



ST. BEDE'S CATHOLIC PRIMARY SCHOOL

Popley Way, Basingstoke

Hampshire, RG24 9DX

www.stbedesprimary.co.uk

Headteacher:
Mr J Carroll



Tel:01256
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Breakfast Activity Club Information

Booking a place and payments

Before you are able to book a place for your child at our Breakfast Activity Club, you will be required to complete a registration form. Once this has been processed, you will be able to book any available spaces online via Scopay:

<https://www.scopay.com/login.html>

Please contact the school office if you require an access code to set up online payments via Scopay. Payment must be made at the point of booking, you will be able to book termly in advance. You will be notified via email of the date that future bookings will become available for each new term.

Cancellations

No refunds/credits will be given if your child does not attend due to sickness or any other reason. Should you wish to decrease the number of sessions booked or withdraw your child(ren) from the Breakfast Club, please provide one month's notice in writing.

Organisation

The Breakfast Activity club is open to pupils attending St Bede's Primary School only. The club will be open from 7.45am until 8.45am each day. Parents should drop their children by the fire exit to the hall, adjacent to the prayer garden. Parking from 7.30am will be available in the Church car park (parents should not park in the school car park). Children should not be left unattended before 7.45am. Children should wear their PE kits or sports clothing to the club and have their school uniform to hand to change into afterwards.

Breakfast club will not run on INSET days or during the school holidays.

The Breakfast Activity club will be held in the school hall or outside if the weather permits. The club will be physically active in nature, meaning that children will take part in a variety of sports, games and activities that promote healthy lifestyles. A small snack and a drink will be provided at the end of each session (although this will not suffice as breakfast and children should arrive having already had this).

Children's details, medical conditions, their parent's contact details, and additional emergency contact name, address and telephone numbers are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes

'Love one another as I have loved you'



Staffing and Supervision

The club will be run by the school's Sports Coach, or in his absence one of the teachers. He will be assisted by two other members of staff who will support by checking children in, providing snacks etc. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a periodic fire practice in accordance with the School's emergency fire and evacuation policy.

Health and Safety

Breakfast Activity club is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Activity Club will have current DBS clearance. These records are held in the school office. Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Behaviour

Behaviour expectations for breakfast club are the same as during the school day. If a child persistently misbehaves, a warning letter will be sent to parents and a further incident could result in the child being refused a place at the club.

Policies and Procedures

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

Medication

Inhalers are kept in the school office. If a child needs their inhaler then the second member of staff in the school will be summoned to fetch the inhaler. Other medication will be administered according to the existing school policy on medication.