

Breakfast Club Policy

Lady Bay Primary School

2026



Written: S. Border

Date reviewed: 8.9.26

Date of next review: September 2027

Aims:

To provide a happy, welcoming place at the start of the school day where all children are valued.

To support working parents by providing an affordable childcare facility

Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times:

Monday to Friday 7.30am – 8.55am. Term time only.

Breakfast stops being served at 8.15am.

INSET Days:

Breakfast club will not operate on staff development days

Admissions:

The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements:

Fees to be paid in advance, when booking. The cost of the club is £6 per child, per day. Bookings may be made on ParentPay following an expression of interest to the school office.

Bookings will not be held without payment. Bookings must be made on ParentPay a week in advance, or for short notice bookings, in person through the school office.

Fees will still be charged for absences unless the club is closed by the school.

If the club is used in an emergency or one off basis payment must be received on the day.

We reserve the right to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded. The Breakfast Club is unable to accept childcare vouchers, but may be able to in the future.

If you need to cancel your booking, please do so in advance or you will still be charged. Cancellations must be by the end of the previous school day (3.25pm). If you need to cancel a Monday session. It must be done so by 3.25pm on the Friday.

Location of Breakfast Club:

The Club sessions are held in the Dragons' Diner. The School's lunch kitchen is used to wash tableware. The equipment and foods are kept in the Breakfast Club cupboard in the hall. Staff will ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club.

If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, Breakfast Club will feature in the School's termly newsletter.

Letters or texts will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Breakfast will be led by Mrs. Latham with a team of breakfast club assistants

There will be a suitable ratio of adults to children based on the numbers attending

They will work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They will organise the cleaning of all of the equipment required to run the breakfast club and prepare the food.

In addition to Breakfast club staff, other school staff members are on site from 7: 45am onwards.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring Mrs. Wells or Mrs Smith or the Headteacher who will arrange any necessary cover.

All staff have a DBS check. 1 member of staff will be trained in Basic Food Hygiene and holds a certificate. Staff are identified by a lanyard with their photo and name.

Routine:

Children should enter Breakfast Club via the Dining hall entrance from the KS2 playground.

Children will be registered upon arrival.

They will receive their breakfast food.

Once they have eaten, they will clear their own cup and plate away from the tables and take them to be washed up by a member of staff.

During their time at the club they will have the choice of activities in which they may wish to participate.

Children will only use the main school toilets.

Children will help tidy up equipment at the end of the club.

The staff will then supervise the children to their classrooms at 8.55

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the Dragons' Diner where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

Complaints Procedure:

All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text or phone by 7.15am
- School closures are reported locally on the radio

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills.

Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific dietary or medical requirements a child has.

The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offers structured activities as well as free choice. Weekly programmes of activities may include:

Art using various mediums

Crafts using a wide variety of textures and materials

Construction and Lego toys

Board games

Emergencies:

As part of the registration form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

The club's register for the day will be called and all names will be checked.

There will be a fire practice in accordance with the School's emergency fire and evacuation policy

Safety & School Policies

Health and Safety:

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast Club sessions and activities.

Equal Opportunities:

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures:

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and Breakfast club will follow the school's first aid policy.

Medication:

Medication will be administered according to the existing school policy on medication.

Policy Review:

This policy will be reviewed and evaluated by the School's Senior Leadership Team every two years.