

Tregoze Primary School

Breakfast Club Information

The Service

We provide a childcare service in the form of a breakfast club for the use of Tregoze Primary School children. The club will run from 8am – 8-30am, Monday to Friday. The club will run during term time (excluding Teacher Development Days and other school closures). Children attending the club will be supervised by trained members of staff. Breakfast will be provided as part of the service, but children may bring a packed breakfast if they so wish. Children will be offered a range of activities including games, quiet reading activities and puzzles. Staff will ensure that children are either sent or taken to their classroom at 8-30am.

Legal Considerations

The club will be established under the working name of “Tregoze Breakfast Club”. No other business operates under this name in the surrounding area.

As a school there will be regular Fire Service Inspections.

Tregoze Breakfast Club will cater for children in the 4 – 11 years age range who attend Tregoze Primary School.

The insurance cover includes:

- _ Public Liability Insurance (Indemnity £ 1,000,000)
- _ Employer’s Liability Insurance (Unlimited Indemnity)
- _ Appropriate equipment insurance

All staff employed by the club will be required to be DBS police checked.

POLICIES

Admissions Policy

The Club will be open to all children who attend Tregoze Primary School. The age of admission will be from four to eleven years of age.

Parents must deliver their child/children to a member of Tregoze Breakfast Club staff each morning.

Health and Safety Policy

The Club will subscribe to the Health and Safety Policy of The White Horse Federation as follows:

It is our aim at Tregoze to provide and maintain a safe, healthy and welcoming working environment for everyone using the school premises, whether it be staff, pupils, parents, visitors or contractors. We are a non-smoking school.

General Policy Statement

It is the school’s responsibility to assess and reduce risk factors as stated in our full Health and Safety Policy. A First Aider is always present in school.

Of course, the maintenance of a healthy and safe environment cannot be accomplished without the full co-operation of everyone who uses the buildings. We will each share a personal responsibility to ensure that we do nothing to endanger others, and that we co-operate fully with the objectives of this policy.

Special Needs Policy

This policy is designed to ensure that everyone linked to the club is recognised as an individual with potential, who may have specific needs at certain times.

The Club will help individuals manage their needs and will:

- _ Where possible be flexible in its management style and practice
- _ Promote Special Needs in all staff development activities
- _ Increase awareness of coping strategies for different situations
- _ Be sensitive to changing needs and characteristics and take appropriate action
- _ Take reasonable steps to increase and/or adapt resources, equipment and facilities to overcome barriers
- _ Challenge all offensive behaviour and language in an appropriate way
- _ Take account of long term needs (e.g. permanent disability) when planning Club activities to ensure individuals are not excluded
- _ Monitor and review the effectiveness of this policy in:
 - Meeting the needs of individual Club members
 - Meeting the needs of any individual linked to the Club
 - Meeting the needs of the local community
- _ Evaluate the results of the review and take appropriate action

Pricing Policy

The Tregoze Breakfast Club must be self-sufficient. The attendance fees are designed to cover all costs. This includes:

- _ Staffing
- _ Food
- _ Equipment and day to day running costs.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.

Payment must be paid a week in advance via ParentPay.

A Parent Contract will be set up for each child attending.

Childcare prices

The breakfast club daily fee will be £ 2.50.

Behaviour Policy

Our Behaviour Policy will be broadly in line with the School Behaviour Policy, however the atmosphere in the Club will be more relaxed and informal.

We will aim to encourage children to:

- _ Develop respect, compassion and honesty in their relationships
- _ Develop positive attitudes towards gender, race, non violence and disability
- _ Develop humour, sympathy, sensitivity, tolerance, independence, self-esteem and co-operation
- _ Develop a partnership which involves parents in the life of the school
- _ Understand and make contributions towards preserving the physical environment
- _ Appreciate and value the multicultural society in which we live

Our Behaviour Policy will be based on a whole school approach to positive reinforcement and modelling of good behaviour. The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Club. Good relationships between the staff and parents will be essential for this partnership to flourish. It will be the role of the professional to take the lead in developing such relationships. Children who refuse/cannot conform to an acceptable level of behaviour in the club setting will undergo a range of

behaviour modification programmes, following full consultation with parents. Ultimately exclusion will be the final sanction from such provision when all possible strategies have failed.