

East Stour Primary School

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Ashford
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Head Teacher: Mrs E Law

BREAKFAST CLUB

As part of our commitment to the local community, we run a Breakfast Club. This facility is open to any child that attends East Stour Primary School.

The Breakfast Club starts each morning at 7.50am until 8.40am. Entrance is through the small gate in the large playground and into the hall. The gate closes 8.15am. **Please ensure your child(ren) arrive between 7.50 and 8.15 am.**

Each child has the choice of toast, cereal, yoghurts, fruit juice or milk (please let us know on the attached form of any known allergies).

The cost is £2 per child per day. **Payment is required either on the day or in advance.** Payment can be in cash or by bank transfer:

Bank: NatWest
Account Number: 79300316
Sort Code: 60 60 08
Reference: *'Name of Child'* BClub

The children will have the opportunity to do homework, drawing, reading and playing ball games, etc. They will pack up at 8.40am in readiness for morning registration.

We follow the same rules for behaviour as set out in the school policy attached; any unacceptable behaviour will be shared with both Mrs Law and the parents/carers of the child in question. If the behaviour continues to deteriorate then the child will be excluded from Breakfast Club until the end of the term, parents/carers will be given advance notification of this.

Please complete the attached form and return it to the office as soon as possible.

Cathy Chambers
Breakfast Club Supervisor

EAST STOUR PRIMARY SCHOOL

BREAKFAST CLUB POLICY

Aims

- ~ To offer a safe, secure and friendly environment in which children can enjoy a healthy nutritious breakfast under the supervision of qualified staff.
- ~ In accordance with the school's healthy eating ethos to provide a nutritious breakfast served in a relaxed and supervised environment.
- ~ To enhance the community spirit embraced by East Stour Primary School and contribute towards the extended school role.

Opening Times

The Breakfast Club will open term time only on:

Every Morning Monday to Friday. The gate is open from 7.50 to 8.20 a.m. – please arrive between these times.

7.50 – 8:40 a.m. (breakfast served from 7.50 – 8:20)

Breakfast comprising cereal, toast, fruit and juice will be provided and activities for children once they have eaten will be offered.

A member of staff will open the door for your child on first arriving.

Older children will be escorted to the playground and younger children taken straight to their classrooms at the end of each session.

Staff

Key members of staff

- Mrs Cathy Chambers (Supervisor)
- Ms Benn (Assistant)
- Mrs Lee (Assistant)
- Mrs Nash (Assistant)
- Mrs Oliver (Assistant)
- Mrs Townsend (Assistant)

All staff and volunteers will be DBS checked and have had appropriate training.

The ratio of staff to children is in line with Government recommendations.

The senior members of staff will keep a list of all members of the breakfast club and a register of attendance will be taken daily.

Policies and Procedures

School Policies relevant to the Breakfast Club include Equal Opportunities, Health and Safety, Whole School Food Policy and Behaviour Policy.

Fees and Payment

Breakfast club is offered to pupils of East Stour Primary School during term time only. The cost is £2 per child per session. Commitment is required and **payment (cash only – no cheques) is to be paid either in advance or on the day**. If a child is absent for any reason any money paid in advance will be carried over.

Non-payment will deem a child not eligible to attend.

Parents / Carer of children who are eligible for Free School Meals should speak to the Supervisor.

Parental/Pupil Feedback

The school value parental and pupil opinions and will welcome feedback on how the club is run.

Complaints procedure

In line with school policy please inform Cathy Chambers of any concerns, in the first instance.

Guidelines for Children, written specifically for the pupils attending.

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

You will be expected to follow these rules:

- ~ Follow adult instructions at once
- ~ Be polite to everyone
- ~ Respect other people's property
- ~ Keep our hands and feet to ourselves
- ~ Behave in a calm and quiet manner
- ~ Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission.

If you are not happy or if you have a problem, please tell an adult who will be happy to help you.

If you have difficulty following these rules then your child may be asked to leave the club.

Guidelines for Parents/Carers

Please pay club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to the senior member of staff.

All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place may be forfeited.

As a matter of courtesy and for register purposes please let the Supervisor know if your child will not be attending Breakfast Club or if you wish them to come on additional / different days.

For office use only:

Accepted

Waiting list

Start date _____

PLEASE DETACH THIS PART AND RETURN TO CATHY CHAMBERS

I request a place for my child(ren):

Name: _____ Class _____

Name: _____ Class _____

Name: _____ Class _____

I require care for the following days (*Please tick which days*):

Monday Tuesday Wednesday Thursday Friday

Is/are your child/ren allergic to any foods? Please give details:

How does your child / do your children get to Breakfast Club:

- Walks to school on their own
- Walks to school with an adult
 - parent
 - or other (please state who) _____
- Walks to school with an adult but left to go through school gate on own
- Brought to school by car

Please ensure payment is made in advance or on the day.

Emergency contact number(s):

Name of contact _____ Telephone number _____

Name of contact _____ Telephone number _____

In the event of an accident, should the necessity arise, I agree to the teacher in charge giving consent on my behalf for anaesthetic to be administered, or any other urgent medical treatment to be given.

Signed _____ Print name : _____
(parent/carer)

Date: _____