



Baildon Church of England Primary School
Breakfast Care Club

Information Pack 2019/2020

Baildon Church of England Primary School Breakfast Care Club will operate daily in term time from 7.30 am until 8.50am for children in Reception to Year 6. All children who attend the club must attend Baildon Church of England School.

The Breakfast Care Club is managed by the Governing Body of Baildon Church of England Primary and is registered with OFSTED.

Places at Breakfast Care Club can be organised by talking to Miss K Jones who runs the club.

Breakfast comprising of cereal, fruit, toast, and bread items and hot or cold drinks will be available from 7.35am until 8.25am. Parents need to indicate half a term in advance whether they require breakfast for their children. The cost for each session with breakfast is £4.

For those children who wish to attend but do not require breakfast, the cost per session is £3.50. Families who are in receipt of Free School Meals will be charged £3 per session (including breakfast). **Parents must pay for sessions in advance** (weekly, monthly, half termly etc.). Payments can be made with childcare vouchers or using the online payment systems via the SchoolMoney payments system which can be accessed via the following link
<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>

A text receipt is issued for all payments. **The school reserves the right to exclude a child if fees are not paid in line with the agreement.**

Fees will be reviewed in May each year for implementation in September.

For children who attend Breakfast Care Club a registration form with details of contact numbers and medical information must be completed and signed before they start. It is the parents' responsibility to report any food allergies on the registration form when joining Breakfast Club. Parents are reminded that it is also their responsibility to update any information should circumstances change. (Contact numbers etc.)

It is the responsibility of the parent to ensure that the child enters school safely and is signed in to the club on the register by the hall door. Parents are advised that this register forms the check list in case of fire and hence is a very important document.

A range of supervised indoor and outdoor (where possible) activities will be provided for the children.

At the end of the session, children in Key Stage 1 and Foundation will be accompanied through school to their classes. Children from Key Stage 2 will go independently to their classes through school.

Behaviour

Children are expected to show a good standard of courtesy and behaviour at all times. Breakfast Club is part of Baildon Church of England School and, as such, children are expected to follow the same guidelines as documented in the Behaviour Policy, which can be found on the school website.

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then it may be referred to the Headteacher and, if it still cannot be resolved, the child may, at the discretion of the Governing Body, be asked to leave the Breakfast Club.

Health and Safety

It is the policy of the club to make sure that all activities are carried out in such a way to ensure the highest possible standards of health and safety for all the children and staff involved.

A risk assessment of the hall and kitchen will be carried out daily to assess any issues with any potential dangers being addressed immediately.

Activities will be risk assessed regularly.

Complaints Procedure

In the event of a child having a complaint about any aspect of the club or about a staff member of the club then they have the right to complain by following this procedure:

- Speak to the leader, Miss K Jones
- If you feel it is not appropriate to speak to the leader, then the child should speak to the Headteacher, Mrs M Connor

If a parent/ carer is not satisfied with any aspect of the service, then they have the right to complain by following these steps:

- Speak to the leader, Miss K Jones

- If you feel that it is not appropriate to speak to the leader or if the complaint remains unresolved, speak to the Headteacher
- If you are still not satisfied or have a complaint against the Headteacher, you should put the complaint in writing to the Chair of Governors, who will acknowledge your complaint in writing within 2 days and then investigate the matter and write to you within 10 days.

Equal Rights

Baildon Church of England Primary School is committed to equality of opportunity for pupils and staff. We believe that every child is an individual and should be treated as such, as far as possible, and we will assess and cater for each child's individual needs. We want all children to feel welcome at the club, regardless of religious, ethnic or cultural background. We will not tolerate discrimination or prejudice on any grounds including race, religion, gender or sexual orientation. Any incident of a racist nature will be reported to Mrs M Connor and investigated and recorded.

First Aid

A trained first aider will be available at all sessions who will administer first aid in line with school policy.

Medication

Parents are required to fill in a registration form that identifies any health or medical problems. The club will follow the school policy for administration of medication, a copy of which is available on the school website.

Photographs

Parents are required to give written consent for photographs to be taken of children. Photographs will only be used on the school website or in displays advertising Breakfast Care Club.

No Smoking

Baildon Church of England Primary is a smoke free environment. This means that smoking is not allowed anywhere in the school building or on the school grounds.

Fire Evacuation Procedure

In case of fire, children will be evacuated through the nearest safe exit to assemble on the tennis court. Miss Jones will be responsible for the register and will call this in the tennis court.