



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Breakfast Club Agreement

Date of issue	March 2023
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*To nurture and inspire our children to develop a love of learning in a supportive  
Christian community and become the best they can be*



### **Introduction**

Our Breakfast Club is run by St Michael's staff and exists to provide out-of-school hours childcare for our parents. It provides a range of activities in a safe environment.

The club operates from 7.45am-8.50am term time, and current costs for each session are £6 for an advanced booking, or £7 if the drop-in service is used.

### **Admissions**

- Only children attending St Michael's CE Primary School and Nursery are eligible to attend Breakfast Club.
- All places are subject to availability.
- Children's attendance is recorded on a register.

### **Arrival and Departure**

- Parents and carers are required to bring their child to the KS1 access gate in the school's top playground and sign them in with Breakfast Club Staff.
- All children must arrive at Breakfast Club by 8am, late arrivals will not be admitted.
- Children in Early Years and KS1 will be taken to class at 8.50am by a member of Breakfast Club Staff.
- Children in Years 3&4 will stay with Breakfast Club staff until their class walks into school past the Infant Hall, when they will join their class line.
- Children in Years 5&6 will be allowed to walk to their classrooms at 8.45am for a soft start entry.

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### **Routine**

- **7.45am – 8am** Parents and carers bring their children to Breakfast Club, meeting staff at the pedestrian gate in the top playground.
- **7.45am – 8am** Children are escorted to the Infant Hall by staff where a range of activities are set out on the tables.
- **8am** All children must have arrived for Breakfast Club. No late entries after the club has started at 8am.
- **8am** Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- **8.30am** Tidy up time encouraging the children to take responsibility for the Breakfast Club environment.
- **8.45am** Children collect their coats and bags and are escorted to their appropriate dismissal points where they meet up with the rest of the children awaiting the start of school - with the exception of children in Years 5&6 who go straight to class for a soft start.

### **Behaviour**

Everyone at St Michael's has the right to feel welcome, secure and happy in a positive environment. It is everyone's responsibility to promote good behaviour. The school's Behaviour and Discipline Policy applies during Breakfast Club.

### **Safeguarding Children**

Breakfast Club Staff are full time employees of St Michael's and are familiar with and conform to the school's Safeguarding Policy.

### **Health and Safety**

The club leader is responsible for ensuring that all staff using the school premises during the club are aware of exits, emergency exits and know the location of fire-fighting equipment and emergency telephones. No exits or corridors may be blocked or fire-fighting equipment removed. Staff are familiar with and conform to the school's Health and Safety Policy.

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Club leaders will complete a risk assessment for the club, which must be reviewed every 2 years unless there is a change to the club format or running, in which case a new risk assessment must be completed.

### **Fire**

In the event of a fire an alarm will sound, children and staff will exit the hall and go to the top playground where a member of staff will take a register to ensure all are accounted for.

### **First Aid and Medical Emergencies**

- All accidents will be recorded in the Breakfast Club accident book, accurately reported to the parents and carers via phone if necessary (parents are notified for head and back bumps or any serious injuries requiring further medical attention) and signed by a member of Breakfast Club staff.
- If a child has an injury which requires professional medical attention then the club leader will telephone for an ambulance and also telephone and inform the child's parents. The child must be accompanied to the hospital by an adult whom they are familiar with from the club (unless the parent arrives at the school before the ambulance leaves).
- Accident records must give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell during Breakfast Club will be contacted immediately.
- All asthma pumps, epi pens and medication which a child may be prescribed are kept in their own clearly labelled box in the nearest Medical Cupboard to their classroom. If a child requires their medication staff will check their Health Care Plan, located in their medical box, for dosages and procedures parents have asked to follow for that child. Staff must record the giving of any medication on the form provided in the back of the Health Care Plan. If a child is given medication during a club this will be reported to their parents and the school office.



### **Payment of Fees**

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all sessions booked in advance for the term even if your child is unable to attend their booked session.

St Michael's CE Primary has the right to forfeit sessions until payment is made in full. This is because the school cannot afford to operate the club at a deficit.

If a parent is experiencing difficulty with payment of their fees, they should contact the school finance team as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

All fees must be paid using Scopay, the school's online payment system.

Procedure for payment of fees:

- Advanced bookings will be populated as soon as the parent request for a booking has been approved.
- At the end of each week, that week's register will be added to Scopay and fees will become available for payment.
- All fees must be paid online using the school's online payment system Scopay.
- If your child attends Breakfast Club regularly, we ask that you put credit on their account in advance.
- If payment is not received promptly, a reminder email will be sent to parents asking for payment.
- This is followed up with a text and a phone call if payment is not received within 2 weeks.
- Any outstanding fees at the end of each term are passed onto the School Business Manager to contact parents directly.

### **Data Protection**

In accordance with GDPR we will hold the personal data supplied within existing school systems in order to fulfil the objections of this contract. Please see our Privacy Notice online at [www.stmichaelsn6.com](http://www.stmichaelsn6.com) and our Data Protection Policy for further information.

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