

Oasis Academy Pinewood Breakfast Club policy

At Oasis Academy Pinewood our breakfast club is an optional part of our provision and the Oasis 9 Habits and ethos statement are central to how it runs.

Rationale

The safety of pupils is our priority whilst they are in our care at school. Oasis Academy Pinewood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff. We endeavour to meet all children's needs however accept that the provision may not be suitable for all pupils due to staffing limitations. Our staff provide a range of activities for the children.

Aims

The **Breakfast Club** provides quality wrap-around care for pupils at Oasis Academy Pinewood. It aims to:

- Support working parents by providing before school childcare from 7.45am to 8.40am daily
- Provide planned play activities.
- Offer the children breakfast each morning if they arrive before 8.30am
- Support vulnerable pupils while ensuring the academy rules are followed by the pupils

Initial Admission Process

Places are allocated on a first come, first served basis. We have space for 22 children at one time. Due to ratio we cannot accept nursery children and reception children are taken if it is possible to provide care while staying in ratio. Booking forms are available on request. The school will hold a waiting list of applicants that have been unsuccessful. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list. In the event of a tie break the selection will be by open draw.

Admission Criteria

1. Children of Oasis Academy Pinewood staff
2. Children who are identified by the principal as needing a place due to attendance or care issues – once a pupil has a funded place there is no guarantee this is permanent and funded places will be reviewed regularly
3. Children of working parents
4. Children with siblings in breakfast club already
5. All other children

Booking and Payment

1. The cost of each before school session, from 7.45am until school starts at 8:40am, is £2.50
2. A proportion of places are allocated for free. The decision for which children are eligible rests with the principal and are identified by the school not the parent/carer
3. Payment should be done in advance via Tucasi
4. Non-payment will result in your child losing their place in breakfast club

Review and Monitoring

This policy will be reviewed annually by the academy leadership team

Parents/carers must:



Make sure that the Booking Form is updated with emergency contact details and medical information

Ensure if children require breakfast they arrive before 8.30am and understand if they do not breakfast is not provided

Give notice if children are going to miss a session for any reason

Pay in advance

Understand that if a child is unsafe, causing distress to other pupils or not following the school behaviour policy they may lose their place at breakfast club either temporarily or permanently.

The decision to remove a pupil from the provision rests with the Academy Leadership Team.

Treat breakfast club staff with respect at all times according to the home/academy agreement

Oasis Academy Pinewood must:

Ensure that two members of qualified staff will run breakfast club

Provide breakfast for all children who arrive before 8.30am

Abide by academy policies including health and safety and safeguarding

Communicate with parents/carers about the needs of their children

Provide activities for the children to take part in during the time they attend

Ensure that children arrive safely and on time to class

Exclusion from Breakfast Club

Academy policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the Academy Leadership Team in the first instance and a warning will be given to the child and parent/carer. Three warnings will result in the child being excluded from the club for a period of time deemed appropriate by the Academy Leadership Team. This removal may be permanent if it is felt that the pupil presents significant challenges that jeopardises the smooth and safe running of the provision. It may also be necessary for a child to stop attending after a significant event without three warnings. The academy is not responsible for providing extra staffing for children with additional needs as this provision. Funded places may be stopped if the academy leadership team decide it is no longer necessary or if this child or parent/carer is not adhering to academy policies.

Please note that school clubs will not run on INSET days or during the school holidays.