



Early Bird Club Policy

AIMS

To provide; a secure, welcoming, before school facility for selected children who may benefit from attending.

To help improve attendance, punctuality or achievement for selected pupils and/or support families for a limited period.

OBJECTIVES

To provide a welcoming, safe, secure environment for pupils before the start of the school day.

To support children with their learning.

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 employ caring supervisory staff

To provide a calm environment for those pupils.

PROCEDURES

STAFFING

There is one breakfast club supervisor and an assistant in attendance from 7.50am till 8:50am. Senior members of staff are on site from 8am.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, she/he must contact the Head teacher (Mrs. Andrea Grist) or the Deputy Headteacher (Mrs Higgs) who will arrange cover.

Criteria for selection

Teachers will refer children on the basis of achievement, attendance/punctuality, temporary home issues. This will usually happen during Pupils Progress Update Meetings each half term and the relevant staff will discuss each case on an individual basis to decide whether a pupil may benefit from a place in Early Bird Club. Priority will be given to pupils in receipt of Pupil Premium. Attendance at the Early Bird Club remains at the discretion of the Headteacher.

Use of registers

Children are encouraged to self-register as they enter the Early Bird Club (the supervisor will monitor this). The Breakfast Club supervisor retains the registers which are kept in the school office.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

ORGANISATION

Breakfast club is open to all invited pupils from Reception to Year 6 from 8.00 am to 8.50 am. It is held in the community classroom. Pupils are welcomed by the supervisor/assistant who checks they have self-registered, helps the younger children with their outer clothing and bags and finds out what each child would like for breakfast. Each child will be encouraged to serve their own breakfast, for the very young ones, the older children will assist. As each child finishes her/his breakfast she/he then leaves the table and helps to clear away. Emphasis is laid on good table manners and behaviour throughout.

After breakfast, children are free to complete homework, read or play games.

All activities are cleared up by 8.45 am so that the children may leave the club to walk to the playground accompanied by the supervisor. Staff are on duty from 8.50 am in the playground until the start of the school day. The children's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.

Resources

Breakfast Club resources are kept in the Community Room.

Communication with Parents

Verbal communication with parents/carers bringing children to the club. Written notes to parents may be sent home with the children when required or a phone call directly to parents/carers.

Parents may make appointments with the Head teacher/ School Office to discuss matters pertaining to The Early Bird Club.

Policies and Procedures

The Early Bird club will follow the schools own policies and procedures and these are available from the school office.

Records of staff

In accordance with the Children Act Regulations, the address and telephone numbers of employees of the Early Bird Club and school are kept in the School Office.

Fire Procedure

Children should exit the Community Classroom through the main door or fire exit and assemble on the playground.

All registers should be taken and the Head teacher or Assistant Head informed of when the children are checked and present.

Breakfast Menu

Our selection of food aims to be multicultural and offer a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills if parents have permitted them to do so.

Children have the choice whether to have food or not, although they are encouraged to do so. **The registration form will detail any specific requirements a child has.**

The school is a Healthy School and abides by the guidelines set by the School Food Trust.

Health and Safety

Early Bird club is run by the school and the existing Health and Safety Policies will be followed. The club area and equipment will be checked at the beginning of each session.

Risk assessment

A separate risk assessment has been completed for the Early Bird Club sessions and activities.

Equal Opportunities

The Early Bird club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Early Bird Club will have current DBS check. These records are held in the school office. Early Bird club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's e.safety policy and procedures.

First Aid

If First Aid is administered, the treatment given is recorded on a medical treatment form. Copies of accident forms are sent home with the child that day to keep parents informed. Copies are kept in school.

Medication

Inhalers are kept in the office. If a child needs an inhaler, an Early Bird Club worker will accompany him/her to the office. It is the duty of parents to inform school fully of any medical conditions that may affect a child in school. This information should be handed in to the school office immediately.

Risk Assessment

A risk assessment has been carried out for the Early Bird Club (see separate sheet).

Confidentiality of documents

Confidential documents are kept in the School Office

Complaints

All complaints notified in writing by a parent of a child attending the Early Bird Club should be investigated following the school complaints procedure.

Policy Review

This policy will be reviewed and evaluated by the School's Senior Management Team every two years.