



# *Barrowby Church of England Primary School*

## **Breakfast Club Policy**

### **1. Introduction**

- 1.1 At Barrowby CE Primary School we aim to provide a secure, welcoming, before school facility so that children: eat a healthy breakfast, improve their social skills, are physically active and are ready to learn.
- 1.2 The Breakfast Club provision operates term time only (excluding inset days) from:
  - 7.45-8.45am

### **2. Objectives**

- 2.1 To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- 2.2 To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- 2.3 To develop the children's social skills.
- 2.4 To encourage the children to be physically active.

### **3 Staffing**

- 3.1 Our Old School Room Breakfast Club Staff must be prepared for the entrance of children into the Old School Room at 7.45 am.
- 3.2 A register will be taken as children enter to provide a record of attendance each day.
- 3.3 Breakfast is provided by the staff at the Breakfast Club.
- 3.4 The Breakfast Club Staff will be responsible for planning the programme of activities.
- 3.5 Any parents who come into the corridor outside the Breakfast Club room to provide reassurance for their child must be advised to leave at the earliest sensible opportunity.
- 3.6 It is expected that the Behaviour Policy of the school will be consistently applied by all staff.

## **4 Staff Absence and Emergencies**

4.1 If a member of staff is absent, it is expected that the procedures for reporting absence will be followed.

4.2 Any planned absence must have been requested and agreed with the Head Teacher.

## **5 Booking Arrangements**

5.1 Parents must make their booking and payment in advance using ParentmailPMX.

5.2 All bookings and fees are to be paid by 10.00am on the Wednesday each week prior to the week they are attending.

5.3 Payment is due for all booked sessions.

5.4 The current fees are:

- Breakfast Club 7.45-8.45am £4.50
- Breakfast Club 8.15-8.45am £3.00

## **6 Use of Registers**

6.1 Children are registered as they enter the Breakfast Club. In the unlikely event that a child turns up who is not on the register they are added if there is availability and parents charged accordingly.

6.2 The Breakfast Club Supervisors will retain the registers.

6.3 In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

## **7 Organisation**

7.1 Our Old School Room Breakfast club is open to all children from Reception to Year 6 from 7.45 am to 8.45 am in the Old School Room.

7.2 Pupils enter the building through the door near the Old School Room from 7.45 am until 8.30 am and through the main school foyer from 8.30 am to 8.45 am.

7.3 Pupils are welcomed at the door by the supervisors who register the children, help the younger children with their outer clothing and bags. Parents must leave their children at this point, as the children enter the Old School Room.

7.4 Children then decide what they would like for breakfast and advise a member of staff who will then supervise the children.

7.5 As each child finishes their breakfast they clear away their crockery and cutlery then leave the table where activities are laid out.

7.6 Expectations are clear and linked to the school's values e.g. Creativity, Respect and Independence: good table manners and quiet behaviour throughout.

7.7 Children must use the corridor toilets if necessary.

- 7.8 All activities are cleared up at 8.15 am so that the children can settle and enjoy a story before leaving the Old School Room at 8.30am to walk through the building to the playground.
- 7.9 The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.
- 7.10 Parents are expected to leave children to enter breakfast club at the outside door. Any deviation to this would be, for example if children were unsettled or unsure, in which case they can be accompanied for a few days. The expectation would be that children would quickly become familiar with the routines and grow in confidence so that they become independent.

## **8 Fire Procedure**

- 8.1 Children should exit from the Old School Room through the nearest exit and assemble on the grass near the car park. The gate at the side of the school will be opened for them to then go to the assembly point on the playground.
- 8.2 All registers should be taken and the Fire Warden informed when the children have been checked off and are present.
- 8.3 When told by the Fire Warden that it is safe to return to the school building, the children should be escorted back to the Old School Room.

## **9 Activities**

- 9.1 A range of activities will be provided to extend and develop children's skills when they have eaten breakfast. These will be differentiated in accordance with the age and interest levels of the children and may include jigsaws, reading materials, colouring, board or mat games for pairs or small groups. There may also be physical activities and links to leading a healthy lifestyle.

## **10 Environment**

- 10.1 The safety and management of the environment is the responsibility of the Breakfast Club Staff. Any spillages etc. must be removed promptly. All equipment must be cleared away at the end of the session, including mops/brushes so that the Old School Room can be used for alternative purposes.

## **11 Inappropriate Behaviour by Children**

- 11.1 Individual incidents of inappropriate behaviour by children will be dealt with by Breakfast Club Staff using the school's Behaviour Policy.
- 11.2 Any repeated unacceptable behaviour will be documented and submitted to appropriate school staff so that a course of action can be determined.
- 11.3 The head teacher has the discretion to not allow a child to attend Breakfast Club if inappropriate behavior persists.

## **12 Related Whole School Policies:**

12.1 The Breakfast Club is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

- First Aid Policy
- School Safeguarding Policy
- Child Protection Policy
- Health and Safety Policy
- Supporting Children with Medical Conditions Policy
- Behaviour Policy
- Critical incident Policy
- Anti-bullying Policy

### **13 Breakfast Club Policy Review**

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025

Next review: September 2026