



Breakfast Club Policy

"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 26 children on a daily basis. We can also provide emergency care or 'one off' situations if needed. The Breakfast club is lead by Mrs Mary Galvin (Year 2 above) and Miss Nicola Dervin and Mrs Jackie Brookfield (Foundation Stage and Year 1)

The Breakfast Club provides the children with supervision from either 7.30am or 7.45am (parents must choose a start time and prices are set to reflect this) until 8.20am when a member of staff comes on to duty in the school playground. In the Foundation Stage they are supervised until 8.30am.

Entrance to the Breakfast Club is via the main entrance and they go up to the Foundation Stage if they are in N/R or Y1 and into the Community Room if they are in Y2 or above.

If children arrive before the allocated start time parents /carers are responsible for their child's behaviour and safety. They must not be left unattended and their parents/carers should wait with them until the Breakfast Club leader opens the Breakfast Club door. Parents must sign their child in so staff know who is there unless an agreement has been made with a parent about the child self registering on entry.

We would ask that parents don't go into other areas of the school, such as the classrooms without speaking to the breakfast club staff as teachers maybe working or setting up. If you have a message for the teachers please leave it with the breakfast club staff who will be happy to pass it on.

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

Following breakfast the children have the opportunity to play games and read until 8.30am.

The children are expected to behave in an appropriate manner at all times and follow the instructions of Breakfast Club leader.

If there are times when parents need to bring their child to Breakfast Club before the start time arrangements should be made with the Breakfast Club leader prior to the day required and should this become a regular occurrence an additional charge will occur.

The provision of a Breakfast Club for Trinity School will be evaluated on an annual basis and parents will be requested in the second half of the Summer term to make their intentions known for the following year.

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:

- Part time members will be offered the opportunity to go full time.
- A sibling of an existing member
- Children on the waiting list will then be offered places based upon their date of application. Please note that this is dependent upon the number of places available

- which may mean that families with more than one child may not gain a place for more than one child at that time.
- Allocation of places is at the discretion of the Headteacher.

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 (dish washer, 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. Cheques need to be made payable to "Treasurer of the States." Please note that there are no refunds for authorised/ unauthorised absences or illness as the provision has already been provided for the children in advance. At present we are unable to offer a sibling reduction for parents who require more than 1 place.

The charges from January 2018 are as follows:

7.30am start - £5 per day

7.45am start - £4 per day

Policy Written: November 2017

Review Date: July 2018