

**le club petit déjeuner**





Information Booklet

September 2020

St. Jérôme Church of England

Bilingual Primary School

Station Road

Harrow HA1 2DJ

office@stjeromebilingual.org

020 3019 6363

Our Mission Statement:

We are committed to providing a high quality, creative and fun programme where each child is valued and encouraged to fulfil his or her potential in a safe, caring environment.

Aims and Objectives

The Breakfast Club will provide early morning childcare comprising a healthy breakfast and an opportunity for educational and social activities in a happy atmosphere, a place where children will be safe, well cared for and happy to attend.

The Club embraces and fully supports the school values.

We want all children to enjoy their time at Breakfast Club and will work hard to ensure that they feel happy and secure in a very caring and stimulating environment.

**BREAKFAST CLUB**

The Club has policies on Health and Safety, Welfare, Asthma and Behaviour and any of the policies are available to view in the school office or at the club.

The club operates between 7.45 am and 8.45 am every school day.

A parent / carer signs each child into the club.

Healthy, nutritious food is served for breakfast. The club provides a varied menu of cereal with toast and jam, milk and fresh fruit juices. Eating breakfast has shown to improve children’s problem-solving abilities, memory and concentration. Attendance at the club also helps them to start the school day punctually and calm and ready for learning.

Each session must be booked in advance. We offer children a variety of activities that they may wish to participate in before school. We have many board games, books, construction sets, toys for them to play with.

**STAFFING**

All members of staff are police checked (DBS) and at least one member has a current first aid certificate and food hygiene training. All staff working at the club have been carefully chosen for their commitment, enthusiasm and high ability to provide a stimulating, fun packed, warm and caring environment.

**ADMISSIONS POLICY**

Before a child is admitted to the Breakfast Club, a registration form must be signed, completed and returned to the school office. The child must be currently attending St. Jérôme Church of England Primary School from Reception – Year 6. The registration form is available from the school office.

The parent / carer must inform the club staff of any specific dietary requirements, food preferences or allergies.

**COSTS PER CHILD**

The cost per child per session is currently £5.50 and may be subject to review from time to time.

**PAYMENT OF FEES**

Parents will be required to book and pay for Breakfast Club sessions via Parentpay. Full login and user details will be issued once the registration forms have been completed, together with booking / payment instructions.

Parents must be aware that they are paying for a place and therefore, no concessions will be made for absences.

**CHILD PROTECTION / HEALTH AND SAFETY**

The Breakfast Club abides by the school’s Child Protection procedures. If the staff of the club is concerned about the welfare of children in their care, they may refer the matter to the Head of School and / or the appropriate investigative agencies.

Parents are asked to keep their child at home if they have an infection or illness and inform staff as to the nature of the illness.

Medication will not be administered to a child unless a written request by the parent / carer is received by the Club Leader.

An accident / incident book will be kept at the Club to record any relevant information. Parents and carers will be asked to sign to confirm they been informed of such event.

A fire drill will be held at least once a term. Fire doors are kept free of obstruction and fire extinguishers are checked regularly.

A first aid box is kept on site at all times and at least one of the staff has a valid first aid certificate.

**BEHAVIOUR POLICY**

The Breakfast Club is committed to following a positive approach towards discipline and this excludes any form of physical punishment, humiliation or deprivation of a child’s rights. Staff understand the importance of developing a child’s positive self-image, enabling them to have respect for themselves, each other and the adults of the club.

The children are involved in compiling the standards of behaviour. If a child is unable to follow the rules and his / her behaviour is not respectful to others’ needs or feelings, the situation will be discussed with the parent(s) / carer(s) and the child. If a satisfactory solution is not found, the child will forfeit his / her place.

**SPECIAL EDUCATIONAL NEEDS**

The Club adheres strictly to the school policy, which ensures that it does not discriminate against children with Special Educational Needs. The club staff will maintain regular contact with parents at all stages of support.

The club will work in partnership with the school and outside agencies to support children with special educational needs.

**COMPLAINTS PROCEDURE**

The Breakfast Club aims to provide high quality, efficient and accessible service to parents / carers and children. If you wish to speak to anyone about concerns or worries you may have in relation to your child, you will be listened to and your views will be taken seriously. Confidentiality will be maintained at all times. If discussing your concerns does not have a satisfactory outcome, you should proceed to stage one.

Under normal circumstances, the Club Leader will be responsible for managing complaints. If a complaint is made against the Club Leader, the Head of School will conduct the investigation. All complaints made to staff will be recorded in detail in the significant incident book.

Stage One

Your worries or concerns should be put in writing and a request for a meeting with the Club Leader. At the meeting, a written record of the discussion will be made.

Stage Two

If the matter remains unresolved, the parent / carer should contact the Head of School, who will reply within four weeks outlining how the complaint was investigated and detailing the outcome.

In the case of a complaint not being resolved to your satisfaction, letter may be sent to the following body:

Complaints and Enforcement Department

OFSTED  
Royal Exchange Buildings

St Ann’s Square,

Manchester M2 7LA

Or telephone 0845 640 4040