

# St Mary's Church of England Primary School



*Learn. Grow. Achieve. Flourish.*

## Breakfast Club Guidelines and Procedures

Non-Statutory guidance  
Generated: November 2022  
Review by: Headteacher

### **Our School Vision**

St Mary's school vision is to embrace a Christian like way of living, learning and teaching.

**As a Church of England primary school, we value and are ambitious for all children and are committed to providing a positive, happy, safe and stimulating environment for them to enjoy and excel in their learning; grow in confidence, resilience and independence; achieve their full potential and flourish as individuals.**

For children who are entitled to Pupil Premium Grant and for children currently in receipt of free school meals, a reduced rate to families will be offered. Please enquire with our School Business Manager for details.

All payments and bookings must be made in advance and online through our booking payment system on the school website. We do not accept cash so please use on website and follow payment instructions or speak with a member of the office team who can support you with this.

### **Morning Routine**

Parents are expected to bring their child to school for breakfast club. Please enter the school via the main gate where you will be greeted by a breakfast club staff member who will ask for the child to be signed in. This must be a responsible adult.

Children will be escorted to the breakfast club through our security doors.

Once in the hut, the children will prepare to eat their breakfast.

Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a staff member.

During their time at the club they will have a choice of activities in which they may wish to participate.

Children will only use the toilets located in the hut.

Children will help tidy up equipment at the end of the club before being escorted to their classes.

The signing in register is kept with the Breakfast Club staff until Friday when it is passed to the School Business Manager for checking. In case of evacuation, the register will be used to check all pupils and staff are present and safe.

### **Evacuation Procedures**

On the sound of the alarm all children and staff will make their way to the MUGA. Children will be counted and registered to make sure all are present. The staff will be notified when it is safe to return to the hut.

### **Breakfast**

Breakfast will include a choice of drink and food and will include:

Fresh juice, milk or water

Cereal (this will vary and contain minimal sugars and fats)

Toast served with butter or an alternative (yoghurt or a piece of fruit)

All food will be consumed in the allocated area and not taken outside or to class.

### **Mobile Phones**

As per school policy, children are not allowed to use their mobile phones in school or in breakfast club. They will be stored in a safe place and returned when school starts so they can be handed to the class teacher. Mobile phones are only for medical use and for year 6 pupils who walk home alone. Any child found using their mobile phone will have it confiscated until the parent collects it from the school office. Those who have medical conditions will be able to use their phone with staff permission only and will be supervised.

### Breakfast Club Timetable

Children will have breakfast first then the opportunity to engage in activities under the main themes below. They also have the opportunity to chill and chat with friends, engage in a hobby they bring to school such as knitting, sketching, diary writing or read quietly.

#### Autumn Term (Sept-Dec)

	Theme 1	Theme 2	Theme 3
Monday	Homework corner	Arts and crafts	Computing: Word games Science
Tuesday	Homework corner	Arts and crafts	Computing: Athletics
Wednesday	Homework corner	Construction	Computing: phonic games and reading online
Thursday	Homework corner	Construction	Computing: BBC bitesize Geography or History
Friday	Homework corner	Ring Games	Computing: BBC bitesize Maths or Story

#### Spring Term (Jan-April)

	Theme 1	Theme 2	Theme 3
Monday	Homework corner	Art or DT: Stamp project and challenge	Computing: BBC bitesize Science
Tuesday	Homework corner	Art or DT: Stamp project and challenge	Computing: Purple Mash
Wednesday	Homework corner	Ring or outdoor games	Computing: Story video
Thursday	Homework corner	Drawing skills: Art club	Computing: BBC bitesize Geography or History
Friday	Homework corner	Body active	Computing: Athletics

#### Summer Term (May-July)

	Theme 1	Theme 2	Theme 3
Monday	Homework corner	Forest School	Computing: word games Science
Tuesday	Homework corner	DT: How to make a ...	Computing: Athletics
Wednesday	Homework corner	Construction	Computing: phonic games and reading online
Thursday	Homework corner	Outdoor Games (MUGA)	Computing: BBC bitesize Geography or History
Friday	Homework corner	Outdoor Games (MUGA)	Computing: BBC bitesize Maths or Story

This timetable overview is subject to change due to invited guests, opportunities, weather dependency. The breakfast club staff will plan activities around the festive calendar and school events. However, where possible we will endeavour to keep on track.