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Email: [admin@icknielwalk.herts.sch.uk](mailto:admin@icknielwalk.herts.sch.uk)

Headteacher: Mrs Jane Sherwood  
Deputy Head: Mr James Taylor



Ickniel Walk First School  
Poplar Drive  
Royston  
Hertfordshire  
SG8 7EZ

## Rise & Shine Breakfast Club – Information for Parents

### Booking into Rise and Shine Breakfast Club

- There are 3 price brackets; starting at 7.45am, at or after 8am and after 8.30am.
- 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.
- It is possible to book spaces up to 8pm the night before if you email Ms Holt [breakfast.club@icknielwalk.herts.sch.uk](mailto:breakfast.club@icknielwalk.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.

### Procedure for children arriving at the Breakfast Club

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 Procedures

#### 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.

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.

### Child Protection Policy

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.

Achievement

Celebration

Teamwork



Artsmark  
Gold Award  
Awarded by Arts  
Council England



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### Behaviour

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

To maintain this we do expect all children to behave well and, therefore consider it necessary to have a clear code of conduct which is to be followed by everyone at the club.

1. We praise and reward positive behaviour.
2. We encourage children to respect each other and their achievements.
3. Unwanted behaviour is challenged and discussed with the child.
4. Discussion with parents and carers is an important part of dealing with a child's unwanted behaviour.
5. Children and staff are treated with respect and care.

At Rise and Shine Breakfast Club we expect everyone to follow the club code of conduct which is regularly reviewed with the children.

- Should an incident of unwanted behaviour occur, a member of breakfast club staff will talk to the child or children, and may suggest they think of alternative activities or if necessary sit out for a while to calm down.
- Following a significant incident, or repeated incidents of unwanted behaviour the head teacher will be informed and school behaviour policy followed.
- Parents and carers will be involved if the above procedures fail to stop the inappropriate behaviour.
- 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 2020-2021.

*Achievement*



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*Celebration*



– School Sport Partnership –

*Teamwork*

