



# **'Branches'**

## **Coit Breakfast Club Policy 2024-2025**

### **Aims**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day
- To provide an affordable, early drop off childcare facility for parents/carers
- To continue to build positive links/relationships with parents
- To provide children with a healthy, nutritious breakfast in a pleasant and relaxed environment
- To provide a calm play environment in which children can engage socially with children from other year groups

### **Location of the Breakfast Club**

The Breakfast Club is located within school. The club has access to the ICT Suit, outdoor quad area, Calm Corner area and hall. Children should be brought to the Breakfast Club via MAIN gate. A member of staff will ensure that children are escorted to their classrooms at the end of the Breakfast Club session and handed over to their year group staff.

### **Arrival**

A member of staff will sign in your child on arrival at the club.

Any concerns/issues regarding the Breakfast Club children will be passed onto the children's respective teacher before school starts by the Breakfast Club workers.

### **Staffing**

Staffing will follow the ratio of 1:8. Staff will be on site from 7:20am to set up ready to open at 7:30am.

In addition to Breakfast Club staff, the Handyperson will be on site from 7:00 am and a member of the office will be on site from 7:00 am.

## **Contingency Arrangements for Staff Absences and Emergencies**

If a member of staff is absent, they must ring the Head of School who will arrange cover. Cover will be provided by a named member of staff.

### **Booking and Payment Procedures**

Please contact the school office to enquire about a booking. A completed registration form will be required for your child. Payment is required in advance, not arrears. If this poses a problem, please speak to Ms Hofman in the school office.

Staffing levels may need to fluctuate to meet the staff/pupil ratio. Parents wishing to make additional or emergency bookings will only be accepted with 24 hours notice or more in order that staffing levels can be planned as required. This must be through direct contact with office staff. No emails will be accepted. Booking forms will be sent via email monthly and must be returned to [lhofman@coit.sheffield.sch.uk](mailto:lhofman@coit.sheffield.sch.uk). Payment will be made via your Parentpay account or childcare vouchers.

Places for emergency bookings cannot be guaranteed due to pupil / staff ratios.

The register for the following week will be collated on a Friday morning.

### **Cancellations**

24 hours notice must be given for cancelling a session. Cancellations made after that time will still be charged at the full rate due to the need to organise staffing and purchase food.

### **Use of Registers**

Children will be registered as they are admitted into the club by one of the staff on duty.

### **Cooking and Serving Facilities:**

- The junior kitchen will be used for preparation and serving food
- At least one member of staff with Food Hygiene Certification will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy

### **Menus:**

A healthy breakfast is offered from 7:30 a.m. to 8:15 a.m. This may include choice of cereals with milk, breads and toast with spreads, fresh fruit and fresh juice.

- Menus will follow the Healthy School guidelines
- Menus will be in a half termly rota, addressing any possible allergies
- Allergy information should be updated regularly

## **Resources**

Branches Club resources are kept in a lockable cupboard in the Computing suite. Any electrical equipment will be PAT tested before use.

## **Behaviour**

- Because the Branches Club is run by the school, the existing school Behaviour Policy will be followed
- The Executive Head teacher and Assistant Heads will be informed of any behaviour which does not meet expectations and reserve the right to cancel a booking, should the need arise

## **Safeguarding**

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office.
- Branches Club staff will follow existing school policies and procedures for child protection and the Code of Conduct.
- Where ICT equipment is used, they will also follow the schools on-line policy and procedures.

## **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit (usually the Computing Suite door).
- They will congregate in the class designated areas on the top playground.
- The Club register will be taken outside and all names checked.
- There will be a fire practice once per term.

## **Medication**

- Children using inhalers are requested to keep a named one in school at all times. When taken, staff will observe that the medication has been taken correctly and record the dosage / time etc.
- All other medication administered will follow the existing school policy. Forms for signing in prescribed medication can be completed via your Parentpay account. The medicine will then be stored safely and passed on to the office staff at the end of the session.

## **Risk Assessment**

Separate risk assessment have been completed for Branches Club sessions. Copies are kept within a file in the ICT suite.

## **Confidentiality of Documents pertaining to Branches Breakfast Club**

Any documents are kept in the school office in a locked filing cabinet.

## **Cancellation**

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. Payment for the cancelled session will be carried forward onto the following month. Refunds will not be given.

In the event of closure:

- Parents will be contacted as soon as possible using the school texting service - Please ensure that your contact details are up to date
- During adverse weather conditions school closure will be reported on the school Website, Sheffield City Council Website and Radio Sheffield.

## **Complaints**

All complaints notified in writing by a parent regarding the Branches Breakfast Club will be investigated by a member of the management committee and a record kept of outcomes.

## **Breakfast Club Staff**

Miss Newbury (Paediatric First Aid trained and Food Hygiene trained)

Miss Green (Emergency First Aid at Work and Food Hygiene trained)

Miss Beadsley (Emergency First Aid at Work and Food Hygiene trained)

Mrs Waller-Smith (Emergency First Aid at Work and Food Hygiene trained)

## **Management Committee**

Mrs J Eagleton (Executive Headteacher)

Miss Fenlon / Miss Zadrozny (Assistant Heads)

Mrs S Short (Governor)

## **Funds**

The Branches Breakfast Club aims to keep costs affordable to parents whilst being sustainable to Coit school. If there should be a small profit made at any time, it will be used to enhance and replenish resources for all children within the Coit Primary School Community.

## **Activities at the Club**

We have a staff ratio of 1:8 with all children age 5 and under (Reception)

Each child is encouraged to make choices in their play activities in order to promote their learning, independence and self esteem.

## **Policies and Procedures**

Branches Club is run by Coit School and therefore follows policies and procedures adopted by school. Copies are available from the school office.

All admissions to the Breakfast Club will be subject to approval by the Head teacher and Assistant Heads.

This policy will be reviewed in July 2025