

Breakfast Club Policy



Rydym ni'n ddysgwyr... We're learners who are...

...uchelgeisiol a galluog

...iachus ac hyderus

...mentrus a chreadigol

...egwyddorol a gwybodus



...capable and ambitious

...healthy and confident

...enterprising and creative

...ethical and informed

Date of approval / implementation	July 2025
Next date of policy review:	July 2028
Head-teacher signature:	<i>Toi Jenkins</i>
Chair of Governors signature:	<i>Dafydd Jenkins</i>



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Ysgol Gymraeg Brynsierfel

...uchelgeisiol a galluog



...iachus ac hyderus

...egwyddorol a gwybodus

...mentrus a chreadigol

Dwyfor, Llwynhendy, Llanelli, Sir Gaerfyrddin,
SA14 9HD
Pennaeth / Headteacher:
Mrs Zoë Jermin-Jones

Assistant Headteacher:
Mrs Sara Saunders
Ffôn / Phone: 01554 758582

admin@brynsierfel.ysgolccc.cymru
<https://www.ysgolgybraegbrynsierfel.co.uk/>



Bach yw hedyn pob mawredd

Ysgol Gymraeg Brynsierfel's Breakfast Club Policy

Aim:

- To provide a healthy, nutritious breakfast for the pupils at the start of the school day within a happy, calm and pleasant atmosphere.
- To provide a safe and welcoming environment for pupils at the start of the school day.

Organisation

- The Breakfast Club is open from 8:00am to 8:40am. **Last entry will be at 8:30am prompt. Doors will close at this time.**
- The Club is available for pupils from Nursery (part-time and full-time) to Year 6.
- Details of pupils, such as medical conditions, contact numbers for parents and additional contact numbers in case of an emergency are kept by the Breakfast Club Manager.
- A Breakfast Club Supervisor registers pupils as they arrive at school and the register is kept by the Breakfast Club Manager.
- Pupils are not permitted to be left without parental supervision before 8:00am and all learners from Nursery to Year 2 must be accompanied to register by a parent/guardian.

Staffing

Staffing is in line with the ratio of 1:20 for pupils under 5 years and 1:35 for pupils over 5 years. Staff are on site from 7:30am onwards to prepare for opening at 8:00am. If a member of staff is absent, they contact the Breakfast Club Manager for cover to be arranged.

Safeguarding/ Health and Safety

In line with Safeguarding arrangements, all members of staff working at the Breakfast Club have an enhanced DBS and have received safeguarding training. A record is kept of these checks and dates of training.

Catering

All Breakfast Club staff have a Food Hygiene Certificate.

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Fire Arrangements

If there is a fire in the school building, pupils and staff will follow the usual arrangements, evacuating the building in a safe, quiet and orderly manner through the nearest fire exit.

- They will congregate on the school field.
- The register will be taken outside by Breakfast Club staff to ensure every pupil is present.
- A fire drill is held once every term.

Communicating with Parents/Guardians

Staff will speak to parents/guardians as they bring their children to the Breakfast Club and this can result in passing on messages to the class teachers. Breakfast Club staff also pass on written messages to class teachers from parents/guardians.

Medicines

If a pupil needs to use his/her asthma pump, a member of staff in the Breakfast Club will supervise.

- All medicines should be regularly updated.
- All information regarding allergies should be regularly updated.
- Pictures of pupils with allergies are displayed in central places around the school with instructions on the use of an epi-pen.
- Any information received from parents/guardians regarding an allergy or medicines is kept on the registration form.

Closure

- The main reasons for closure are extreme weather conditions, such a snow or problems in the building, eg no heating or no water supply.
- When extreme weather conditions mean the school has to close, this is reported on the County Council's website, through text messages to parents and on the school's Twitter page.

Transferring pupils to class

At 8:40am, all pupils walk in an orderly manner to the classrooms where they are met by their Class-Teachers. Members of the Breakfast Club staff pupils to their classrooms where they are met by their Class-Teachers and Teaching Assistants at 8:40am. Breakfast Club staff have a pink book to record the transfer of pupils to Class-teachers every morning.

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Complaints

Any complaints will follow the School's Complaints Policy.

Date of Policy Review : July 2028

Signed by: *Dafydd Jenkins* (Chair of Governors)

Signed by: *Mrs Z Jermin-Jones* (Headteacher)