings although occasional bookings may be paid in advance on a daily rate.
- Fees can be paid by Childcare Vouchers, cheque or cash.
- Fees are charged for booked sessions whether the child attends or not.
- In the event that the school cancels a club session (which it will only do due to exceptional circumstances) fees for that session will be refunded.

### **Setting of Fees**

The Governing Body sets the fees for the Out of Hours Club(s) although fees paid go into school funds and not into Governor funds. Fees will usually be reviewed annually and will normally be adjusted in line with teaching staff pay inflation. Once fee levels have been set for an academic year, they will not be changed during that year. It may be necessary to adjust fees above inflation if, for example, take up of places is not covering operating costs. The normal school budget will not be used to subsidise the club except in very exceptional circumstances which will require approval by the Governing Body.

Any questions or concerns about fees should be addressed to the Chair of Governors.

### **Induction**

When children first join the club they will be allowed to settle in at their own pace. They will be introduced to any staff who they do not already know and, if required, parents may stay with their children during the first two sessions at the club to help them to settle in.

### **Food Provision and Healthy Eating**

The Breakfast Club provides children with an inclusive nutritious breakfast and choice of healthy drink.

### **Complaints**

Our aim is that parents should never have cause to complain about our provision but should you feel the need to complain about any aspect of the provision please address your concern in the first instance to the Breakfast Club staff. If this does not result in your concern being addressed then please use the school's Complaints Policy which is available on the school website or from the school office.

## Annex A - Breakfast Club Registration / Booking Form



### Almondsbury CE Primary Breakfast Club (ABC)

Child's name	
Class	

I wish my child to attend the Breakfast Club on the following days/sessions :-

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick					
Breakfast required					

If your child is not going to attend from 7.50am then please indicate a time your child will arrive at the club. Also indicate whether your child would like breakfast.

For the period from

(Date) \_\_\_\_\_ ASAP \_\_\_\_\_ to (Date) \_\_\_\_\_ the foreseeable future \_\_\_\_\_

I understand I am committing to pay for this booking at the fee levels set out in the school's Breakfast Club Policy which I have read. I also agree to the school's policy on Breakfast Club provision which includes the Terms and Conditions (Annex B).

**Fees must be paid on or before the dates required.**

**Please also complete the details below and sign the Terms and Conditions page at Annex B.**

Has your child any medical needs? Yes /No

If yes, what are they? \_\_\_\_\_

Has your child any food allergies or other dietary requirements? Yes /No

If yes, what are they? \_\_\_\_\_

**Please give your emergency contact for these sessions:-**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile \_\_\_\_\_ Landline \_\_\_\_\_

**Signed (Parent/Carer)** \_\_\_\_\_ **Date** \_\_\_\_\_

Please email the completed form to [office@almondsburyprimary.co.uk](mailto:office@almondsburyprimary.co.uk) or hand in to the school office.

**ANNEX B – TERMS AND CONDITIONS OF ABC (ALMONDSBURY BREAKFAST CLUB)**



## Almondsbury CE Primary Breakfast Club (ABC)

1. All fees for regular sessions must be paid termly in advance via CHILDCARE VOUCHERS, CHEQUE (made payable to Almondsbury CE Primary School) OR CASH.
2. A completed registration form must be submitted before a child can be accepted into the club.
3. On receipt of confirmation from the Almondsbury CE Primary School that a session has been reserved, liability will exist for the payment of all invoiced fees whether a session is missed or not later required. Almondsbury CE Primary School regrets that it is not possible to give refunds except as set out at (4) below.
4. The school will use its best endeavours to ensure that all sessions take place for which there are bookings. However, there may be circumstances, beyond the control of the school, which means that a session or sessions cannot run safely (e.g. Covid-19 restrictions). In such circumstances, the school will provide those with bookings with as much notice of this as possible and full refunds will be given for any pre-paid sessions which do not take place.
5. If the fees have not been received within an acceptable period, Almondsbury CE Primary School reserves the right not to admit the child/children concerned to sessions until the fees and any surcharges have been received in full.
6. Six weeks' notice of termination is required in writing should you wish your child to stop attending the Breakfast Club.
7. Any sessions in addition to the regular sessions booked on the registration form must be booked in advance by completing a Booking Form. These additional sessions must be paid for on or before the day attended.
8. Parents/Carers must notify the school in writing of any changes to the information given on the registration form as soon as they occur (in particular, emergency contact numbers).
9. Children attending Breakfast Club are expected to adhere to the school rules regarding behaviour, use of equipment etc. Consistent breaking of these rules could lead to your child/children being excluded from the club.

I have read the policy and these terms and conditions for the Almondsbury CE Primary Breakfast Club Provision and I agree to follow its policies and procedures.

Parent/Carer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_