



# Breakfast Club Policy

Phoenix Community Primary School

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Due for Review: January 2023

## Admissions

### Criteria

We are usually able to accommodate most applications for Breakfast Club but in the event of over subscription the following criteria will be applied:

- Current family association - a sibling in Breakfast Club at the time of entry.
- Health reasons.
- Special Circumstances - for whatever reason parents require their child to attend Breakfast Club and have no other means of care for their child. By admitting the child to Breakfast Club it would assist and support the family.

## Registration

Every day a register is taken by the Breakfast Club Worker. Any medical or dietary requirements are taken from the school's records.

## Attendance

A register will be taken at the start of each session to account for all children with a place booked in the Breakfast Club;

If a child should attend Breakfast Club with no previous notification, every effort will be made to accommodate the child providing there is space available. If there is no space available and to accept the child would create a Health and Safety issue, parents will be contacted to request that they collect their child

## Opening Times & Session Costs

Our breakfast club is available from 7:45am to 8:45am daily. Doors will not be opened before 7:45am even where staff are onsite to give them time to prepare for the morning. Children remain the responsibility of parents before this time. Sessions currently cost £1.50. School reserves the right to waive these charges for example where we are providing morning academic booster sessions.

## Rules

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the SLT.

## Payment

Money should be paid in advance - weekly, monthly, half termly or termly on the first day of attendance. An invoice will be sent to parents if monies not received after one week.