



Fixby J&I School

Breakfast Club Policy

Preparing our children for their future.

Encouraging them to be confident, successful

and responsible individuals, ready to

thrive in modern society.

Statutory Policy			Website	
Date Written	Written by..	Ratified by..	Ratified on..	Next Review
September 2017	J. Hemingway	Resources Comm	Sept 17	Sept 2018
Date of Review	Reviewed by			
Sept 2018	C. Allen	Resources Comm	Sept 18	Sept 20
May 21	C.Allen	Resources Comm		May 23

Breakfast Club Policy

May 2021

1. Policy Statement

Fixby J & I School Breakfast Club was established in July 2004 as part of the government Extended Schools Initiative, to help meet the needs of our pupils, parents and the wider community.

The Breakfast Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

2. Aims

To provide a secure, safe and welcoming before school facility for children whose parents are unable to bring their children to school at 8.45 am.

3. Objectives

- To provide a secure, safe and welcoming environment for pupils from 7.30 am to 8.45 am.
- To provide an affordable service for working parents and carers.
- To enable pupils to eat a healthy and varied breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ competent supervisory staff.

4. Charging Policy

Fixby J & I School charges for Breakfast Club, to cover the cost of staff engaged to provide extended activities and the healthy food provided. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at Breakfast Club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parent wishing to access this should speak to the school office initially.

Pupils in receipt of Free School Meals are eligible for a 33% discount on costs. This will be funded using the Pupil Premium Grant.

5. Staffing

- There are a minimum of three members of staff on duty at Breakfast Club.
- The Head Teacher and/or other members of school staff are on site from approximately 7.30 am onwards.
- The staff at Breakfast Club are also employed by the school and have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.

6. Contingency Arrangements for Staff Absences and Emergencies

- If a member of Breakfast Club staff is absent, they must inform the Breakfast Club Manager and/or Head Teacher before 7.30 am. Cover will then be arranged.
- There are three members of school staff who may be called to cover at short notice.

7. Booking Arrangements

- Fixby J & I School Breakfast Club has places for a maximum of 30 children attending on any one day.
- All parents/carers are required to complete a registration form. There is a one-off charge of £5.00 to register.
- The registration form will remain active for the duration of the child's time at Fixby J & I School, but the need for a place at the club must be restated at the end of the academic year, in good time for the start of the next year.
- We require one month's notice if a child is withdrawn from the club during the course of the year. A child can only be reinstated with the club providing space is available.
- Siblings of existing members should be placed on the waiting list to avoid disappointment in their year of entry to the school. There are no automatic rights to a place.
- For each new academic year, priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered to all applicants on a first come first served basis.
- Casual places are available at any time during the year, providing spaces are available and a registration form has been filled in and a registration fee has been paid.
- Parents/carers wanting an occasional day must notify the club at least 24 hours in advance to check on availability of spaces.
- The Breakfast Club will endeavour to accommodate everyone as much as possible and as fairly as possible.
- The charge per session is £3.30 from 7.30 am. This reduces to £2.20 from 8.00 am.
- Payment should be made on the day of attendance at Breakfast Club, or before using ParentPay.
- It is expected that parents will not go into arrears and any arrears of more than two weeks will be referred to the Head Teacher and School Business Manager. The parents/carers use of the club will be reviewed.

8. Use of Registers

- Children are registered as they enter the Hall.
- The Breakfast Club Manager retains the registers which are kept in the office
- In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area in the KS1 playground and the register taken.

9. Organisation

- The Breakfast Club is open to all pupils from Reception to Year 6, from 7.30 am to 8.45 am.
- It is held in the Green Room where food is served and activities are organised
- Pupils are welcomed by the Breakfast Club staff who register the children. Younger children are assisted with their outer clothing and bags.
- Children are asked what they would like to eat and drink. Breakfast is served in a buffet style, where the children are able to see and self-select the foods that are on offer to them.

- We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options for breakfast.
- Food is served at the table. Emphasis is placed on good table manners and behaviour throughout.
- Children are encouraged to have sufficient to drink to ensure adequate hydration at the start of the day.
- As each child finishes their breakfast, they are encouraged to clear away their own crockery and cutlery, placing items in the washing up box.
- Warm water, liquid soap and anti-bacterial gel are available for the children and staff to clean their hands.
- Toilets are available in the Green Room, for use by staff and children.
- After their breakfast, children may join another table where activities are laid out or choose to play or chat with friends.
- The preparation and serving of food finishes at 8.30 am prompt to enable staff to wash up and clear away in time for the start of school. Children arriving after this time who have not eaten at home will be fed, but from a reduced menu. Parents/carers should avoid causing this difficult situation if at all possible.
- All activities are cleared away by staff and children by 8.40 am, so that the children may walk to their classrooms. The supervision of Breakfast Club children is handed over to other members of staff at that point.
- All children are escorted directly to their classroom and are handed over to the class teacher.
- The child's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office.
- The Breakfast Club Registration Form also contains information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the Breakfast Club file, together with the daily registers and records of payment.
- The school telephone number is used by the Breakfast Club.

10. Resources

Breakfast Club resources are kept in the Hall Store. There is currently a table football game and a variety of boxed games and sports/creative activities are available. Team games are also organised and the Breakfast Club makes use of some school P.E. equipment.

11. Communication with Parents

A brief, informal chat with parents bringing children to Breakfast Club is possible, although consideration of others should be given at this busy time.

Written notes to parents may be conveyed through a note for the child to hand to their parent/carer, or a text message if necessary.

Parents may make appointments with the Breakfast Club Manager or Head Teacher to discuss matters pertaining to Breakfast Club.

12. Illness

The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea, for a period of up to 48 hours or until the child is no longer infectious.

13. Medication

The Breakfast Club Manager will administer in line with the schools Administering Medication Policy.

14. First Aid

First aid will be administered in line with school procedures, with reference to the Health and Safety Policy. At least one of the Breakfast Club staff holds a current first aid qualification.

15. Risk Assessment

A risk assessment is carried out for Breakfast Club on an annual basis. A copy is kept in the Breakfast Club file.

16. Confidentiality of Documents

Documents relating to Breakfast Club are treated as confidential and are kept in the SBM's office.

17. Complaints

All complaints are to follow the school's Complaints Policy

18. Other linked Policies

- Child Protection and Safeguarding Policy
- Health & Safety Policy
- Administering Medicines Policy
- Accessibility Policy
- Anti-bullying Policy
- Data Protection Policy
- Intimate care Policy
- Medical Needs Policy
- Positive Behaviour Policy
- School Concerns and Complaints Policy
- Whistleblowing Policy