



**TUXFORD**  
— Primary Academy —

## **Tuxford Primary Academy Breakfast Club Policy**

### **November 2019**

**Next Review Date: November 2020**

### **Breakfast Club Policy**

At Tuxford Primary Academy's Breakfast Club (BSC) we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

**Capacity:**

The Breakfast Club (BSC) can offer up to 40 places, dependant on the ages of the children attending and therefore the ratio of staff required. If more places are required additional staffing will be arranged. The Breakfast Club is open to all children who attend Tuxford Primary Academy, including children who attend The Tots Room and The Mulberry Nursery.

**Enrolment and booking:**

To enrol your child(ren) in the Breakfast Club, a booking form must be completed. It is preferred that sessions for your child(ren) be selected at the time of enrolment. Due to staffing levels and to guarantee places, it is a requirement that places are booked and paid for a month in advance. We will endeavour to accommodate ad hoc and last minute bookings where possible but due to statutory staffing ratios this may not always be possible. Payments for these sessions will need to be made at the time of booking.

**Sessions:**

The BSC will run Monday to Friday term-time only. Doors will open at 7.30am but breakfast will not be served after 8:15am. As the Breakfast Club is based away from the main reception which is not manned until 8:00am. Should you need to contact the BSC earlier, you should use the following mobile phone number: 07393 797367.

**Payment:**

Payment will be invoiced on a monthly basis. Payment for all invoices from September 2019 onwards will be expected in full by the last day of the month prior to the month they are billed for (for example, the invoice for October sessions will be due for payment before September 30<sup>th</sup>) Failure to pay in full by the due date will mean that your child cannot unfortunately attend the sessions. Refunds will not be made for any missed booked sessions, please see paragraph below on charges. Any unexpected or additional sessions that arise during the month must be paid for at the time of booking.

**Charges:**

From 1<sup>st</sup> September 2019, The Breakfast Club (BSC) operates the following charging policy: Standard daily charge £3.00, including breakfast providing the child(ren) arrives before 8.10am.

Booked sessions will be charged for, irrespective of absences, this is to cover staffing provision. We regret that this has to be enforced, but it is to ensure essential overheads relating to staffing provision are covered and to secure your child's place.

Governors attending the Academy on Governor related activities and Staff are entitled to a 60% reduction in Breakfast Club charges. Staff working in Breakfast Club whose children (are pupils at Tuxford Primary Academy) attend Breakfast Club will not be charged.

**Notice of any increase in charges:**

We will give one month's notice, in writing to parents, of any increases in charges.

**Included in the charge:**

Children will be cared for by the Extended Services Manager (Miss. Cottam) and her Breakfast Club assistants, (Miss McCarthy, Miss Adams and Mrs Burton.) A variety of age appropriate activities will be available for the children to take part in, these include construction, small world and a variety of table top games. We also include quieter options to give the children the opportunity to relax with their friends before the start of their school day if they wish to.

Around 8.30 the children are escorted and supervised out to the playground to line up in their class lines. They are always supervised by a member of the BSC team until their class teachers arrive.

### **Food and Drink:**

A healthy breakfast will be served with a choice of cereal and milk, toast, crumpets, pancakes, bagels, beans on toast and porridge, fruit, diluted fruit squash, milk or water.

### **Ethos and policies**

The after school club will function under the ethos and auspices of all statutory school policies.