



**Royd Nursery
Infant School**

Learning, caring and
sharing together



**Deepcar St. John's
C of E Junior School**
where the individual
matters

Policy: Breakfast Club

Adopted by Governing Body on	March 2024
Headteacher	Louise Jones
Date of Review	March 2025

Breakfast Club Policy

The Breakfast Club operates under the umbrella of Deepcar Primary Partnership and fully adopts all policies and procedures currently in place at Deepcar St John's CE Junior School and Royd Nursery Infant School. These policies can be found on the school website.

Aims

- To provide an affordable child care facility each morning.
- To provide a safe, welcoming and secure environment for children.
- To provide a calm environment in which children can access a range of fun, enjoyable and educational activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- Breakfast Club runs during term time Monday to Friday, starting at 7am.
- Children can be dropped off at the club from 7am and it is open to all children from aged 2 to Year 6. This will be under termly review.
- Reception & KS1 children will be escorted to their classroom by the classroom internal entrance.
- KS2 children will be taken to their classroom door for the start of the school day.

Venue

- Breakfast Club is based in a spare classroom (class 6). Breakfast will be in the school dining room.

Staffing

- The school operates a 1:15 staffing ratio for Breakfast Club (1:5 for 2 year olds, 1:10 for children under 5 years old) all staff hold fully updated DBS and safeguarding checks.
- Breakfast Club staff have completed the Emergency First Aid training.
- All staff will adhere to the staff Code of Conduct and all school policies.
- The club will be led by a Level 3 or equivalent, or higher qualified member of staff.
- Staff preparing the breakfast have completed food hygiene training.

Booking

- There are two ways to book Breakfast Club – pre booking and emergency booking. There is an additional charge of £1 for bookings made with less than 24 hours' notice.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Parents will need to pay through Parent Pay, on an ongoing basis for pre-booked sessions.
- Pre-booked sessions will be booked in advance using the Breakfast Club Booking Form. Booking forms can be found on the school website and at the school office.

Fees and costs

The following prices apply to Breakfast Club sessions.

Pre-booked sessions

From 7am	£9.00
From 7.30am	£7.00
From 8am	£5.00

- For emergency sessions (within 24 hours) there will be an additional £1 charge on each time slot listed above.

Ad-Hoc Bookings can be made by contacting the school office and payments for Breakfast Club sessions will be made through the Parent Pay system.

Registration

- We expect all children to be walked to the door by an adult.
- From 8am children will be taken to the dining room to have breakfast. If there is no one in class 6 please go to the hall door and ring the doorbell.
- Reception, Y1 & Y2 children will be taken to their classrooms for the start of school.
- Children in Y3, 4, 5 & 6 will be taken by a staff member to their classroom entrance.
- A register of children who attend Breakfast Club is taken at the start of each session.
- Parents will need to bring their children to school by using the top black gate, following the path to the right and through the blue gate.
- Please be aware that parents will not be contacted if their child does not arrive at Breakfast Club as expected. Contact will only be made with parents of absent pupils after normal registration at the start of the school day.
- No child should arrive at breakfast club before 7am.

Cancellation

- All pre-booked sessions will be charged in full, refunds will not be made for none attendance.
- Breakfast Club operates a four-week cancellation notice. Any cancellations made with less than four weeks' notice will still be charged in full.

Absence

- There will be no charge if the child misses a session due to an educational or residential trip.
- Please can parents notify the club if for any reason their child will not be attending a pre-booked session.

School Closure

- If school is closed or has to close early, Breakfast Club may not run. Refunds on these occasions will be given.

Snacks

- The Breakfast Club operates a healthy menu policy.
- Typical foods available during Breakfast Club include: fruit juice/ water, toast/crumpets and cereals.
- Dietary needs and allergies can be catered for if we are given prior notification. All dietary requirements should be discussed with staff at the time of booking.

Activities and Resources

- A range of activities are planned each session for the children in Breakfast Club. These may include role-play, creative, construction, reading, computers/iPads and learning & discovery
- Resources are stored in the stock room and are subject to the school's Health and Safety monitoring and PAT electrical testing.
- The age of the children are considered when planning activities to ensure they are appropriate.

Safeguarding and health and safety

- A separate risk assessment is completed for the use of Breakfast Club each year.
- The school's fire procedures are fully adopted by Breakfast Club. Copies of the fire emergency evacuation plan are displayed in the main entrance, classrooms and in the dining room. The fire assembly point is on the school playground.
- Staff must follow the school Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the Breakfast Club.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the Breakfast Club's accident book and a medical form will be completed.
- Parents/carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

Complaints

- Any complaints should be made in writing to the Headteacher.

Breakfast Club Registration Form

Please complete and return to school

Child's Name	
Date of Birth	
Year Group in School	
Allergies	
Dietary Requirements	
Other medical information	
Emergency Contact 1.	
Emergency Contact 2.	
Email Contact(s)	

All children will be registered into the club when they arrive.

Signature _____

Date _____