

# Dean Bank Primary and Nursery School

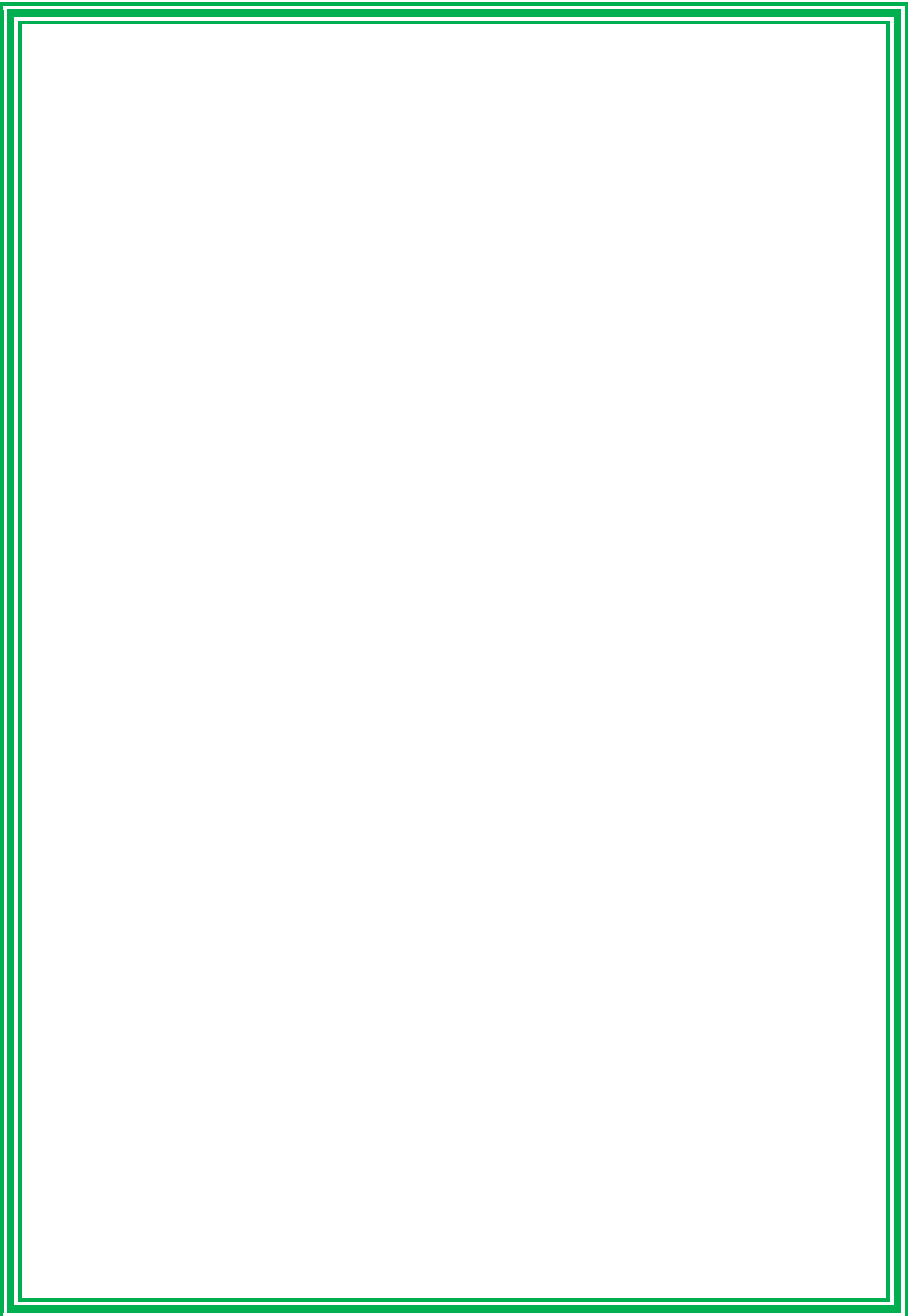


## Breakfast Club

**Headteacher:** Mrs P Northcott  
**Chair of Governors:** Mr D Regan

**Date:** March 2021  
**Review:** March 2023







Due to continued funding by Greggs and Livin Dean Bank Primary and Nursery School provides a FREE Breakfast Club for all Reception to Year 6 children from 8.15am until 8.45am every morning during term time.

Parents are not required to book in advance of their child attending Breakfast Club  
Pupils enter via the Red door at the front of the building and doors to Breakfast Club are open from 8.10am – 8.20am

### **AIMS**

- To provide a secure, welcoming, before school facility for children
- To improve the attendance and punctuality of some children and families.
- To create a nurturing ethos where younger children get to know older children, increasing their friendship groups and confidence in the playground
- To introduce a range of healthier food options
- To encourage children to develop their leadership skills and sense of responsibility

### **OBJECTIVES**

- To provide a welcoming, safe, secure environment for pupils before the start of the school day
- To encourage children and families with persistent attendance and punctuality issues to attend school more regularly and to be in school on time
- To enable pupils to eat breakfast before the start of the school day in a pleasant and safe environment
- To provide a calm play environment

### **ORGANISATION**

- Breakfast Club is run by Mrs Harrison (School Cook)
- Teaching Assistants assist with the day to day running of Breakfast Club for 15 minutes each day on a rota system.
- Breakfast Club is open to all pupils from Reception to Year 6 from 8.15am until 8.45am  
Please note doors to Breakfast Club are open from 8.10am – 8.20am
- Pupils enter via the Red door at the front of the building
- Pupils are welcomed by the staff
- Emphasis is laid on good table manners and behaviour throughout
- After breakfast has been eaten the children are allowed to partake in a wide range of activities: e.g. reading, playing board games with friends
- Personal details of all children attending Breakfast Club are kept in the school office
- School staff records are kept in the school office
- Breakfast Club resources are stored in "The Den" adjacent to the dining hall and on the open shelves in the dining hall

## **REGISTRATION**

- Children attending Breakfast Club are registered as they enter the dining hall.
- Newcomers are added to the register as they begin attending Breakfast Club.
- Teaching Assistants are responsible for the register and tallying the number of children attending on a daily basis.
- The register is retained in the school kitchen until a Friday when they are forwarded to the school office for updating.
- Mrs Harrison and Teaching Assistants on duty are responsible for taking the register with them and checking the children in the event of an emergency evacuation.

## **FIRE PROCEDURE**

In the event of a fire or an incident requiring evacuation of the building children and adults should leave the building using the nearest emergency exit and proceed to the bottom of the school yard.

## **FIRST AID/MEDICATION**

Teaching Assistants are First Aiders on duty during Breakfast Club and they will administer first aid and medical assistance if required and complete the appropriate forms.

## **CONFIDENTIALITY OF DOCUMENTS**

All confidential documents are stored securely in the school office

If you have any questions, queries or complaints regarding Breakfast Club please contact the school office.

This policy has been approved and adopted by staff and governors

Signed:

Chair of Governors

Date:

Signed:

Headteacher

Date: