Therefore encourage one another and build each other up, just as in fact you are doing"

1 Thessalonians 5:

Thatcham Park CofE Primary School,

Rainbow (Breakfast Club) Policy

Our Christian values underpin our ethos; every child is valued and encouraged to achieve their full potential. Every member of our school community is encouraged to respect and value each other. We want everyone to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day;
- To provide an affordable, self-sustaining, early drop off childcare facility for parents/carers during term time;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing There will always be a minimum of two Rainbow Club staff at each session. Staffing will be based on the appropriate adult to child ratio for the age of children in attendance. In addition to Rainbow Club staff, the Site Manager will be on site from 7.30am. Parents should not drop off their children earlier than the start time of 8.00am and there will be no supervision of children arriving earlier.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher who will arrange cover.

Booking Arrangements.

Places must be pre-booked, and if necessary school will hold a waiting list. If you would like your child attend the Rainbow Club, please contact the school office in order to obtain a booking form.

Status	Version	Date approved	Next Review
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Preference will be given to long-term commitments. Ad-hoc places will be granted on a case by case basis, where availability allows.

Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session. The cost will be £4.00 per session, per child. Fees will be reviewed on an annual basis.

Payment/Non-payment.

Payment may be made by electronic bank transfer, cash, cheque or Child Care vouchers. Long term commitments will be billed and must be paid monthly. Except in exceptional circumstances, and following written agreement from the School, in cases of non-payment, the place will be withdrawn if the invoice is not settled within 14 days of the last session attended. A letter will be sent in advance of any such action.

Ad-hoc places will be granted on a case by case basis, where availability allows. The session must be paid for at the point of booking.

Cancellation by Rainbow Club

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure, a member of school will endeavour to contact individuals by telephone before 7:45am. During adverse weather conditions school closure will be reported on the school's Facebook page, on the West Berkshire Council website and publicised on local radio. A 'credit' or refund will be made in respect of any days cancelled by Rainbow Club.

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend.

Refunds will, except as detailed above in respect of cancellation by Breakfast Club, only be available upon written cancellation by a parent of the child as follows:

(i) Pre-booked places will automatically continue until cancelled;

(ii) Subject to the following paragraph: cancellation of pre-booked places must be in writing and must give two weeks' notice, i.e. no refunds will be received for days between the receipt of written notice and two weeks thereafter.

(iii) Cancellation of a pre-booked place for a following term must be given no less than 2 weeks before the end of term. Failure to give notice in accordance with this paragraph will lead to charges in respect of some or all of the first two weeks of the following term on a pro rata basis (e.g. cancellation in respect of the following term given one week before the end of term will lead to charges for the first week of the new term due to the delay in notification).

Use of Registers

Children will be registered as they are admitted via the main Hall door by one of the Rainbow Club staff on duty. The register will be kept in the DT Room during the session, and stored in the school office outside of club hours.

Cooking and Serving Facilities

The Rainbow Club will supply food and equipment e.g. plates, cutlery etc., and provide staff to prepare and serve food. All staff will have appropriate food hygiene training and certification. Any information regarding allergies must be provided by parents/carers on the registration form and any changes reported to the school office as soon as they come into effect.

Organisation

Rainbow Club will be open to pupils from Foundation 2 to Year 6 from 8.00am until 8.45am. Children will be admitted and registered in the Hall. Breakfast will be available from 8.00am to 8.40am, with the last serving of breakfast at 8.25am. Parents and carers will complete a registration form with each child's details, medical conditions, parent contact details, additional emergency contact information, allergies, and this will be available to Rainbow Club Staff during each session. After the end of the club session, these will be kept securely in the school office.

Addressing barriers to achievement

Rainbow club will also be offered to some pupils who are eligible for Pupil Premium funding and that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and ensure that they are settled in the morning.

- Improve attendance by being on time for morning registration.

- Address problems relating to pupils being hungry on arrival at school.

These limited spaces will be funded by the school's Pupil Premium budget.

Resources

Rainbow club resources are kept in the DT Room. All electrical equipment must be PAT tested, as required, before use. **Behaviour**

As the Rainbow Club is run by the school, the existing school Behaviour Policy will be followed. Rainbow Club reserves the right to exclude any child from the club (in accordance with the school's behaviour policy), whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children.

Status	Version	Date approved	Next Review
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Communication with Parents

Staff will have verbal communication with parents/carers bringing children which may involve passing verbal messages to classroom teachers. A note of these messages should be recorded in case of any future confusion.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Rainbow Club will have current DBS clearance, and other required recruitment checks. These records are held in the school office. Rainbow club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the school's e-safety policy and procedures.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit. They will assemble on the Upper KS2 playground. The club register should be taken outside and all names checked. There will be a fire practice once per term scheduled and recorded.

Medication

Inhalers/epipens are kept in the appropriate classrooms for relevant children. If a child needs medication, a member of the Rainbow Club staff will escort the child to the appropriate classroom and observe/assist and record that the medication has been taken correctly. Where a child has an Epipen, a staff member will collect and return it at the start and end of session. All other medication administered will follow the existing school policy.

GDPR

Confidential documents – including registration forms - are kept securely in the school office.

Complaints

All complaints notified in writing by a parent regarding the Rainbow club will be investigated by a senior member of staff and a record kept of the outcomes.

This policy will be made available to parents and carers on receipt of any booking forms and also on the school website.

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