



Breakfast Club Policy September 2024

"Everyone who works with children should do what is in the best interests of the child."

Article 3 United Nations Rights of the Child

Trinity School is able to provide a self-funding Breakfast Club for children whose parents require before school care. We have space for around 18 Foundation Stage children and 22 KS1/2 children on a daily basis. The Breakfast club is led by Mrs Galvin (KS1/KS2) and Mrs Brookfield (Foundation Stage)

The Breakfast Club provides the children with supervision from **7.45 am** to the child's staggered start time in school. A member of staff will open the main school gates at this time. Children will meet the Breakfast Club supervisor from 7.45 -7.50 am at the relevant school door.

- Year 2 through to Year 6 at the Intervention Room door where they will be signed in and go on up to the Community Room
- Foundation Stage at the KS2 door at the end of the lower playground where they will gather with staff and go up at 7.45 am

Children must be handed over to staff and must not be left unaccompanied.

The doors will be locked at 7.50 am. We cannot have children arriving at different times as we do not have the staff to stay at the doors. Therefore, your child needs to be at the door and signed in at 7.45 am.

We cannot make exceptions to this, and you accept the place at Breakfast Club knowing our policy at this time.

Please park at the Riley Field and walk across to the school, please do not park by the school gates as parents and children will be waiting in line to enter the school.

We only have one start time and you must meet the Breakfast Club supervisor at this time. After 7.45 am the gate is closed until 8.25 am and **pupils cannot enter the school.**

The children will have the opportunity to choose from a range of fruit and cereals and/or toast with various toppings, water, apple and orange juice is available.

The children are always expected to behave in an appropriate manner and follow the instructions of the Breakfast Club leader. As Breakfast Club is staffed solely by Support Staff, we have the right to withdraw a place if a child's behaviour is challenging.

The provision of a Breakfast Club for Trinity School will be evaluated on an annual basis and parents will be requested to make their intentions known for the following year by completing the relevant Breakfast Club application form that will be sent home to parents during the

Summer Term.

Parents requiring full time places will take priority. If Breakfast Club is full, a waiting list will be held centrally at the office. The criteria for the allocation of places is as follows:

- Parents needing 4 days or more
- Parents needing 3 days or more
- Other needs
- Allocation of places is at the discretion of the Headteacher.

Please note that an offer of a place at Breakfast Club will be withdrawn if non-payment is received.

A Half Term's written notice must be given to cancel a place at Breakfast Club. Please email this notice to admin@trinity.sch.je.

The Breakfast Club is a self-funding provision and needs to be able to cover its costs in order to run. The cost per day is used for:

- Cost of staffing
- Cost of breakfast (fruit, cereal, jams, milk, juice etc)
- Crafts and activities for children to use (art materials, pencils, pens, paper, games, board games etc)
- Cleaning products (dishwasher, surface cleaners, cloths etc)
- Replacement of items when needed (cutlery, fridges, toasters, toast racks, plates/bowls/cups, plastic containers etc)

Parents/carers will be invoiced each half term in advance for the amount of sessions that their child is scheduled to attend. We do ask parents to pay promptly as we are not a profit-making Breakfast Club and the income is required to fund food and staff for the following weeks.

Payment should be made by bank transfer the payment details and terms will be stated on your invoice. Payments need to be identifiable. Please use your surname and invoice number on bank transfer payments for this purpose.

Please note that there are no refunds for authorised/unauthorised absences/illnesses as the provision has already been provided for the children in advance. No refund will be given if the school is closed due to unforeseen circumstances, e.g. snow. At present we are unable to offer a sibling reduction for parents who require more than 1 place.

The charges for September 2024 are as follows:

7.45 am start - £4.00 per day for Nursery and Reception children

7.45 am start - £3.00 per day for KS1/2 children

Policy Written: November 2017

Policy rewritten September 2020

Updated: October 2018 /April 2019/June 2019/May 2022/July 2023/May 2024