



Portsdown Primary School and Early Years

Breakfast Club

At Portsdown Primary School and Early Years, we aim to provide high quality, affordable and accessible childcare for our children, in a safe and supportive environment.

The Breakfast Club provides an opportunity for children to have breakfast at school followed by games under the supervision of members of the Portsdown staff team. For those children who attend the nursery, there is separate provision at the nursery. Please speak to one of the nursery staff who will be happy to help.

Breakfast Offered

Children are provided with a healthy breakfast (a choice of water or milk, cereals, and/or toast with a range of toppings).

Allergies

A list of all the current cereals and spreads (and other allergy advice) are available on the school's website. It is the parent's/carer's responsibility to ensure that their child's details are up-to-date as we use these to check for children's allergies. If you need to make an amendment to the details we hold about your child, please contact the office by phone on 02392 378991.

Location

The Breakfast Club is located in the East Hall which is entered via a red door next to the Year 1 classrooms. After breakfast, depending on children numbers, staff may use several playgrounds in the school to allow the children to have some fresh air and outdoor games before school starts.

Booking a Place

Places can be booked by contacting the office and then completing the relevant paperwork. Once we have received your form, we will be able to confirm whether you have a space or not. If there are no spaces, you will be placed on a waiting list. We operate on a first come, first served basis.

Payment Details

The fee for each morning session is £2 per child. This must be paid weekly, monthly or half-termly in advance. All payments need to be made via the online payment system(SCOPAY).

Registration of children

All children must be registered, with the session paid for, before attending breakfast club. The registration form must be completed and submitted by a parent / guardian and sessions paid for before the session.

A child needs to be registered to attend by 3pm, at least two days before the day they are due to attend. Therefore, a child will need to be booked into the club by 3pm on Friday for Monday and Tuesday and by 3pm on Monday for Wednesday and so on.

Arrival Time

Children will need to be taken to the East Hall. Here they will be signed in for each session by a member of staff. Children need to arrive between 8 and 8.20am. After this, to keep the school secure the external doors will be closed. If you are late, please go to the main reception.

Behaviour

We expect that the children follow the behaviour rules and routines of the school. We follow the same behaviour policy in the club. The breakfast staff will work with a family to support the continued attendance of a child. However, we reserve the right to withdraw a child's place if they do not meet our school values of Respect, Kindness, Inclusion, Safety and Being Your Best.

Safeguarding , First Aid Provision and Risk Assessment

The staff at the club have completed safeguarding training and are aware of the procedures to follow in the case of a safeguarding concern. There are also qualified first aiders on the school site in case of emergency. A risk assessment for the club has also been undertaken.

Poor Weather Arrangements

The aim for each session of the breakfast club is to have a period of play outside. However, in poor weather, the children will remain indoors and will complete activities such as colouring in. Where possible, we will split the children into the two halls to provide additional space for the children.

Unforeseen Circumstances

Please be assured that the school will make every effort possible in order to keep the club open. Were there an unforeseen circumstance that forced the school to close the club – either temporarily – or for a longer period, we would inform you as soon as possible.

Emergency Bookings for Breakfast Club

The school appreciates that sometimes things change and a child may need to be booked into the breakfast club at short notice. We will do our best to accommodate a child in the club for an emergency. If the child has not attended Breakfast Club before, then the person bringing that child will also need to provide details about allergies. Whilst we cannot define what an emergency is, an example could be a last minute cancellation of childcare or an emergency doctor's appointment. Please make every effort to seek alternatives first as the club has a limited number of spaces.

These emergency bookings will be monitored to ensure that it is being used appropriately.

Terms and Conditions

- All payments must be made in advance of the session;
- Fees still remain due to the Breakfast Club for periods of absence through sickness and holiday absence;
- Please give us notice if you no longer need your space to avoid being charged.

If you need any further information, please contact the main school office by phone on 02392 378991.