

## **Breakfast Club Registration Policy**

**Please note the changes in procedures that have been implemented for September 2020 in view of Covid-19 Guidelines.**

### **Aims:**

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

To support working and non-working parents by providing early morning childcare.

### **Ground Rules:**

1. The Breakfast Club is managed by Morden Primary School and organised on a day to day basis by the Breakfast Club Assistant.
2. The Club will provide a healthy breakfast and activities to assist learning e.g. doing home learning, reading, drawing, playing board games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
3. Staff will be responsible for the care and management of the children, treating them with respect at all times.
4. The Club will comply with environmental health food safety standards.
5. There will be a staff to child ratio of 1:15. Additional staffing will be considered for pupils with EHCPs. When there are more than 15 children present, either the Headteacher, Deputy Headteacher or a Senior Teacher will be on the premises.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
7. Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily, depending on the circumstances.
8. Staff organising the club have the power to make the decision whether or not to ban a child. However, this must be done in consultation and agreement with the Headteacher or Deputy Headteacher.

9. The Club will operate for pupils attending Morden Primary School only. Membership of the club is available to children when they start in Reception class (unless specifically discussed and agreed in advance with the Headteacher in exceptional circumstances)
10. Fees should be paid via ParentPay (accepted bookings are registered via ParentPay by the Business Manager). Charges cover the cost of care and a simple breakfast of toast, cereal, a drink and fruit. The school reserves the right to review charges if necessary.
11. Morden Primary School reserves the right to exclude a child if fees are not paid in advance of attendance, but if a parent has any difficulties with payment he/she should inform staff or discuss their difficulties with the Headteacher or Deputy Headteacher.
12. Parents and Carers are asked to show agreement with these ground rules by signing and returning a copy of this policy.
13. Parents are asked to ensure the school is kept informed of any change in telephone numbers, emergency contacts or medical issues held on the school's information systems.
14. In the event of a parent wishing to make a complaint, they should initially speak to the Breakfast Club Assistant. If a parent is still concerned, then the matter should be taken to the Headteacher or Deputy Headteacher.

**These Ground Rules are agreed on behalf of:**

..... (Pupil)

Signed ..... (Parent/Carer)

Date .....

Children will need to remain within their bubble age group within the hall.  
**Entry arrangements: Children should arrive at 7.45am for Breakfast club.**  
 A staff member will greet the children at the pedestrian gate. **They will only wait until 7.50am** at which point they will walk the children through the studio entrance to the hall. **After this time, no child will be permitted to enter breakfast club as late entry is strictly forbidden. Children must take all items with them (book bags, PE kits, water bottles etc) to their allocated place in the hall. In the hall, children will be sat at different bubbles according to their allocated year group. Prior to the start of their lessons, children will be escorted to wash their hands and be escorted to the classrooms.**

