



Breakfast Provision Policy

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Version Control

Version	Date	Changes
1.0	October 2015	Initial version – New policy
1.01	October 2016	Review – no changes
1.02	October 2017	Review – no changes
1.03	October 2018	Review – no changes
1.04	October 2019	Review – no changes
1.05	October 2020	Review – no changes
1.06	October 2021	Review – no changes
1.07JE	March 2022	Organisation, Membership Payments, Cancellation and Catering
1.08JE	June 2022	Sustainability, Communication with Parents
1.09JE	July 2022	Membership and Payment methods
1.10JE	May 2023	Membership Payments weeks/days/year

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

Organisation

- email address for contacting breakfast provision is:
breakfast@oldparkprimary.com
- Membership forms (paper copies) are available by request from the school office.
- Breakfast Provision is open from 7.30am – 8.50am.
- The club is available for pupils from Foundation to Year 6 and during the year prior to which they are due to start school (i.e 3+).
- Each child's details, medical conditions, allergies, parent contact details and additional emergency contact information is kept in the school office.
- Children are registered as they arrive and the register is kept in the school office.
- Parents should not be accessing the car park to drop off children and children should be walked to the breakfast provision entrance via the Peace Garden.

Annual Membership

- Membership is for an academic year and regular monthly payments are required to secure a place.
- Parents should indicate their specific need (days per week) so ratios can be met appropriately.
- To ensure appropriate staffing, **ad-hoc bookings are not available.**
- Parents who have previously booked ad-hoc days will need to secure a place by committing to a minimum of one day per week membership payable monthly regardless of whether the child attends. Parents will need to book more days per week if the need is greater.
- Parents who work shifts and have changeable patterns: You do not have to name the day(s) of the week that your child is attending but must book the appropriate number of days per week annual membership and inform us of the actual requirement in the week prior or earlier if possible.
(breakfastclub@oldparkprimary.com).
- Parents cannot send their child for more sessions a week than the agreed

annual membership booking, if you attempt to exceed the allocation in one week entry will be refused admission.

- Parents will need to inform us if they require early bird (7.30am) or normal time (7.45am) membership, this is not changeable without a month's notice.
- Any changes to your annual membership will need to be sent via breakfast@oldparkprimary.com email for consideration. If approved, you will be notified with a revised standing order monthly payment adjustment request. These will be permanent changes for the remainder of your annual membership.

Membership Payments

Prices to be determined each year by the school's Governing Body

for:

- Annual membership
- Early Bird 7.30am or Normal opening 7.45am

Charges for breakfast provision are calculated taking into account staffing ratios, provision of food, services and resources. It is calculated over 38 weeks/190 days which has taken school holiday, bank holidays and training days into consideration.

The governors have approved a breakfast provision policy which insists on payment for membership including non-attendance. This means if your child is absent, no refund will be given. This decision ensures that the provision remains sustainable.

Monthly Payments:

- Payments for Breakfast Care provision will need to be paid by either Standing Order/Childcare Vouchers/National Savings Scheme into the school's bank account.
- We are asking parents to set up a standing order through your bank to pay for breakfast club membership over 11 months. Parents are welcome to pay multiple payments if they wish to do so.
- Standing orders must be set up and paid on the 28th of the month **before** your child attends (28th August, September, October, November, December, January, February, March, April, May and June). **Please DO NOT Make a payment on 28th July.**
- Can you please ensure the standing order includes your **child's surname** and the word Breakfast Care Provision in the text. If you have more than one child attending Breakfast Care Provision, one standing order payment that includes the cost of all your children is required only.
- Payments received after 1st of each month will be deemed as 'LATE' and will attract a payment of £5. Membership will be suspended until both payments are received.
- Direct payments **ARE NOT** a method for payment unless one of the accepted

ways to pay has failed and we ask you to make a direct payment.

● Membership Cancellation by Parents

During the month you have paid for, you must notify breakfast@oldparkprimary.com that you no longer require your membership for the following month. No refund will be given as your child will be entitled to attend for the remainder of the month.

Cancellation by the School

The causes for cancellation by the school would be school closure due to Health and Safety, adverse weather conditions, Pandemic or problems with the building, e.g. no heating or water supplies or other circumstances beyond our control. In the event of closure:

- A member of the school staff will endeavour to contact individuals via Arbor Parent Portal before 7.30am.
- During Adverse weather conditions school closure will be reported via: **Facebook**—www.facebook.com/oldparkprimary
Sandwell LA school closure list - Google search
Radio Stations—Free Radio, Smooth Radio, Capital, Radio WM and Heart FM. **Arbor** parent Portal message

Cancellation Refund

If the school cancels the provision, a refund will be offered or the chance to carry payment forward.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Provision, either in a paid or voluntary capacity have current DBS clearance. These records are held in school.
- Breakfast Provision staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where IT equipment is used, they also follow the schools E.Safety policy and procedures.
- A separate risk assessment has been completed for Breakfast Provision sessions and activities.

Staffing

Staffing follows the ratio of 1:8 for children aged 3-8 and 1:10 thereafter. Staff are on site from 7.00am to set up ready to open at 7.30am. If a member of staff is absent, they will ring the school office in order for a replacement to be arranged if possible.

Sustainability

The business relies on income from paying parents. The business is unable to maintain or sustain the service unless pupil's numbers remain high and meet these ratios. If the business cannot be sustained it will close. Schools are not obliged to provide before school provision and the school budget cannot be used to maintain the provision financially.

Catering

- All regulations laid down by the Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2016 are adhered to
- Parents will be provided with a list of the breakfast provision food items to consent to before joining.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate on the school field (designated assembly point).
- The provision register will be taken outside and all names checked.
- There is a fire practice once per term.

Communication with parents

- Staff will communicate verbally with parents/carers bringing children, which may involve passing messages to classroom teachers.
- Written notes to parents from the Breakfast Provision Staff are passed on via the child's teacher. Parents can contact us on breakfast @oldparkprimary.com

Medication

- Inhalers are kept in the child's classroom. If a child needs an inhaler, a member of the breakfast club staff will escort the child to the classroom and observe that it has been taken correctly.

- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff have access to this.
- Medical information is kept in the school office. Allergies and other medical information provided by parents will also be kept on the registration form.
- It is the responsibility of the parents to ensure that medical information is kept up to date.

Complaints

- All complaints will follow the school's complaints policy available on the school website.