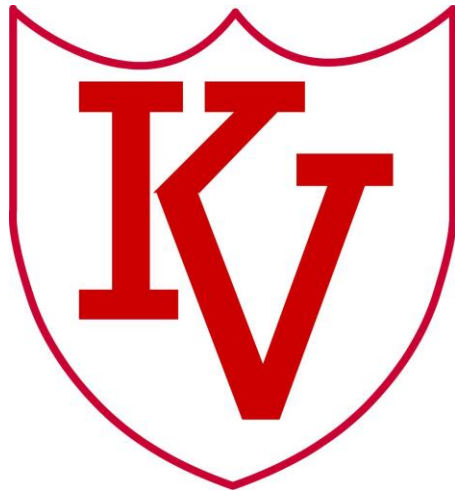


# Knowsley Village Primary School



'RESPECT FOR ALL'

Breakfast Club Policy

## Mission Statement:

'Small School, Big Vision'

Our school vision is to create an outstanding school that improves pupil's life chances and prepares for lifelong learning in the 21<sup>st</sup> Century.

To achieve this we will prioritise key principles and values across the school.

### Key Values

- **Responsibility**
- **Expectation**
- **Success**
- **Perseverance**
- **Enthusiasm**
- **Care**
- **Teamwork**

### Key Principles:

- **Outcomes for Children and Learners** - We will set high expectations for all our pupils which we will reinforce constantly as they go through school. We believe children can realise their potential with the right teaching and support.
- **Personal Development, Behaviour and Welfare** - Our school is characterised by a respectful, caring and orderly environment. Behaviour in lessons is exemplary so that teachers can teach and children can learn. Behaviour outside of lessons is one of friendship, care, teamwork, smiles and laughter.
- **Teaching, Learning & Assessment** - Nothing is more important than the excellent teaching, underpinned by high quality professional development. We make intelligent and appropriate use of data to improve teaching, learning and the curriculum to ensure that no child is behind or stuck. We draw on evidence and experience of the best ways to achieve excellent outcomes for all children.
- **Leadership and Management** - We will be a small school so that every child is known well by every member of staff. Positive relationships and communication between pupils, parents, staff and the community will reinforce and develop further a culture of excellence and commitment to all learners.

*"Knowing the way, going the way then showing the way."*

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this statement is in line with the Equality Act 2010.

# BREAKFAST SCHOOL CLUB

## POLICY DOCUMENT

(From Sept 17)

This policy document details the information parents should note when opting for a place in BREAKFAST CLUB for their child. This policy outlines agreed procedures to be followed by parents when a place in Breakfast Club is provided to pupils by Knowsley Village School. Breakfast Club is an Ofsted registered service as it is part of Knowsley Village Primary School, which is Ofsted registered.

Appropriate policies and procedures are in place within the Breakfast Club setting and are available to peruse on request. You will be asked to **sign** this policy document in addition to any other relevant policy documents and or agreements you have read.

- After School Charges: £2.50 a session until 8.40am (if 5 sessions are booked in a week there is a reduction to £2.00 a session)
- Children attending Breakfast club can arrive from 7.45am.
- **Payment is required for all booked sessions even if the child does not attend.**
- Payment can be made weekly, monthly or half-termly in advance. (Cheques should be made payable to Knowsley Village Primary School).
- Payment for Breakfast Club should be made at Breakfast Club.
- Two weeks **paid** notice is required if a place in Breakfast Club is to be terminated by Parents. Parents will be given two week's notice if a place in Breakfast Club is to be terminated by Knowsley Village Primary School.
- In the unlikely event that Breakfast Club is cancelled by Knowsley Village Primary, there will be no charge and as much notice as possible will be given to parents.
- Under payment policy procedures (LA) in the event that non payment for Breakfast Club causes arrears in excess of two week's fee's you will be given **one week's notice** before the allocated place in Breakfast Club for the child will be withdrawn and the debt forwarded if necessary.
- During Breakfast Club a nutritious healthy breakfast will be provided. Any special dietary needs, social & ethnic requirements reported to us will be noted.
- **Any medicines that are required should be recorded on the appropriate form and signed by parents.**
- Breakfast Club will provide age appropriate experiences & activities for children whilst they are in our care.
- If a child becomes ill whilst in Breakfast Club, it may be necessary for the parent to collect them.
- In the event of an accident we will initially contact you or thereafter the nominated persons from the Emergency Contact Form provided. It is important that details we hold are accurate. Any changes should be notified immediately.
- Records will be kept of any Accident / incident resulting in an injury you will be required to sign these records.

- When appropriate we will apply sun cream to the child. The parent will be asked to sign a consent form giving permission to do this.
- If a child is to be dropped off by someone other than their parent it is imperative that you inform us of this in advance. (see collections policy)
- Once dropped off, the responsibility for the child is then with Knowsley Village Primary School.
- Knowsley Village School reserves the right to refuse to let that person drop off a child again if we consider that that person is not to be fit and proper to do so (see Parental Code of Conduct)
- If a child's behaviour becomes such that it affects the care or safety of other children that we have care of, we will request that you visit school to discuss the matter. (see Good behaviour policy/Anti bullying policy)
- All school policies and procedures will apply to Breakfast Club. These are available on request.
- **The schools behaviour policy applies to Breakfast Club.**
- Ideally parents will book in their children in advance (supervision levels) However, children can be brought to Breakfast Club in an emergency but will pay the full charge for that session.
- Children of staff or extended staff will no longer be able to be in school early before 8.40am. If required Breakfast Club will be used and charges will apply.

Please provide your signature to confirm you have read this policy

**Contract between Knowsley Village Primary School and**

**Parent/Guardian Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent /Guardian:** \_\_\_\_\_

**Childs Name** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Childs Name** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Childs Name** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Breakfast Club until 8am until 8.40pm, £2.50 per session( or £ 10.00 for 5 days)**

**MONDAY    TUESDAY    WEDNESDAY    THURSDAY    FRIDAY**

**Contact Number** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_

**Medical sheet completed and attached. YES**

**Headteacher: Mrs. J Barlow**

**Sugar Lane, Knowsley, Merseyside, L34 0ER**

**knowsleyvillage@knowsley.gov.uk**

**Telephone: 0151 289 5349**

**Facsimile: 0151 289 5669**

Dear Parents/ Carers,

We are committed to catering for the needs of your children. We would like to update all internal medical records and systems to ensure that all information is correct and up to date so that our systems and files are clear. Please complete this questionnaire and return it to school as soon as possible. Thank you for your assistance.

Name of Child		Class	
Name & address of family doctor.		Clinic attended	
Does your child suffer from, or is attending hospital to investigate, any of the following conditions? If so, please give details of symptoms to watch for and what treatment is necessary should symptoms arise whilst your child is at school.			
Condition	Symptoms	Treatment	Medication necessary in school
Allergies			
Asthma			
Convulsions			
Ears			
Eczema			
Eyes			
Hay fever			
Syndrome			
Other illnesses (Please state)			
If there is any reason why your child may not be able to participate fully in Physical Education (PE) at school, please give details below. Continue on the back if necessary.			
If you consider that there is something else which may effect your child's health, please let us know below.			