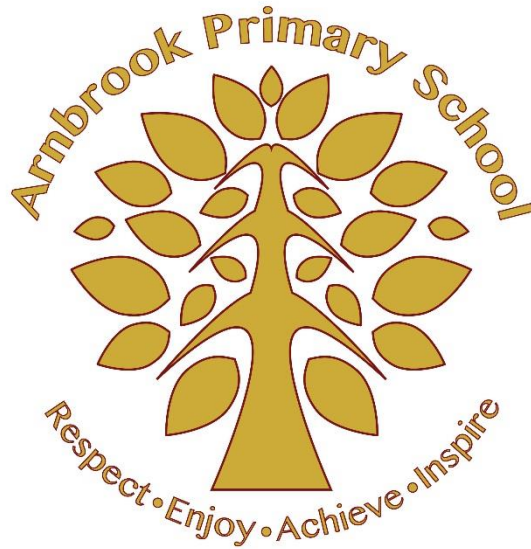


Arnbrook Primary School



Breakfast Club Information

Key information:

Opening Times: 7:30am-8:40am Monday to Friday.

Venue: School Hall (entrance through main reception).

Price: £2.00 per session

Children: Reception to Y6

Registration

If you want your child to attend breakfast club, you must complete a registration form before they can attend and return to the school office. A record will be kept for each child with details relating to their address, contact details, health conditions including allergies and dietary needs. Records will be kept in respect of accidents and any behaviour issues which may arise. Parents and carers are responsible for updating personal details as required.

Booking and payment

Places are limited and are often in high demand, so it is advisable for parents and carers to book and reserve places as soon as possible. Places will be allocated on a first come, first serve basis, with priority given to those seeking a 'full-time' place. You are able to pre-book a regular Breakfast Club place, please let us know which days you would like your child to attend. If a pre-booked session is regularly cancelled (ie. 3 times or more) we may refuse further pre-booking.

All payments must be made in full online at time of booking. We require all bookings to be made the week before - Friday at the latest. If your child is unwell and unable to attend breakfast club, please inform our school office, no charge will be made. If a place is cancelled with 24 hours' notice for any other reason, no charge will be made.

Provision

A nutritious breakfast is provided, which includes cereal, toast, fruit juice, milk or water. This is included in the price. After they have eaten the children can; play games, draw or colour in, complete homework and/or watch a DVD. Supervision is provided by our own trained staff. The school is registered to provide out of hours child care.

Breakfast is served from 7.30am to 8.15am and it is OK if your child doesn't arrive until after 8.15am. However, no breakfast can be served after this time as we need to get the hall cleared ready for school. At 8:40am, children are escorted to their classroom in time for registration

Our breakfast club operate in line with School Policies at **all** times, including: behaviour policy. SEND policy, safeguarding policy.

Any minor incidents/accidents will also be recorded and your child will be given first aid if needed, just as they would in school. We have qualified first aiders working in both clubs.

Safeguarding Children

We comply with the school safeguarding policy and follow all relevant procedures. All staff have received full safeguarding training. We intend to create in our club an environment in which children are safe from abuse and which any suspicion of abuse is promptly and appropriately responded to.

Equal Opportunities

The club is committed to providing equality of opportunity for all children and families and to take positive action to eliminate discrimination in all areas. We believe that the club's activities should be open to all children and families, and to all adults committed to their education and care. We believe that everyone is special as an individual, and has a right to be treated fairly and shown respect. We believe that prejudice and unjust discrimination should always be challenged.

Behaviour Management

We believe that children and adults flourish in an ordered environment in which everyone know what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-esteem and self-discipline in an atmosphere of mutual respect and encouragement. The policy used in the club is similar to the policy used in the school. In the unlikely event of serious misbehaviour, staff may contact the parent to discuss the problem and if the situation cannot be resolved, a place in the club may have to be refused to ensure that other children can enjoy their club experience.

If your child is attending breakfast club, you are agreeing to the procedures described above.