



# Breakfast Club Policy

Review Date January 2023

Every Child, Every Chance, Every Day; Working Together



# BREAKFAST CLUB POLICY

Review Date – January 2023

## Aims

- To offer a safe, secure and friendly environment in which children can enjoy a healthy, nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos, to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit embraced by Crabtree Farm Primary School and contribute towards the extended school role.

## Opening Times

The Breakfast Club will open term time only every morning, Monday to Friday  
8:15am – 8:50am

A register is taken when the children arrive.

Breakfast comprising of options such as: cereal, toast, cheese on toast, eggs, bacon, sausage, beans, porridge, yoghurt, fruit and juice will be provided, as well as activities for the children.

## Once the children have eaten

Once the children have finished eating, there are educational activities set up for them to participate in.

All breakfast club members go directly to their classrooms at 8.50 am, ready for a 9am start to the school day.

## Key members of staff

- Breakfast Club administrator - Mrs Spalton
- A member of the Senior Leadership Team
- Teaching assistants (on a timetabled basis, where possible one from each Key Stage)
- Catering staff (who cook the breakfast)

All staff are DBS checked, certified in First Aid, and have had appropriate training.

The ratio of staff to children is in line with Government recommendations.

The administrator will keep a list of all members of the breakfast club and a register of attendance will be taken daily.



## **Fees and Payment**

Breakfast club is offered to pupils of Crabtree Farm Primary School during term time only. The cost is £1 per child, per session. Payment is to be paid in advance via the Gateway App. The school does offer a limited number of free breakfast club places (60). These places can be applied for by contacting the school office, or may be offered through an identified need. Each request is reviewed on the needs of the pupil.

## **Guidelines for Children, written specifically for the pupils attending**

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. The rules at Breakfast Club are generally those that apply throughout the school day, alongside a few Breakfast Club specific rules.

The children will be expected to follow these rules:

- We do as we are asked first time (including following adult instructions)
- We look at and listen to who is speaking
- We keep our hands, feet and objects to ourselves
- Be polite to everyone, we use quiet voices and friendly words
- Behave in a calm and quiet manner
- Respect other people's property
- Do not leave the Breakfast Club room once you have been signed in, unless an adult gives you permission

## **Guidelines for Parents/Carers**

- Please pay Breakfast Club fees promptly using the Gateway App. If you have a problem paying the fees or your circumstances change, please talk to the school office staff.
- All matters will be dealt with as quickly as possible and with discretion.
- In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If your child does not follow the rules of the Breakfast Club, then after consultation with you and due warning, the child's place will be forfeited.
- Once confirmed that your child has a place to attend Breakfast Club, arrive at the breakfast club door from 8.15am, where Mrs Spalton will greet you.

## **Policies and Procedures**

School Policies relevant to the Breakfast Club include:

- Equalities Policy
- Health and Safety
- Behaviour Policy
- Safeguarding Policy
- SEND Policy



## **Parent/Carer and Pupil Feedback**

The school values parent/carers and pupil opinions and will welcome feedback on how the club is run.

## **Complaints Procedure**

Should there be any concerns regarding the Breakfast Club, please follow the guidance in the school's Complaints Policy.

Miss Haskey, Head Teacher  
January 2022, to be reviewed in January 2023

