



# Kennington Academy

'Everyone who uses what he has will get more. He will have much more than he needs, but the one who does not use what he has will have everything taken away from him.'

Parable of the Talents (Matthew 25:14-30)

## Breakfast Club Policy

Document Information	Date/source of Policy	Responsibility
Date of review	September 2021	Breakfast Club Supervisor
Date of new review	September 2022	Breakfast Club Supervisor

### Our School Vision -

*We are an Inclusive Community where Christian values empower us. With God's guidance, we work with pride and passion to create life-long learners who fulfil their potential. If we work together, we will be the very best that we can be: achieving, celebrating and succeeding whilst having fun.*

### Aims and objectives

Breakfast Club aims to:

- Provide high quality childcare at a reasonable cost within a relaxed but stimulating environment of friendship and creativity. The individuality of each child in our care will be respected and nurtured.
- Offer an inclusive service, accessible to all children in Kennington CE Academy community.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a wide range of resources and equipment which can be used under safe and supervised conditions.
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Work in partnership with parents to provide high quality play and care.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers.
- Keep parents and carers informed about changes in the administration of the Club and to listen and respond to their views and concerns.
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well trained staff and offer them appropriate support.
- Comply with the Children's Act 1989, the Childcare Act 2006, and all other relevant legislation
- Share the breakfast club experience with parents at the start of every term through a family breakfast.

#### Opening Times:

The breakfast club will run Monday to Friday term-time only.

Doors will open at 07.45am for Breakfast Club and again at 8.15am for early Arrival Club. No admittance will be allowed after 8.25am.

#### Booking and Payment Arrangements:

All places must be booked and paid for prior to attending via the school money facility. Last minute sessions can be booked but if after 2pm of the previous day the school office must be informed. Payment must be made via our online system 'SchoolMoney". Kennington CE Academy are not permitted by the Trust to accept cash or cheques.

### Fee Structure

Fees are charged per child per session as follows:

Breakfast club 7.45am-8.40am £3.25

Early Arrivals Club 8.15am - 8.40 am £2.25

All Fees are payable in advance

### Exceptions to Payment

There are, however, always exceptions to payments due to certain factors and at times, parents will still be charged if they want their child to continue in Breakfast Club to ensure their place.

- If a child is absent from school on a school residential visit, there will be no charge to the parent and their place will be kept for them.
- If the school is closed for any reason, i.e. enforced snow closure, there will be no charge to the parent and their place will be kept for them.

### Payment of Fees

Fees are reviewed annually by school governors. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the school business manager at the earliest opportunity. Any queries regarding fees should be directed to the school business manager.

**No booking will be accepted without payment in advance.** If fees are not paid and a child turns up for either Breakfast Club or early Arrival Club, the child will be sent to the school office and the parent or carer will be contacted immediately requesting payment.

If a child turns up without a place being booked on numerous occasions a formal warning will be sent to the parent or carer informing them that appropriate authorities will be informed as this will be deemed as a child protection issue.

### Breakfast Club Menu:

Everyday:

Toast with jam, marmite or honey.  
A choice of fresh fruit including banana and grapes.  
Yoghurt.  
Cereal.  
Milk.

Monday is muffin day  
Tuesday is tea cake day  
Wednesday is waffle day  
Thursday is pancake day  
Friday is bagels and beans day

We have a special event 2 times per year when we invite family members to join us. Look out for dates on the school website.

#### Routine:

Entry is via the blue double doors in the staff car park. The video entry system is used for security and the safety of the children. The Breakfast Club Supervisor takes a register of all children attending either the Breakfast Club or the Early Arrival club.

Once in the hall they will have their breakfast.

Once they have eaten they clear their own plate and cup away from the eating table and then join in any of the activities laid out in the hall.

Children have the choice to go out into the quiet area (weather permitting) when they have finished their breakfast this is supervised at this time.

#### Staffing:

Breakfast Club is supervised by 3 members of staff:

Miss Howard, Mrs Gower and Miss Terry

#### Behaviour:

The Breakfast Club follows the School's Behaviour and Discipline policy. All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.

#### Medicines:

If your child is on medication, you must hand the medicine in to the Breakfast Club Supervisor and complete the necessary documentation.

#### Fire Procedures:

Children should exit out of one of the fire doors and make their way supervised to the public adjacent field and assemble in a line. A register will then be taken to ensure all children are present.

First Aid:

First aid will be provided in line with school procedures and a note issued to parents if necessary.

Risk Assessment:

A risk assessment has been carried out for Breakfast Club and is held in the school office.

Insurance:

Insurance is held by school office.

Complaints:

We hope that you never have cause to complain but if you do, please follow the school complaints policy, a copy of which is available on our school website or from the school office.