



'Roots to grow, wings to fly'



The Breakfast Club at Coed Glas

Please read all of the enclosed information carefully, it explains the Breakfast Club policy.

Background

The Welsh Assembly Government made a commitment to provide for all children of primary school age registered in maintained primary schools in Wales to have a free, healthy breakfast at school each day. This scheme is intended to improve the health and concentration of children to assist in the raising of standards of learning and attainment. It is not intended to replace breakfast already provided by parents/ carers, but to allow all those children, who for whatever reason have not had breakfast at home, to have one in school.

The aims of Coed Glas Primary School breakfast club are:

- To offer the children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.

Equal Opportunities

The school is committed to creating an environment where individuals are treated on the sole basis of their relevant merits and abilities. The School opposes all forms of discrimination. The school will do all that is reasonable we comply with our social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2012 in order to accommodate the needs of pupils, applicants and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately. The school aims to ensure equal treatment for all.

Jurisdiction

- The breakfast club will be run by Cardiff County Caterers and will be overseen by Coed Glas Primary School staff.
- The Club will operate for children attending Coed Glas Primary School only.

- Membership of the club is available to children when they start full time in Foundation Phase (Reception).
- In the event of the Club being oversubscribed, a waiting list will be formulated.

Operational Times

- Breakfast Club will operate five days a week; Monday – Friday, 8.15 – 8.55 with the exception of INSET days, holidays and other school closure days.
- No child will be received before 8.15 am.
- Access to the Breakfast Club will be through the side entrance to the Foundation Phase hall. Children will not be admitted through the main entrance.
- Parents and carers must wait with their child until they are admitted into the club.
- **No child will be admitted after 8.45 am due to the breakfast being cleared away in readiness for the children to begin their school day.**
- At 8.55 all children will be supervised to join their class.
- Pupils may only attend on the days agreed at the time of signing the contract.
- Parents of children regularly not attending will be contacted by the school. If non-attendance continues, the breakfast club space will be offered to a child next on the waiting list.

Provision

- The breakfast on offer will be healthy and nutritionally balanced. There are four food groups: drinks or milk products, cereal (not sugar coated), fruits and breads. A typical breakfast could be:
 - Cereal with milk, a piece of toast, and fruit juice
- Books, paper and colouring pencils, and board games and card games, will be on offer for the children to use during the session.
- Special activities and menus will be run on occasion to link with the school curriculum.
- Children will not be allowed to leave the breakfast club room to play outside unsupervised.
- Staff will be responsible for the care and management of children, treating them with respect at all times.
- The club will comply with environmental health food safety standards.
- Guidance relating to the adult/child ratio (recommended by Cardiff Council) will always be adhered to.

Parental Responsibility

- Parents / Carers will hand over their child to the Breakfast Club staff. Children must not be left unattended before the club starts.
- **Parents must not use the school car park when dropping off their child at Breakfast Club.**
- A booking form must be completed to request a place at the Breakfast Club.
- Every effort will be made to accommodate requests to change the days that your child attends the club. We ask that a minimum of one week's notice is given to request these changes.
- A pupil information sheet (including medical information, allergies etc.) must be completed.
- The Breakfast Club Manager must be informed of any changes to medical information, emergency contact numbers, circumstances, contact details etc.
- As per the school sickness policy children with vomiting and diarrhoea should be kept off school. They can return 48 hours after their symptoms disappear.

Membership of the Breakfast Club

- Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Head Teacher that the continued presence of the child is incompatible with the interests of the Breakfast Club.
- Membership may be ended due persistent non-attendance or late arrival at the club.
- Please note, any abuse of staff (physical or verbal) by any adult representing your child may lead to your child's membership ending.
- **The Breakfast Club is set up to provide children with a healthy breakfast. If your child does not eat breakfast in club then their membership will be ended and the place offered to those children who are on the waiting list.**

Accidents

All accidents that staff are made aware of will be documented in an accident book and reported to parents/carers as appropriate.

Behaviour Policy

All children are expected to:

- behave in accordance with the school rules;
- behave well, show respect, be polite, be co-operative and courteous to staff and to each other;
- look after equipment and resources;

- clear away their breakfast dishes and cutlery;
- help clear away Breakfast Club activities and
- stay with a Breakfast Club staff member until they join their class lines.

Bullying

The school anti - bullying policy will be followed.

Feedback

A breakfast club suggestions box will be available to all children, parents and guardians to suggest further improvements to the club. These will be reviewed regularly by the Breakfast Club Manager and will be used to inform future plans.

Complaints Procedure

In the event of a parent wishing to make a complaint, this should be made in the first instance to the manager of the Breakfast Club. If concerns remain, the school Complaints Policy will be adhered to. We respectfully ask that no forms of social media are used to air any complaints.

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By giving their consent on the Breakfast Club registration form , parents/carers will be agreeing to the policy and procedures set out in this Breakfast Club Policy.

Here is the link to the Breakfast Club Registration Form –

<https://forms.gle/AjX3Hn5w96GwAgTdA>