

Approved: Summer 2024
Review: Summer 2026

THE GLEBE PRIMARY
SCHOOL

Breakfast Club Policy





Breakfast Club Policy

Gateway to Learning where Every Body Excels

Aims:

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To provide Pupil Premium children with a nutritious breakfast, free of charge, without stigma.
- To provide an affordable, early drop off childcare facility for working parents and carers.
- To help build positive relationships with parents and carers.
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.
- To provide a calm play environment in which children can engage socially with other year groups therefore strengthening relationships within the school community.
- To help improve school attendance and late arrivals by encouraging attendance at Breakfast Club.

Organisation

- The Breakfast Club is open to pupils aged 4yrs to 11yrs.
- The Breakfast Club runs from 8.00 am to 8.45 am.
- Parents / Carers are asked to ensure children arrive at Breakfast Club by 8.20am.
- We will provide a healthy breakfast which is served up until 8.30am followed by activities to assist learning such as doing homework, reading, drawing, watching educational programmes and playing board games and additional age-related activities.
- Children will not be allowed to leave the Breakfast Club room to play outside unsupervised.

Staffing

Mrs Wells is the Breakfast Club manager responsible for the organisation and management of the club.

Additional staff support with the supervision of children as required by ratios.

Maximum Club Numbers and Staffing Ratio

Breakfast Club is a 45-place provision. This will only be increased in case of emergencies and will always be subject to maintaining the ratios set out below:

- 1:8 for children in EYFS
- 1:15 for 5-11yrs

Qualifications

Role	Staff Member	Qualifications
Manager	Mrs Wells	Higher Level Teaching Assistant First Aid Food Hygiene
Supervisory Assistant	Miss Stephenson	L3 Teaching Assistant
Supervisory Assistant	Mrs Glass	L3 Teaching Assistant First Aid
Supervisory Assistant	Mrs Paterson	Breakfast Club Supervisor
Supervisory Assistant	Mrs Cleary	Food Hygiene

Access

Children and parents enter Breakfast Club through the door into the small hall area. Due to safeguarding regulations children need to be accompanied to the door and 'signed in' by a member of staff.

Bookings

- Bookings are made by parents/carers using their 'schoolgateway' account.
- All bookings need to be made on the system, in advance, so that we can ensure correct staffing levels / ratios.
- Sessions are released each half term and bookings can be made up until 7.30am each morning - subject to availability. If the sessions are fully booked, parents will be unable to make a booking.
- All pupils eligible for Pupil Premium can book sessions 'free of charge'. If you would like to take advantage of these sessions, please contact the School Office prior to the first session.

Cancellations

Refunds will only be made for cancelled sessions if:

- 48 hours notice is given
- The child cannot attend due to illness

When a child who is eligible for Pupil Premium does not attend three pre-booked sessions without giving notice or in the event of illness, their 'free of charge' Breakfast Club may be revoked and payment required thereafter.

Fees

Following a number of years where we have received grants and significantly discounted annual rates for bagels and cereals, costs have now increased. From September 2023 we pay a discounted rate through the National School Breakfast Programme (NSBP) for bagels and some cereals. As a result of these charges and increases in staffing costs may need to increase across this year.

The cost per session is currently £3. This will be reviewed on a regular basis to ensure that Breakfast Club is sustainable.

Safeguarding

- Staff will be responsible for the safety, care and management of children, treating them with respect at all times.
- In accordance with school safeguarding arrangements, all staff involved in the running of the Breakfast Club will have DBS clearance. Staff will follow existing school policies and procedures for child protection and the staff code of conduct.
- Children with allergies and medical conditions will be carefully monitored.

Behaviour

All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.

(See also the School Behaviour policy)

Breakfast Club Menu

Cereals (various)

Toast with butter/low fat spread

Baked Beans

Bagels

Semi-skimmed Milk
Water
Fresh Fruit

Fire Procedures

In the event of a fire, staff and children will follow the school procedures, leaving the building in a calm orderly manner via the nearest exit and will congregate in the Key Stage 1 playground or a safe place. The Breakfast Club register will be taken outside and all names checked. There will be a fire practice once per term.

Health and Safety

The club will comply with school Health and Safety policies and procedures.

Compliance with food hygiene standards will be maintained at all times.

Communication with Parents

Parents and Carers are sent relevant information and communications via 'schoolgateway', and paper letters.

Parents/carers may make appointments with a member of the Breakfast Club staff to discuss matters/issues pertaining to the Breakfast Club.

Any issues should be raised with a member of staff in the first instance. If the matter cannot be resolved, it will be escalated to the Senior Leadership Team.

Administration of medicines

Inhalers are kept in the relevant classrooms. If a child needs an inhaler, a member of the Breakfast Club staff will escort the child to the classroom and observe that the medication has been taken correctly.

(See also school Administration of Medicines Policy)

Joining Breakfast Club

To join Breakfast Club, an application form (available from the main office) needs to be filled in and submitted. Once reviewed, parents/carers will be notified that they have been accepted and can book sessions online.

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This policy has been approved at a meeting
of the Governing Body of the Glebe Primary
School

On: ...Summer 2024.....

To be Reviewed: ...Summer 2026.....

Chair of Governors:

.....Gill Broome.....