

SEAHAM HIGH SCHOOL



Breakfast Club & Extra-Curricular Activities Policy

Review Date	Cycle	Reviewer	Adopted	Committee
June 2023	Annually	Headteacher	June 2023	Full Governors

BREAKFAST CLUB & EXTRA-CURRICULAR ACTIVITIES POLICY

At Seaham High School we endeavour to create a caring community in which all individuals are valued and feel safe.

Aims

- To provide a welcoming, safe, secure and welcoming environment for pupils before the beginning of the school day.
- To provide children with the opportunity to have a simple nutritious breakfast before the beginning of the school day in a pleasant, calm and relaxed environment.
- To enable the school to provide academic or pastoral intervention sessions to improve student academic performance
- To continue to build positive relationships with parents.

Organisation of Breakfast Club

- BREAKFAST CLUB IS CURRENTLY UNDER REVIEW DUE TO LACK OF UPTAKE
- Breakfast Club is open from 8:15 am – 8:30 am. It is free of charge and open to all students.
- Entrance to the Breakfast Club is via the Green gate at the side of the main entrance. Breakfast is available in the Dining Hall next to the servery.
- Children who arrive for Breakfast MUST sign in with the Duty member of staff and eat breakfast near the servery.
- Breakfast stops being served at 8:30 am.
- Normal school rules and expectations apply during this time.
- Students having breakfast must remain on site during this time.
- When the bell sound students must attend registration as normal.
- Students who are not having breakfast but have arrived in school earlier than the Registration bell are permitted to wait outside in the quadrangle area or wait inside in the Dining Hall or Library. These students are not required to sign in. Students are able to access their Lockers if they have one but MUST not wander inside the school building.

Organisation of Intervention Sessions

- The school is open from 8:00 am for students in Year 11 who wish to revise silently in the Library or have been invited for Breakfast revision sessions.
- The school is open from 8:00 am for students invited to individual or group intervention sessions designed to improve academic performance.
- The school is open from 8:00 am for students who are due to attend the exclusion unit from 8:15 am or have a morning detention.

- Entrance to Breakfast Intervention sessions is via the main entrance as the Green gates will be locked until 8:30 am unless numbers for Y11 are very large in which case they will be opened earlier. Students must sign in with the member of staff on entering the Dining Hall regardless of whether they are attending the Library, Intervention session or Exclusion Unit unless numbers for Y11 are very large in which case the member of staff will take a paper register in their session for use in the event of evacuation.

Staffing

- There is one Breakfast Club Supervisor who is on site from 8:00 am to register students entering the building from 8:00 am to 8:30 am. This member of staff will also register and supervise the Breakfast area from 8:00 am to 8:30 am and ensure that everyone having a breakfast signs in. The Breakfast Club supervisor will be the Cover Supervisor and in their absence a member of the LSA Team.
- The Library will be supervised from 8:00am by the Librarian and in their absence a member of the LSA Team.
- The Exclusion Unit will be staffed from 8:00am by a member of the Student Guidance Team. This person will supervise the exclusion unit and morning detentions with the support of other Student Guidance members needed. In their absence the Exclusion Unit will be supervised by others within the Student Guidance Team.
- Individual intervention sessions will be supervised as and when they are organised bearing in mind appropriate staffing levels are needed.
- From 8:00 am members of Student Guidance will be available and on Duty. Cover Supervisors will also be available either in the Dining Hall or in the area outside of the Green Gates
- From 8:35 am- Teaching staff should be outside to supervise students arriving into school. Duty locations are published at the beginning of each academic year and reviewed.
- If a member of staff is going to be absent they will ring their appropriate contact in order for replacement staff to be arranged.
- In addition to Breakfast Club staff the Facilities Manager will also be on site from 8:00 am.
- The office opens at 8:00 am and members of the Senior Leadership Team are usually on site from 8:00 am onwards.

Safeguarding

- In accordance with safeguarding arrangements, everyone involved in the running of the Breakfast Club, will have a current DBS clearance. These records are held in the school office.
- Breakfast Club staff follow existing school policies and procedures for child protection and the code of conduct.
- Where ICT equipment is used they must follow the school's E Safety Policy and Procedure.
- Behaviour

- As the Breakfast Club is run by the school, the existing school Behaviour Management Policy will be followed.
- If a child continues to behave badly the school reserves the right to withdraw the place, either temporarily or on a permanent basis.
- Given that from 8:30 am the Green Gates are open allowing students to enter the site it also means students as they head to their line up spot are able to leave the site if they wish, those students who are identified as a potential flight risk by their parents or by staff will have a Risk assessment completed and will NOT be allowed to attend any form of the Breakfast Club.
- Responsibility for remaining on the school site remains the responsibility of the child and the parent.

Catering

- Food is provided by Creative our school caterers and their staff who all have Food Hygiene certification
- The school kitchen is used for preparation and serving of food.
- For cereals and cold drinks children are encouraged to serve themselves.

Health and Safety

- All electrical equipment is PAT tested regularly in accordance with regulations
- A separate risk assessment has been completed for Breakfast Club sessions and activities completed by the Facilities Manager (Attached)

Communication with Parents

- Any communication regarding Breakfast Club will be from appropriate staff leading on Intervention sessions, or Student Guidance organising morning detentions and the Exclusion Unit.

Fire Procedure

- In the event of a fire between 8:00 am and 8:30 am, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate in the MUGA
- The Breakfast Club register will be taken outside and all names checked.
- In the event of a fire between 8:30 am and 8:45 am when formal registers are taken, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- A designated member of staff (Facilities Manager or member of SLT) will prevent any children entering the site through the Green Gates at the side of the Main Entrance and safely those students to the East side of the Building. A designated member of staff will have opened the Eastern Green gates to allow students access to the MUGA area where

they can be safely supervised. Should this not be opened then staff and students should gather on the field. Registers at this point are meaningless as students are arriving and will not have been registered.

- Fire evacuation procedures for this time have been adapted by the Facilities Manager
- There will be a fire practice at least once per year.

Cancellation

- The only possible causes 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 text message will be sent as early as possible.
- During adverse weather conditions school closure will be reported on Durham Council's web site, SUN Radio and the school web site.

Medication

- Inhalers are kept in a designated box in the First Aid room. If a child needs an inhaler, a member of the Breakfast Club staff will escort the child to the First Aid room where the First Aider will observe that it has been taken correctly.
- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff have access to this.

Extra-Curricular Activities

- The school has a range of extra-curricular activities including external visitors, speakers, clubs, detentions and intervention sessions.
- Registers are taken in detention, after school activities Homework Club, logged on school cloud or class charts, monitored by SKE.
- Member of staff responsible should take students out to evacuation area, supervise them and ensure they are safe.
- Person in charge after school - most senior member of SLT/Facilities Manager till 4:00 pm.
- All extra-curricular activities should be complete by 4:05 pm unless agreed with the Facilities Manager in advance in instances such as extra-curricular visits arriving back late, Rehearsals for the school play or Open evening - in which case the designated member of staff leading the visit or event is responsible for ensuring staff and students are safely out of the building.
- The role of the site staff have been amended so that they are responsible for registering any staff such as cleaners before and after school.

Complaints

All complaints will follow the school's Complaint Policy.