

Hexham Middle School: 'Early Birds' Breakfast Club Policy

Overview

- Breakfast Club will operate every Monday, Tuesday, Thursday and Friday in term time from 7.45am to 8.45am.
- Children should sign in at the HMS Dining Hall.
- Breakfast will be served in the HMS Dining Hall until 8.15am. Children can choose from a range of breakfast items such as toast, yoghurt, cereal, juice and fruit. Breakfast is included in the cost of the session.
- Following breakfast, children will be supervised by school staff in activities such as using school computers for online learning, completing homework, visiting the library, art and crafts and games. Food will be provided by school and prepared by staff trained in food hygiene.

Arrivals and departure

- The safe arrival and departure of pupils in our care is of paramount importance.
- An accurate attendance register will be kept.
- We ask that children arrive punctually for each session.
- Children should arrive at the HMS Dining Hall where they will be met by school staff and signed in.
- At 8.40am, children will gather their belongings and be walked to their yard to meet their class and start the school day.

Booking and fees

- Breakfast Club operates on a Monday, Tuesday, Thursday and Friday at Hexham Middle School. Club starts at 7.45am and runs until 8.45am (start of the school day).
- The cost of one session is £4.00 (*this is for one hour of childcare and breakfast*).
- Bookings should be made via School Gateway where parents/ carers will be able to make bookings for the half-term ahead.
- Half-termly fees will be paid in advance through School Gateway. All payments need to be received by the end of the final week of the previous half term – a reminder will be sent.
- In order to plan staffing carefully, a minimum of one week's notice is required to book additional attendance. This will be subject to places being available.
- Sessions will run according to levels of interest. If attendance is low, the school may be unable to offer the session. This will be communicated in advance.
- The number of places at each session is currently limited to 30. This will depend on the level of interest. We may need to cancel sessions if uptake is low.

Attendance and cancellation

- If your child will not be attending a booked Breakfast Club session, you must contact us via call or text on **07554229505** as early as possible to let us know.
- If your child is absent from school or chooses not to attend, the pre-booked session will be non-refundable.
- If school is closed or the session is cancelled, your payment will transfer to a future session.

- An attendance register will be taken for each session and supervising staff will call you at 8.00am if your child has not arrived for the session, and we have not heard from you to indicate their absence.
- Two week's written notice is required via email to indicate that your child's place is no longer required or that the number of regular sessions attended will be reducing.

Behaviour and expectations

- Children attending the club will behave in line with the school's behaviour policy.
- Supervising staff will issue P and S points as they do in school.
- If there are concerns about an attendee's behaviour, supervising staff will liaise with leaders in school and contact will be made with home.
- School reserves the right to ask a child not to attend if their behaviour is not in line with school expectations/ policy.
- There will be a member of teaching staff 'on-call' to support the sessions should the need arise.

Safeguarding

- All sessions will be supervised by school staff.
- The school's 'Safeguarding and Child Protection Policy' will be applied and this can be viewed on our website.
- Attendance registers will be taken on a daily basis.
- The DSL and Deputy DSL will be contactable.

Medical information

- Necessary medical information of attendees will be shared with supervising staff.
- First Aid will be provided by trained school staff, when and if necessary.
- Allergy information will be shared with supervising staff.

Last updated: September 2022

Next update: December 2023