

Breakfast Club Policy



Approved by:	Jonathan Mason	Date: January 2024
Last reviewed on:	February 2026	
Next review due by:	February 2028	

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1. Introduction

1.1 At Belton Lane Primary School we aim to provide a secure, welcoming, before school facility so that children: eat a healthy breakfast, improve their social skills, and are ready to learn.

1.2 The Breakfast Club provision operates term time only (excluding inset days) from 7.45-8.45 am.

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.

3. Staffing

3.1 Our Breakfast Club Staff must be prepared for the entrance of children into the school hall 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 until 8.20 am.

3.4 The Breakfast Club Staff will be responsible for planning the programme of activities.

3.5 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 Arbor.

5.2 All bookings and fees are to be paid 24 hours before the session time.

5.3 Payment is due for all booked sessions.

5.4 The current charge for Breakfast Club is £4.00.

5.5 Cancellations need to be notified to the school office at least 24 hours before the session to be refunded.

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 Breakfast Club is open to all children from Reception to Year 6 from 7.45 am to 8.45 am in the school hall.

7.2 Pupils enter the building through the side door of the hall from 7.45 am.

7.3 Pupils are welcomed at the door by the supervisors who register the children.

7.4 Children help themselves to breakfast with staff members assisting as appropriate.

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

8. Fire Procedure

8.1 Children should exit from the school hall through the nearest exit and assemble on the car park at the front of the school.

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 breakfast club.

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.

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 school hall 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 behaviour 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 and Child Protection Policy
- Health and Safety Policy
- Supporting Children with Medical Conditions Policy
- Behaviour Policy
- Anti-bullying Policy