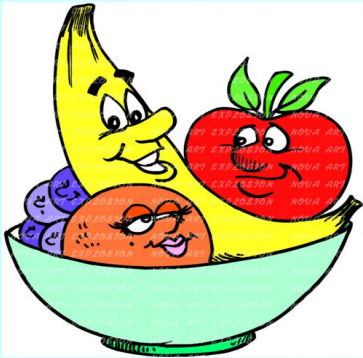


Our Lady of Lincoln Catholic Primary School

Breakfast Club



'Come and join the fun!'



Information for parents and carers

Welcome to Our Lady of Lincoln Catholic Primary School Breakfast Club.

Dates and Times

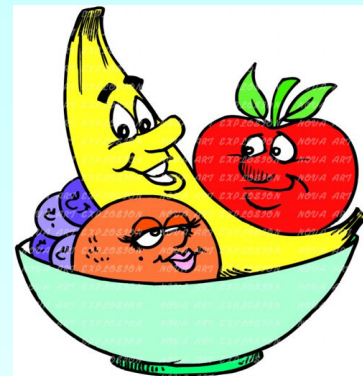
Our Breakfast Club is available before school every day from Monday to Friday from 8:10am to 9:10am. The club is run by Mrs Wells and Mrs Wessels, both of whom work within the school during the school day.

We have a staffing ratio of 1:8 and have places for up to 16 children.

The club is based in the School Community Room, a large airy room with various facilities including a kitchen area and a large multi purpose space for eating at table and other fun activities.

Both staff members are suitably qualified and hold the Basic Food Hygiene certificate.

Upon arrival, we request that parents /carers bring the children to the door and see them into the building before leaving. Your child will then be registered, and have their breakfast. They will then have a choice of various other activities to enjoy and prepare them for the day ahead! At 9:10am, the members of staff escort the children to the school playground in time for them to line up with their friends for the beginning of the school day.



Breakfast

We offer a range of healthy breakfast options which varies regularly: toast, beans on toast, pancakes, a range of cereals, fruit, yoghurt, water and juice. We also have themed Breakfast Days to coincide with various activities going on in school, such as French breakfast during Multi Cultural Education week etc; and other traditional breakfasts throughout the year.

We like to encourage children to become independent to promote their future life skills - the children are encouraged to pour their own milk on their cereals, pour their drinks and butter their toast.

Activities at the club

We provide a programme of activities which aims to be creative, stimulating and varied. Each child is encouraged to make choices in their play activities in order to promote their learning, independence and self esteem.

Our programme of activities include a choice of games and puzzles, art and craft activities. We have themed activities at different times of the year, such as bonfire night pictures, Christmas cards and decorations, Easter Egg hunt, Spring activities such as planting seeds and decorating plant pots etc.

We also have circle time and say our morning prayer together before going through to the playground to start the school day.



Booking

Please contact the School Office to enquire about booking a place. A completed registration form will be required for your child prior to him/her having a place at the club.

Payment

The cost for one session is £2.50 per child. Payment is due at the beginning of each half term, for those families who wish to book their child's place a half term in advance. Places may also be booked on a weekly basis, but must be in advance, so that staff know how many pupils to cater for at the club in terms of resources, and to ensure that we do not go over our limit of 16 places. Please book early to avoid disappointment. **If your child is in receipt of Free School Meals, you are entitled to a discount - please ask at the school office for details.**

Policies and Procedures

We follow the school's policies and procedures, copies of which are available for parents on the school website. Parents may also request a hard copy from the school office:

- Safeguarding policies and procedures
- Safe use of children's photographs policy
- Health and Safety policy
- Behaviour Management Policy
- Complaints Policy
- Medicines Policy
- Confidentiality Policy
- SEN Policy
- Equality Plan and Policies
- Arrivals policy
- EYFS Policy



If your child is ill:

If a child is unwell during their time at the club, a member of staff will contact parents to inform them, and if appropriate, arrangements will be made for them to be collected early.

Medicines

If your child is on medication, it is preferred that this is administered by parents before the club. In specific circumstances, medicines can be administered under the school's policy - advice should be sought from the school office.

Photographs:

The Breakfast Club will use the information provided by parents when their child first joined the school, as to whether they have permission to use any photographs of the children in publications or on the school website. (Please refer to Safe Use of Children's Photographs Policy on the School Website for further information.)

Mobile Phones

Mobile Phones are not permitted during the club for use by children and should only be used by staff in an emergency. (Please refer to the Safeguarding procedure policy for further information.)

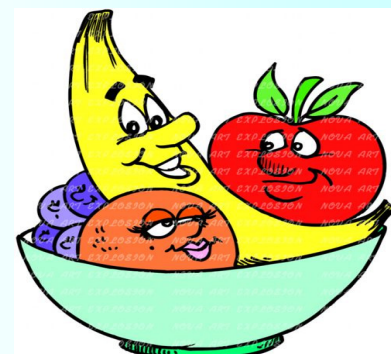


Commitment to parents / carers

We value our relationship with parents and are committed to working in partnership with you to provide high quality care for your child.

We will:

- Welcome you at all times to discuss our work and any concerns or queries you may have.
- Be consistent and reliable to enable you to plan for your child's out of school care with confidence and peace of mind.
- Share and discuss your child's achievements, experiences and friendships.
- Listen to your views and concerns to ensure that we continue to meet your needs.



Further Information

If you require any further information about our Breakfast Club, please contact the school office on 01522 527500.

We look forward to hearing from you.

