Tel: 01763 243392

Email:admin@icknieldwalk.herts.sch.uk

Head Teacher: Mrs Jane Sherwood
Deputy Head: Mr James Taylor

Icknield Walk First School
Poplar Close
Royston
Hertfordshire
SG8 7EZ

Rise & Shine Breakfast Club – Information for Parents

Initial enquires should be directed to the Ms Holt via the breakfast club email (breakfast.club@icknieldwalk.herts.sch.uk). Please indicate which sessions you require for your child and whether your chid has any particular needs or requirements (including SEND and dietary requirements).

Booking into Rise and Shine Breakfast Club

- There are 2 price brackets; starting at 7.45am and at or after 8am
- Breakfast is served until 8.30am and there is no admittance to the Breakfast Club after 8.40am, please note that children arriving at 8.30am will not be able to have breakfast.
- You are asked to pay in advance using School Gateway.
- Two days' notice is required if you no longer want the breakfast club session that you have previously booked otherwise you will be charged for it.
- Once your child is registered to breakfast club it is possible to book spaces up to 8pm the night before if you email Ms Holt breakfast.club@icknieldwalk.herts.sch.uk. Please note our place numbers are limited and late booked spaces cannot be guaranteed.
- If your child is ill and does not attend school you will not be charged for your booking. However, if you have also booked for a sibling you will be charged for that space at the first child rate.

Breakfast Club Procedures

Parents or carers will drop their child off at the breakfast club door and Ms Holt will sign them in.

Parents are requested not to park in the staff car park (unless they have a sleeping younger child in the car that they do not wish to disturb) and only then before 8am.

Children will be escorted to class in time for registration.

Health and Safety

Administration of Medications – please see whole school medicine policy.

Please hand the medication and form to Ms Holt, who will transfer it to your child's class. Please note the medication form can be downloaded from the school website, or a paper copy can be requested from the school office.

Children who self-administer medication such as inhalers must keep one in their bag. Breakfast club staff to be informed by parent of this.

The Rise and Shine Breakfast Club cannot admit children who have suffered sickness or diarrhoea within the previous 48 hours.

Please note that we are an inclusive school and will work towards ensuring that all children are able to attend breakfast club, however if your child has specific needs it may take us longer to be able to offer a place, as we may need to make alterations to the environment, recruit additional staff and look for additional funding streams, in order to keep your child safe.

Child Protection

The Rise and Shine breakfast club follow the main school's child protection policy.
The first responsibility of the staff is the well-being of any child and staff will take action where concerns exist.

Behaviour

At the club we are committed to providing high quality child care in a relaxed environment.

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We follow the School's behaviour and relationships policy and encourage all children and staff to treat each other with respect and care.
Key points:

1. We praise and reward pro-social behaviour.
2. We encourage children to respect each other and their achievements.
3. Negative behaviour is challenged and discussed with the child and where necessary consequences are put in place to help the child learn how to behave pro-socially.
4. We may discuss negative behaviour with parents or carers.

Significant behaviour issues:

- The head teacher has the authority to suspend a child from the club and may, at her discretion, contact the parents or carers and request that they come immediately to the breakfast club to withdraw their child.
- Parents and carers may appeal to the Head Teacher and Governors, whose decision is final.

Complaints Procedure

The Rise and Shine Breakfast Club welcomes all kinds of feedback. If a member of staff or parent has a complaint they should:

1. Speak to Ms Holt (we hope the complaint can be resolved at this stage).
2. Speak to the Head Teacher
3. Follow the schools complaints procedure

Agreed by the Governing Body, September 2024.