

**Policy: Breakfast Club**

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| **Adopted by Governing Body on** | **April 2025** |
| **Headteacher** | **Louise Jones** |
| **Date of Review** | **April 2026** |

**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.
* Dates of when sessions can be booked are on the school website.
* All spaces are subject to availability based on ratios.
* Places are allocated on a first come first serve basis.
* Parents/Carers will need to pay through ParentPay, on an ongoing basis for pre-booked sessions.
* Sessions must be booked in advance using ParentPay. How to book sessions using ParentPay is available by clicking this link [https://parent-support.parentpaygroup.com/hc/en-gb/articles/15444655523985-ParentPay-Clubs-How-to-Book-a-Session#parentpay-clubs-how-to-book-a-session-0-0](https://parent-support.parentpaygroup.com/hc/en-gb/articles/15444655523985-ParentPay-Clubs-How-to-Book-a-Session%23parentpay-clubs-how-to-book-a-session-0-0)
* For families using Working Parent Entitlement hours, booking is to be made using the Breakfast and After-school Club Book form available on the school website and at the school office.
* Please note that from September 1st 2025, for new families accessing Early Years Provision, Working Parent Entitlement hours will no longer be accepted for breakfast and afterschool club. Any current families this does not apply.

**Cost**

* Breakfast Club is £9.50 per session, per child.
* A session is anytime between 7am and the start of school/provision
* If your child attends Royd Nursery Infant school and you need to make any short notice bookings during school hours, you will need to contact the office at Royd Nursery Infant School on 0114 2882594. Subject to places being available immediate payment via card is to be made at the time of booking. Bank transfers are not acceptable. The school office will then inform staff of the changes
* If your child attends Deepcar St John’s C of E Junior school and you need to make any short notice bookings during school hours, you will need to contact the office at Deepcar St John’s C of E at Royd Nursery Infant School on 0114 2883878. Subject to places being available immediate payment via card is to be made at the time of booking. Bank transfers are not acceptable. The school office will then inform staff of the changes

**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/Carers 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/Carers will not be contacted if their child does not arrive at Breakfast Club as expected. Contact will only be made with Parents/Carers of absent pupils after normal registration at the start of the school day.
* No child should arrive at breakfast club before 7am.

**Cancellation**

* Please be aware that any cancellations for breakfast and afterschool club no refunds will be issued. Parents/Carers will be charged for any booked sessions that are cancelled with less than four weeks’ notice. If a child is on a school trip or residential again no refund will be issued.

**Absence**

* Please can Parents/Carers 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.  Name |  |
| Number |  |
| Relationship to Child |  |
| Emergency Contact 2.  Name  Number  Relationship to Child |  |
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|  |
| Email Contact(s) |  |

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

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_