



**St. Ethelbert's Catholic Primary School
and Nursery**

**Breakfast Club
Policy**

Date of Policy Issue: September 2025

Name of Responsible Person : Mr S Marshall

Role of Responsible Person : Headteacher

Signature of Responsible Person : S Marshall

Signature of Headteacher

Signature of Chair of Governors

Date agreed:

Date to be reviewed; August 2026

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'

Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures Staffing

There will always be a minimum of two Breakfast Club staff at each session. In addition to Breakfast Club staff, the Caretaker will be on site from 7.30am, and members of the Leadership and Senior Leadership Teams will be on site from 7:50am. Parents should not drop off their children earlier than the start times of either 7.45am or 8.00am as there will be no supervision of children arriving earlier.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the School Manager who will arrange cover.

Booking Arrangements.

Places are booked and pre-paid using our School Money system and must be paid for in advance.

Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session. A child does not have to attend every day.

The cost will be £2.50 per session per child.

Payment/Non-payment

Your School Money account should be credited in advance. Except in exceptional circumstances, in cases of non-payment, the place will be offered to another child. A letter will be sent in this instance.

Cancellation by Breakfast Club

The only possible cause for cancellation would be school closure due to adverse weather conditions, problems with the building, e.g. no heating or water supplies or staff shortage due to illness. In the event of closure: A member of school will either send a text message, or will endeavour to contact individuals by telephone before 7:45am. During adverse weather conditions school closure will be reported via text, Facebook and our school website. A 'credit' or refund will be made in respect of any days cancelled by Breakfast Club.

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will only be able to offer a refund if the booking is cancelled with a minimum 48 hours' notice, either by calling the school office on 01843 585555, or by email to admin@stethelbertsschool.co.uk.

Non-Attendance/Late arrival

Any child who does not attend for more than 3 sessions, without informing the school office/breakfast club staff by 8am, will no longer be permitted to attend breakfast club for the remainder of the term and the place will be offered to another child.

Any child who arrives later than 8.10am will not be allowed access to breakfast club that session.

Use of Registers

Children will be registered as they are admitted in the main gate by one of the Breakfast Club staff on duty. The register will be kept in the Breakfast Club room.

Serving Facilities:

St Ethelbert's Catholic Primary School & Nursery will supply food and equipment e.g plates, cutlery etc, and provide staff to prepare and serve food. The children are offered a nutritious breakfast of cereals and toast and a drink. Breakfast Club staff will be made aware of any allergies. Breakfast Club will be open to pupils from Reception to Year 6 from 7.45am until 8.40am.

Breakfast will be available from 7.45am to 8.25am. Addressing barriers to achievement Breakfast club will be offered to pupils that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and ensure that they are settled in the morning,
- Improve attendance by being on time for am registration
- Address problems relating to pupils being hungry on arrival at school.

These spaces will be funded by the school.

At 8.35 the children collect their belongings and are escorted to their classrooms by Breakfast Club staff.

Resources Breakfast club resources are kept in the Breakfast Club Room. All electrical equipment must be PAT tested, as required, before use.

Behaviour

Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

Communication with Parents

Staff will have verbal communication with parents/carers bringing children which may involve passing message to classroom teachers.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, will have current DBS clearance, and other required recruitment checks. These records are held on the single central record. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools e-safety policy and procedures.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit. They will congregate on the 3/4 playground. The club register should be taken outside and all names checked. There will be a fire practice once per term.

Medication

Inhalers are kept in the relevant classroom. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to the classroom and observe that the medication has been taken correctly. All other medication administered will follow the existing school policy (the Administration of Medication Policy). If in doubt as to the application of this policy, parents are encouraged to contact the Breakfast Club Supervisor for clarification.

First Aid

Any incidents/accidents/injury requiring first aid will be carried out by Breakfast Club staff who are trained first aiders. All incidents will be recorded on Medical tracker. A First Aid Kit is in the Breakfast Club room, clearly marked and regularly checked and replenished.

Risk Assessment

A separate risk assessment for Breakfast Club sessions and activities: see Appendix 1

Confidentiality of Documents

Confidential documents are kept securely in the school office.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club will be investigated by a member of the School Senior Leadership Team and a record kept of the outcomes. Complaints Policy and form can be found on the school website.

This policy will be made available to parents and carers on the school website.

Approved by the Leadership

Appendix A

Risk Assessment

Appendix A Risk Assessment Activity	Risk H/M/L	Measures in place	Responsibility	Outcome Risk H/M/L
Spillages	Slips and falls Medium	Monitor floor surface; Mop up any spillages; Use wet floor signage;	Breakfast Club Staff	Low
Cutlery	Cuts from knives Medium	Staff monitor and assist with spreading/cutting if necessary	Breakfast Club Staff	Low
Preparation of food	Correct handling/preparation of food Low	Breakfast Club staff have Level 2 Food Hygiene qualification	Breakfast Club Staff	Low
Bumps or falls	Injuries to children Medium	Minimise any opportunities by ensuring children are engaged in activities; Remind children of the need to walk	Breakfast Club Staff	Low

		and enforce quietly;		
Children disappearing from room	Unseen injury Medium	Ensure that children are appropriately supervised; Visual check on children at toilets; Keep correct register;	Breakfast Club Staff	Low

Risk: Low

Dependent upon appropriate supervision and enforcing safety and conduct rules.

All Breakfast Club staff hold a Level 2 Food Safety in Schools Certificate updated as necessary