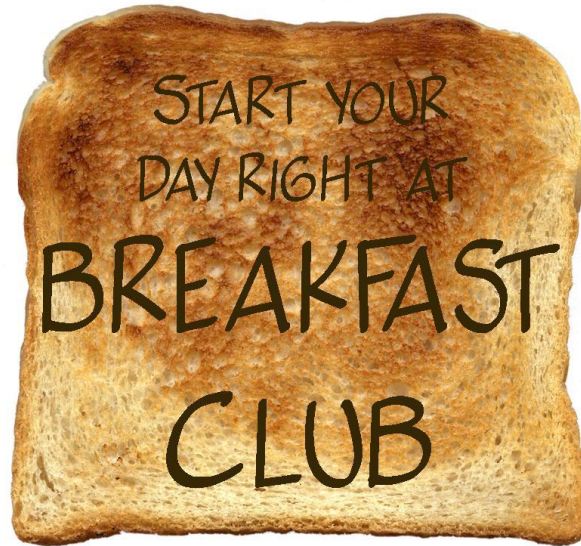


# **NEWLANDS PRIMARY SCHOOL BREAKFAST CLUB**



## **Parent/ Carer Information**

**Term Time Breakfast Club  
for children aged 4-11 years**

**7.45 a.m. – 8.45 a.m.**

**Newlands Primary School  
Dumpton Lane  
Ramsgate  
Kent  
CT11 7AJ**

**Tel: 01843 593086**

Newlands Primary School would like to introduce you and your child/children to our Breakfast Club.

### **OPENING HOURS**

The Breakfast Club is open from 7.45 a.m. to 8.45 a.m. every weekday and sited in the Annexe.

### **ADMISSION POLICY**

Children are allocated places using the following priorities:

1. Children enrolled as pupils at Newlands Primary School
2. Child/ children of working or studying parents
3. Next on the waiting list

### **FEES**

£2.50 per child for each session. Payable on Parent Pay in advance or daily. Please book your child's sessions and pay on the Parent Pay system.

### **What we can offer you and your child/children at our Breakfast Club**

Our wish is for all parents and carers to have a friendly and open relationship with the Breakfast Club.

We hope to achieve this by:

- Being able to talk when you need us
- Respecting your beliefs and listening to your views
- Ensuring confidentiality
- Valuing your suggestions for improvements and taking complaints very seriously
- Trying to be as flexible as possible to meet your child's needs
- Keeping you informed of your child's achievements and discussing with you any problems they may have had.

### **We want you to have absolute confidence that your child is safe and secure**

- All accidents are recorded and you will be informed. Accident reports are maintained on file for future reference.
- All incidents involving your child are recorded. In the event of your child requiring medication during their time at the Breakfast Club you will be requested to complete a 'Medication Consent Form' giving your permission for the administration of medication. Any medicine given to your child will be recorded accurately. Please note that we will only administer medicines prescribed by your family doctor. If the administration of the prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

- Regular fire drills will be carried out (Fire Drill procedures are displayed in the Annexe Building for your reference).
- Regular Health & Safety checks of the building, grounds and equipment are carried out.

**For your child /children we aim to:**

Ensure that their time at the Breakfast Club is enjoyable, to give them confidence and to feel valued and safe. We will do this by:

- Providing a safe, secure environment
- Providing a healthy breakfast that meets the new Food Standards September 2009
- Providing stimulating activities and resources for every child attending
- Valuing the customs and beliefs of their families

**CONFIDENTIALTY POLICY**

**STATEMENT OF INTENT**

It is our intention to respect the privacy of children and their parents and carers.

**AIM**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

**METHODS**

To ensure that all those using – and working in – the school can do so with confidence, we respect confidentiality in the following ways:

- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes awareness of the importance of confidentiality in the role of the key person.
- Staff will not disclose or make use of confidential information at any time during their employment unless given express authorisation.
- Matters concerning children, parents/carers and staff at the school will be treated with the same high standard of confidentiality.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.

## **FOOD AND DRINK POLICY**

Newlands Primary School acknowledges the importance of providing nutritious food and drinks for children in their settings.

- We work with parents/carers to ensure that all children's dietary needs are met
- We aim to educate children to make healthy choices in their diet as part of promoting a healthy life style for their future

To achieve this we:

- Ascertain children's dietary requirements prior to starting the Breakfast Club (this will include religious, cultural and medical considerations)
- Consult annually with parents/carers to ensure that our records are up to date
- Encourage parents/carers to read our procedures and to make any comments
- Give children a choice of healthy nutritious food and talk about diet and Healthy Living as part of attending the Breakfast Club.

### **Our Practice**

- We consider breakfast time to be a social occasion for the children.
- It is the responsibility of the adults working in the setting to be fully aware of each child's dietary requirements. The Manager is required to ensure that all staff members are kept informed and up to date. A list of particular requirements will be displayed for all staff out of the public view.
- Our staff shows sensitivity in providing for the children's dietary requirements. Attention will not be drawn to any child in a way that they may make the child uncomfortable.

### **Food and Drink**

#### **Research**

Many nutrition experts consider breakfast to be the most important meal of the day. After 10-12 hours without food, our energy reserves are low and our brains and bodies need fuel.

Several studies have shown that children who skip breakfast in the morning perform less well in problem - solving tasks. The results of an online study in 2004 show that children who eat breakfast have superior cognitive function, pay more attention and respond quickly to given tasks.

Breakfast provides an important boost to our intake of vitamins, minerals and fibre. People who eat breakfast are more likely to meet the recommended daily intake of iron, calcium and B group vitamins.

- At Newlands Breakfast Club we offer a healthy balanced, nutritious diet to the children at a low cost that meets the new Food Standards September 2009

- We ensure that our breakfasts are varied

We will provide parents with a menu informing them of the foods to be offered.

### **Food Safety and Hygiene**

All the Breakfast Club staff hold a current Food Hygiene Certificate and stringent guidelines for food safety are adhered to.

### **Punctuality and Attendance**

- We aim to improve punctuality and school attendance by targeting pupils who are regularly late for school

### **Childcare and Family Support**

- From a childcare and family support perspective we hope to help those parents who work outside the home and therefore to provide before-school provision for their children

### **Social Skills**

- We aim to develop social skills and to raise self esteem by encouraging pupils to take an active part in the Breakfast Club i.e. sitting together in a homely atmosphere, socialising with each other and developing manners and good table behaviour.

## **BREAKFAST CLUB ADMISSION POLICY**

### **Introduction**

- To enable the Breakfast Club to adhere to current legislation, there must be a ratio of one adult to eight children, so an Admissions Policy is necessary to ensure that each application is treated fairly.

### **Rationale**

- To ensure the correct ratio of adults and pupils and to enable each child equal opportunity to attend.

### **Aims and Objectives**

- To aim for pupils wishing to attend can do so
- To provide the correct level of adult support for those attending

## School Practice

The number of children attending will be dependent on the ratio of one adult per eight children

The club will initially run with a maximum of 24 children using the following admissions criteria

- Parents requesting a place on a first come first served basis bookable on Parent Pay.
- Siblings
- Children whose parents attend courses or training
- Working parents

## **FEES POLICY**

### **Purpose**

- Newlands Primary School will endeavour to keep the fees charged for the Breakfast Club as low as possible in line with our aim to provide services that are accessible and affordable. Fees will be reviewed annually at the end of the summer term and parents will be notified of any changes which will become effective on 1<sup>st</sup> September each year.
- We set fees at a realistic level to provide services that are good quality and sustainable.

### **Process**

- Please book and pay in advance for sessions to be attended on the Parent Pay System. Failure to pay your child's fees will result in your child losing their place at the club. We require at least one week's notice if you intend to withdraw your child from the Breakfast Club.
- Fees are payable on the Parent Pay System.

## **For More Information**

Newlands Primary School provides detailed policies and procedures for the organisation of the Breakfast Club. These are followed by all staff. These are contained in a folder and are available for parents/carers to read.

Parents/carer will be asked to complete a Registration Form in order for their child to gain a place in the Breakfast Club and no child will be admitted to the club if this document has not been completed. Parents/carers will also be required to sign and agree the Terms and Conditions as given in the Breakfast Club Parent/Carer Information.

**Newlands Primary School Breakfast Club.**

PLEASE COMPLETE THE FORM BELOW GIVING DETAILS FOR YOUR CHILD AND RETURN IT TO  
MRS. JACKIE CHALKLIN IN THE SCHOOL OFFICE

Child's Surname:	
Child's Forename:	
Date of Birth:	
Home Address:	
Post Code:	
Parent's Home Telephone Number:	
Parent's Work Telephone Number:	
Parent's Mobile No:	

MEDICAL INFORMATION

Does your child have any medical conditions? If YES please give details:

Does your child take any regular medication? If YES please give details:

Does your child have any food allergies? If YES please give details:

Does your child have any other allergies? If YES please give details:

MEDICAL CONSENT

Should the necessity arise I agree to the person in charge giving consent to such medical treatment, which, in the opinion of a qualified medical practitioner, maybe required:

Signed:.....Parent/Carer

MEDICAL DISCLAIMER

Newlands staff will endeavour to ensure that your child is safe and well in school. However, this can only be achieved with parents' co-operation by keeping the school fully aware and informed of any changes to their child's health (i.e. any new allergies or other health problems).


EMERGENCY CONTACT

It is extremely important that we are able to contact you when your child is unwell or in the case of an emergency. An alternative emergency contact would be appreciated but please ask for their permission to give their contact details as they may be required to collect your child if either contact (1) or (2) shown above cannot be reached at any time that your child is in our care.


If my child is unwell and the person(s) for whose details are given in 1 or 2 above are not available the following nominated person can be contacted to collect my child. They have agreed to collect my child if requested:

Name:.....Relationship to your child:.....

Address:..... Home

 .....

..... Mobile

 .....

APPLICATION FOR A PLACE AT THE BREAKFAST CLUB

I wish for my child to be considered for a place at Newlands Breakfast Club.

Signed:..... Parent/Carer

Date:.....