

Wainwright Primary Academy



Breakfast Club Policy

March 2017

Next review date: March 2018

Breakfast Club Policy

At Wainwright Primary Academy Breakfast Club (BC) we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

Capacity:

The Breakfast Club can offer up to 60 places, dependant on the ages of the children attending. If more places are required, additional staffing will be arranged. The Breakfast Club is open to all children from Reception to Year 6.

Enrolment and Booking:

To enrol your child(ren) in the Breakfast Club, a booking form must be completed. It is preferred that sessions for your child(ren) be selected at the time of enrolment. Due to staffing levels and to guarantee places, it is a requirement that places are booked in advance wherever possible. Ad hoc and last minute bookings are permitted but places cannot always be guaranteed because of staffing levels.

Sessions:

The BC will run Monday to Friday term-time only. Doors will open at 7.30am; breakfast will not be served after 8:30am. The Breakfast Club is based in the Small Hall.

Payment:

Payment will be invoiced on a monthly basis. Advance payment secures your child's place at the Breakfast Club. Refunds will not be made for any missed booked sessions. Please see paragraph below on charges.

Charges:

From 1 March 2017 the Breakfast Club operates the following charging policy: Standard daily charge £3.00 for the first child and £2 for each additional paying sibling, which includes breakfast, providing the child(ren) arrive before 8.30am.

Booked sessions will be charged for, irrespective of absences. This is to cover staffing provision. We regret that this has to be enforced, but it is to ensure essential overheads relating to staffing provision are covered and to secure your child's place.

Governors attending the Academy on governor related activities and staff are entitled to a 60% reduction in Breakfast Club charges. Staff whose children attend Breakfast Club will not be charged.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the Extended Services Manager and the Breakfast Club Assistants. A variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to.

Activities may include but will not be limited to:

- Reading
- Board Games
- Physical Activity
- And other such themed activities deemed suitable

Food and Drink:

A healthy breakfast will be served with a choice of cereal and milk, toast and toppings, fruit, fruit juice, milk or water.

Ethos and Policies

The After School Club will function under the ethos and auspices of all school policies, for example, the Behaviour Policy.

Signed:

A handwritten signature in black ink, appearing to read 'Mrs Hazlehurst', written over a light grey rectangular background.

Mrs Hazlehurst (Academy Director)

Signed:

A handwritten signature in black ink, appearing to read 'A. Robinson', written over a light grey rectangular background.

Mr Robinson (Chair of Governors)