



Forest Fields Primary School

Breakfast Club Information

Welcome to Forest Fields Primary School Breakfast Club.

Please take a minute to read through this information which holds all the detail you need to know about our breakfast club. If you would like to book a space for your child please complete the booking form on our parent engagement platform Weduc or call the School Office on 0115 915 6872.

The club has been set up to follow Ofsted's National Standard and guidelines.

We open from 7.45am until the start of school day (8.40am) for children from Year 1 to Year 6 and we provide a safe and secure environment alongside a healthy breakfast.

If there is anything you are unsure about please speak to the School Office.

Registration Policy

Thank you for enquiring about the Breakfast Club. Once you have read this booklet and have decided to register your child, **please fill in the admission forms on Weduc or call the School Office for assistance in booking your place.**

We run with the ratio of 1 staff member to 8 children under the age of 8 so limited places are available.

The minimum number of staff on duty will be 3 each session.

Preference will be given to children who book on a regular basis.

We ask that, parents commit to the days they booked every week.

Places can be booked on a half-termly/weekly basis and then renewed after this. We will accommodate any changes if places are available.

Places booked must be paid a week in advance to secure your booking. If payment is not received within 48 hours of booking, your space will be cancelled.

Half termly bookings

If you know your child will be absent on any of the mornings booked for the half term, please inform us as soon as possible. If a weeks advanced notice is given, we are able to make reasonable adjustments regarding refunds.

Daily/ weekly bookings

If your child is absent and no notice is given you will be required to pay for the session originally booked so will not receive a refund.

To terminate attendance to the club, we will require 2 weeks' notice.

Finance Policy

The cost of each session is £1 and payments must be prepaid a minimum day in advance of your sessions. For example, if you have booked three days w/c 20th Sept, you must pay £3 the day before 1st session to secure your place. All payments and bookings should be made via WEDUC (online) or in the office by cash. If payment is not made before the session then the school maintains the right to withdraw the Breakfast Club place.

WEDUC instruction

If you would like to reserve a place via WEDUC, please follow below instructions:

1. Please click 'Payment' or click link at the bottom
(Follow instructions to set up your payments account, if you have not done it already)
2. Scroll down to your WEDUC Payment Purse
3. Select link 'Bookings available'
4. Click 'View' next to the booking/event name
5. Click 'Book required slots' and select which days you are booking
6. Click 'View basket' and proceed to 'Checkout' to make a payment

Children entitled to Free School Meals are not expected to pay (your basket should say £0.00), but still MUST book slots to secure a place.

Attendance and Delivery to school

Breakfast club begins at 7:45am. On arrival a parent/carers will be required to bring their child **to gate on Sturton Street**, where a member of staff will be to sign them in.

We will not allow entry to a child who has not booked and paid for a place on that session.

Gate will close at 8am. Any late arrivals will need to ring the bell to speak to the School Office at the Main Gate.

Going into school:

The children will be taken to their line/class by a member of the Breakfast Club team

Equal Opportunities Policy

Forest Fields Primary and Nursery School is committed to providing an education, in an atmosphere which promotes success, achievement and acceptance through:

- the belief that all pupils are entitled to experience success
- providing an environment suitable for the learning needs of all children -
- ensuring learning opportunities through the fostering of skills and attitudes
- as well as knowledge
- recognising and reflecting the cultural and personal diversity of the school, its
- community and society
- encouraging positive attitudes and appropriate behaviour

The club adopts the same policy as the school a copy of which is available on request or can be found on the school website

Health and Safety Policy

Our club takes the health and safety of the children extremely seriously. All staff are aware of what is contained within this policy and adopts the school risk assessment and Health and Safety Policy.

A specific breakfast club risk assessment has also been completed prior to opening Breakfast Club and a copy of this is available upon request.

All staff are enhanced DBS checked.

The club conforms to all safeguarding legislation and regularly reviews its Child Protection Policy.

Medication & First Aid

All medication should be administered before arriving at the club. If this is not possible, staff can only administer medicine that has been prescribed by a doctor and they can only accept this medication if it is in the box with the copy of the doctors prescription on the box confirming patient and dosage.

Basic first aid will be administered by qualified first aiders and all breakfast club staff have been first aid trained. Parents will always be informed of any action taken.

Emergency closure

In the event of a school closure, we will inform you via our parent engagement platform Weduc

Breakfast

Breakfast is available from 7.45 am. There is a variety of cereals, toast and jams, fresh fruit and fruit juice available. We discuss food preferences with the children on a regular basis in order to attempt to meet all children's needs. Please contact us to us if there is a particular cereal, jam or fruit they like and we will try to work it into the menu. Please confirm any known allergies your child has when registering.

Activities

We aim to provide a balanced programme of activities suitable for all ages, abilities and gender.

All activities available are rotated over the week.

Code of conduct

The Breakfast Club aims to achieve high standards in behaviour will follow the behaviour plan followed by school. The plan specifies rules that cover the behaviour we expect from our children.

Copies of the school policies and procedures can be found on our school website or requested at the office.