

(Please read this policy document in conjunction with the Study Support, Health & Safety and Emergency First Aid policies)

### Introduction

We recognise the value of offering extended learning opportunities to all pupils at the school. We plan a study support programme to further enhance and enrich the school curriculum by enabling pupils to take part in a range of activities outside curriculum hours. As part of our extended school's provision, the school is open from 7.45am each school day when we operate a Brainy Breakfast Club (BBC), available for all pupils in main school.

### Aims

Our Brainy Breakfast Club aims to ~

- Offer a safe and welcoming environment for all pupils attending
- Offer a strategy for improving the attendance, punctuality and behaviour of some pupils
- Provide opportunities for staff to interact with pupils in a more informal setting
- Provide a healthy breakfast to support our Learning to learn ethos and Healthy School Award status
- Offer inexpensive child care facilities for working parents
- Provide a range of study support activities to meet the needs and interests of all members
- Be a fun place to be!

**Staffing** The BBC is led by three members of staff who have had a DBS check to clear them to work with pupils in a school setting. Members of the BBC staff have Emergency Aid Certificates, Food Hygiene Certificates and Team Teach Physical Restraint Training. Because of their other employment within our school, they know school routines well and understand the importance of building good relationships with the pupils attending the club and their families.

**Location** The BBC is a self contained area in school. Kitchen facilities, eating areas and play areas are contained within the shared area under the dome and dining room. Appropriate use of the hall under the guidance of BBC staff is available for physical activity. Cloakroom and toilet facilities are available as well as several emergency exits. Appropriate health and safety notices are displayed and fire safety equipment is located in the area. Pupils are not permitted to wander around school or go to their classroom before school registration time.

### Daily Routines

- BBC staff arrive at school by 7.30am to complete health and safety checks, ensure that the area remains clean and set up for day
- The BBC opens at 7.45am each school day. Parents/carers bring their pupils into school using the side door where they will be greeted by a member of the BBC staff who completes the register.
- A daily attendance register is taken and regular fire drills are maintained.
- Breakfast is served from 7.45am -8.15am. This gives enough time for pupils to finish their breakfast before transferring into class. Anyone arriving after 8.15am will not be able to have breakfast in time. Pupils need to arrive no later than 8.10am. Doors will be closed at 8.15am.
- Pupils have a choice of menu each day, with daily specials as well as the set menu of toast and cereals.
- A range of study support activities is available throughout the week and is displayed in the BBC area for all to see.
- Pupils attending the BBC will take responsibility for tidying equipment and resources away at the end of each session.
- Staff will send pupils to their classroom at 8.40am for morning registration. They will accompany pupils in the Upper Foundation Stage and Key Stage One.

### Booking a place at BBC

- Places to BBC need to be booked prior to the children attending by telephoning the school office or via the school website.
- The school office keep a register for each day at BBC and have a waiting list if places have been filled.
- If children are unable to attend BBC parents will need to inform the school office as soon as possible. The next child on the waiting list will then be offered a place for the day.
- If pupils fail to attend BBC on 3 or more separate occasions without informing the school office or a member of BBC staff they will be taken off the BBC register and a place will be offered to a child on the waiting list.

**Cost** BBC costs are £2.50 per day. Payment is received for the week on the first session that the child attends that week. The school office sends a weekly letter informing parents of any outstanding balances. Failure to pay for BBC may result in the child losing their place and this being given to another child on the waiting list.

**Safeguarding** (please see Safeguarding Policies and Health and Safety Policies for further details)

**Child Protection** Through their day-to-day contact with pupils and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect. Where it appears to a member of staff that a child may have been abused, the school is required, as part of local child protection procedures, to report their concerns to social services immediately. The Headteacher (and the Deputy Headteacher in her absence) is the designated teacher responsible for child protection. The Chair of Governors is the designated governor responsible for child protection.

**UK-General Data Protection Act** School collects data in order to meet its statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 1996 and The School Standards and Framework Act 1998. Some of this data will be shared with Wakefield Metropolitan District Council and may be shared with other agencies that are involved in the health and welfare of school children. Please be aware that personal data is also covered by the Data Protection Act 1998 whereby you as an individual may be liable if you disclose personal data inappropriately. Please see the school's Data Protection policy.

**Safe recruitment and selection of staff** This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts are exempt from the Rehabilitation of Offenders Act, therefore all convictions must be declared. Providing false information is an offence. Appointed staff, governors, regular volunteers and trainees have identity, qualification and criminal records bureau checks and have been successfully cleared to work with children.

**Inclusion** The policy will be applied to all pupils. We welcome our general responsibilities under the Disability Equality Duty by promoting equal opportunities, eliminating discrimination and improving access to learning for disabled people. In order to comply with the requirements of the DDA 2006 we will make reasonable adjustments to ensure all stakeholders understand and can follow this policy. We will actively seek to remove any barriers to learning and participation that may hinder or exclude individuals or groups of pupils.

**Monitoring and review** This policy is monitored by the Headteacher, who reports to governors about the effectiveness of the policy on request. It will be reviewed annually and appropriate to new legislation or to the needs of the school.

The signed and original paper copy is available in school on request.