


# Ysgol Cefn Meiriadog



## Breakfast Session Policy 2023

## Breakfast Club Policy

School Name:	YSGOL Cefn Meiriadog
Policy Name:	Breakfast Session Policy
Date Policy formally approved by Governing Body:	October 2023
Date Policy becomes effective:	October 2023
Review Date(s):	October 2027
Person(s) responsible for implementation of the policy:	Mrs Laura Martin
Named Governor:	Mrs Charlotte Bennett
Signed: (Head teacher)	<i>LJ Martin</i>
Signed: (Chair of Governing Body)	

### 1. Aims and objectives:

The aims and objectives of our breakfast session are to:

- Promote the importance of breakfast and highlight its benefits
- Provide children with a good start to the school day
- Provide an opportunity for all children to access a breakfast that meets the Appetite for Life food standards
- Promote healthier diets by encouraging healthier eating
- Help to raise achievement, concentration, attendance and punctuality, attitudes to learning and personal and social skills
- Promote positive relationships with parents and carers.

### 2. Links to national guidance other school policies:

This policy has been developed with reference to the following Welsh Government documents:

- Primary School Free Breakfast Initiative Guidance. Circular 021/2008 (Welsh Government, 2008)
- Appetite for Life Guidelines (Welsh Government, 2012)
- Healthy Eating in Schools (Wales) Measure (2009)

## Breakfast Club Policy

This policy is not seen in isolation as it has clear links with the following school policies:

- Health and Safety
- Risk Assessment (Section 16 Denbighshire)
- Behaviour and Discipline
- Safeguarding and Child Protection
- Anti-bullying
- Strategic Equality Plan

### 3. Rationale:

Breakfast has long been recognised as the most important meal of the day and evidence suggests that children who have the opportunity to eat a healthy and nutritious breakfast prior to the start of the school day are more likely to achieve their full educational potential. Experience has also shown that successful breakfast schemes in schools have led to positive attitudinal changes - improved attendance, improved behaviour, fewer discipline problems and greater sustained concentration.

### OPERATION OF THE BREAKFAST SESSION

The Breakfast Club is run by the school and the staff are employed by the school. All school policies are followed.

### 4. Opening times:

- The breakfast session operates during term-time only and does not operate on staff training days.
- This is a free Breakfast Club

	Time
Monday	8.00am – 8.45am
Tuesday	8.00am – 8.45am
Wednesday	8.00am – 8.45am
Thursday	8.00am – 8.45am
Friday	8.00am – 8.45am

- Breakfast is only ever cancelled in cases of adverse weather or problems with the school premises. Parents are advised in accordance with the school closure policy.

### 5. Number of places available and admissions:

- The session is fully inclusive for children from Nursery to Year 6.
- Any parent/guardian with a child that has any additional or special needs are asked to share these with the school. This is so that any child can be appropriately welcomed into the session.

### 6. Booking and Payment Arrangements:

- Parents must complete a registration form for Breakfast Club prior to the child starting

## *Breakfast Club Policy*

- Parents do not need to pre-book places for Breakfast Club, as there is always additional staff available if required. Parents can simply turn up with their child on the day/s required
- Children do not need to attend every day.
- There is no 'first come first served' basis at Ysgol Cefn Meiriadog's Breakfast Club. The school will ensure that there is a place for every child that requires one. The school will seek to appoint extra staff if numbers increase.
- If the staff: pupil ratio was exceeded on any occasion, then other staff are available on site each day.
- The Breakfast Club is free after 8.15am. From 8.00am until 8.15am the cost is 50p per day payable on Parent Pay.
- A member of the breakfast session keeps an accurate record of attendance and this is given to the school secretary every day.
- We are running the Welsh Government Free Breakfast Scheme and we send our data to the county officer on a weekly basis.

### **7. Location of Breakfast Session:**

- The breakfast session is held in the Investigators Class with use of the school toilets.
- The breakfast session food is prepared in the Investigators Class by trained staff who hold food hygiene certificates.

### **8. Behaviour:**

- The school's behaviour and discipline policy and the school's anti-bullying policy are followed with regard to behaviour to ensure consistency for the children at the breakfast session.
- If a child continually behaves badly the school reserves the right to withdraw the place, however, every effort would be made to ensure that the child was supported in improving their behaviour.

### **9. Communication with Parents:**

- The Breakfast Club is promoted in the Prospectus, at Parent introduction Meetings, in letters, on the website and on Social Media
- We communicate news about the breakfast session or any changes via newsletters, website and seesaw.

### **10. Staffing and supervision ratios:**

- The head teacher is responsible for the internal organisation and day to day management and control of our school (Regulation 6(1) of The School Government (Terms Of Reference)(Wales) Regulations 2000 (as amended by the 2002 Regulations).
- This refers and applies to the breakfast session.
- This does not mean that our head teacher needs to be on the school premises during the breakfast session, but the breakfast session staff have clearly defined roles and responsibilities and know whom to contact in case of an emergency.

#### **10.1 Staffing**

- As the school operates the breakfast session, all staff are employed through Denbighshire County and work to their policies and the schools.

## 10.2 Training

- Our breakfast session staff have appropriate qualifications to work in the breakfast session. This helps to ensure consistent messages regarding our health and educational practices.
- When new staff are appointed, we ensure that they attend relevant training.
- ALL breakfast session staff handling or preparing food have a current Level 2 Food Safety Certificate.

## 10.3 Supervision

- Our supervision ratio is 1 staff to 18 children.
- Staff levels may fluctuate to meet current needs.
- If a member of staff is absent, Mrs Anna Jones, School Secretary, will arrange any necessary cover.
- If a child's statement of Special Educational Needs identifies additional support for that child this is considered when recruiting supervisory staff for the breakfast session.
- All breakfast session staff are DBS checked and are committed to the promoting the health and well being of the children.

The breakfast Session is supervised by:

Name	Position	Duties	Qualifications
Gina Wilkins	Lead Supervisor	Take register Prepare food / put out ready for self service Organise games and activities Set up Clear away Wash up	First aid Food Preparation Food Hygiene School training for Teaching Assistants
Julie Shaw	Supervisor	Prepare food / put out ready for self service Organise games and activities Set up Clear away	First Aid Food Hygiene TA Training

## 11. Routine:

- Breakfast Club opens at 7.45am
- Parents enter the main school door to drop their children off. All doors are locked for Safeguarding purposes and parents must ring the bell at the main entrance. A member of staff will open the door to let them enter.
- The register is located in the classroom.
- The breakfast is prepared by breakfast club staff.
- Pupils sit at the tables and the staff serve them their breakfast according to their requests
- Pupils are encouraged to help clear away the dishes.
- Pupils then choose activities that they would like to do. Activities vary, some examples are: games, books to read, craft activities, writing activities, construction activities, jigsaws, etc.
- Pupils use the school toilets
- Children are encouraged to help tidy up at the end of the session

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- There is no outdoor play during Breakfast Club.

Time	Activity	Who	Location	Comments
8.00am	Set up and pupils begin to arrive Breakfast served	Gina Wilkins, Julie Shaw	Investigators Class	
8.15am	Breakfast	Gina Wilkins, Julie Shaw	Investigators Class	
8.15- 8.30	Breakfast is served	Gina Wilkins, Julie Shaw	Investigators Class	
8.30am – 8.45am	Activity time	Gina Wilkins, Julie Shaw	Investigators Class	This is when dishes are being cleared away.
8.45am	Pupils are taken into class	Julie Shaw	Investigators Class	

### 12. Parental and pupil involvement:

- We encourage children to be involved in the running of the breakfast session through some self-service of food and clearing away their own dishes.
- We also consult with the pupils about the type of activities or foods they would like (that meet the food standards).
- Volunteers can be involved in the breakfast session, but must be cleared to do so and have a CRB check.

### 13. Evaluation:

- The school sends an annual questionnaire to parents where they have an opportunity to provide feedback about Breakfast Club.

### 14. Food items and portion sizes:

#### 14.1 Food provision:

- Our school is committed to the Healthy Schools Scheme and our food is compliant with the Appetite for Life guidelines.
- Children have the choice whether to have food or not, although they are encouraged to do so.
- The registration form details any specific dietary requirements or allergies a child has.
- From time to time for special occasions and events, the school may deviate from the above menu.
- The food we provide is based on 4 food groups –
  - Milk based drinks or products and yoghurts;
  - Cereals - not sugar coated;
  - Fruit and fruit drinks;
  - Breads.
- Each child attending the breakfast session is provided with the option of having one item from each of the four food groups (see table). The children choose what they would like each day.

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- Water is always available.

Food Group	Suggested Portion Size	Suggested standard items
Milk based drinks and products	125ml or small carton	Semi-skimmed milk
Cereals - not sugar coated*	30g	Whole-wheat biscuits (1 biscuit) Cornflakes Rice based cereal Shredded wholegrain wheat biscuits Malted wheat squares Bran flakes Porridge <i>*To avoid adding sugar, children should be encouraged to use fresh fruit and dried fruit as sweeteners.</i>
Fruit	With fruit this is determined by what a child could hold in the palm of their hand or 100-125ml of juice	A selection of chopped fresh fruit or dried fruit to add to the cereals. Fruit canned in natural fruit juice. Unsweetened fruit juices.
Breads	1 slice or small roll/ bun 25g	Toast - toppings optional Note: where required a low fat polyunsaturated spread should be used and similarly a reduced sugar jam.

### 14.2 Food storage:

- Food stored in a designated breakfast session cupboard and fridge located in the school kitchen.
- Stock is rotated.

### 15. Play/educational activities:

- The club provides various Play and Educational activities for the children

### 16. Health and safety:

#### 16.1 Health and safety law:

- The breakfast session comes under the requirements of the Health and Safety at Work etc Act 1974 and as such there is a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of employees and of non employees, in this case children, parents and visitors who attend the session.

### 16.2 Risk assessment:

- In keeping with the Health and Safety etc Act 1974 and to comply with the requirements of the Management of Health and safety at Work Regulations 1999, a risk assessment for the operation of the breakfast session has been carried out and recorded in writing in order to identify the risks to health and safety.
- Any significant risks are evaluated and decisions are taken to manage those risks to an acceptable level (any actions required or implemented are proportionate to the degree of risk that is presented).
- The risk assessment is reviewed annually or as and when the need arises.

### 16.3 School Crossing Patrols:

- Children are dropped off by parents in vehicles for Breakfast Club

### 16.4 Food Safety:

- Under the 1995 Food safety act the breakfast session premises are inspected the local environmental health department. This act covers quality of premises, safety of equipment, food storage and preparation, the provision of fresh water and the disposal of waste.
- All staff preparing or handling food are trained in the Level 2 Food Safety Award.

### 16.5 Insurance:

- The school hold the appropriate Public Liability Insurance Certificate

### 16.6 Fire safety and drills:

- 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 session's register for the day will be called and all names will be checked.
- There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

### 16.7 Emergencies:

- A registration form is completed for each child. These contain emergency contact details.
- The Breakfast Club supervisor has access to the Emergency contact details for each child

### 16.8 First aid:

- In the event that first aid treatment is required, we follow the normal school procedures.
- Two members of staff at the breakfast session are trained first aiders.
- All accidents will be recorded following school procedure.

### 16.9 Medication:

- Medication will be administered according to the existing school policy on managing medication.



**17. Funding:**

- The Breakfast Club is run free of charge
- The Breakfast Club is funded in full by the schools delegated budget from monies provided by the Local Authority

**18. Complaints procedure:**

- Any complaints about the breakfast session or this policy should be made to the headteacher.

**19. Monitoring and evaluation:**

- This policy will be reviewed every year, by the headteacher and the Wellbeing Committee of the Governing Body, or sooner if the need arises.
- Consultations will be undertaken with the breakfast session staff, school staff, pupils, parents and governors.

Primary School Free Breakfast

Please complete and return to the school by .....

<b>Child's name:</b>		<b>Class:</b>		
<b>Attendance</b>				
Please indicate which days your child will be attending the breakfast session				
Mon	Tues	Wed	Thurs	Fri
<b>Special Dietary requirements</b>				
Does your child have any food allergies/intolerance?    Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, please provide details				
<b>Other information</b>				
Please provide details of any other information you feel relevant to your child's attendance at the breakfast session				
<b>Contact details in case of an emergency</b>				
Name:		Phone number:		
Relationship to child:				
Name:		Phone number:		
Relationship to child:				
<b>I confirm that I would like my child to attend the breakfast sessions when they start.</b>				
Signature of Parent/Guardian:				
Date:				

## Denbighshire Primary Schools

# Breakfast Menu

Each child attending the breakfast session should be provided with the option of having one item from each of the four food groups shown below



### Cereals

(Non sugar coated)

Weetabix  
Cornflakes  
Rice Krispies  
Shreddies  
Shredded Wheat  
Bran flakes  
Porridge  
Raisin Wheats



### Fruit

Selection of fresh fruit  
(Child's portion = Child's handful)

OR

100-125ml of fruit juice



### Bread

1 slice/small roll (preferably wholemeal)  
with a low fat polyunsaturated spread

If jam is used it must be reduced sugar and not used everyday



### Milk Based Products

Semi skimmed milk

Drinking water should be available throughout



### For variety

Other food items could be introduced one or two days a week.

For example: -

Yoghurts

Muffins; crumpets; hot cross buns; tea cakes

Smoothies

