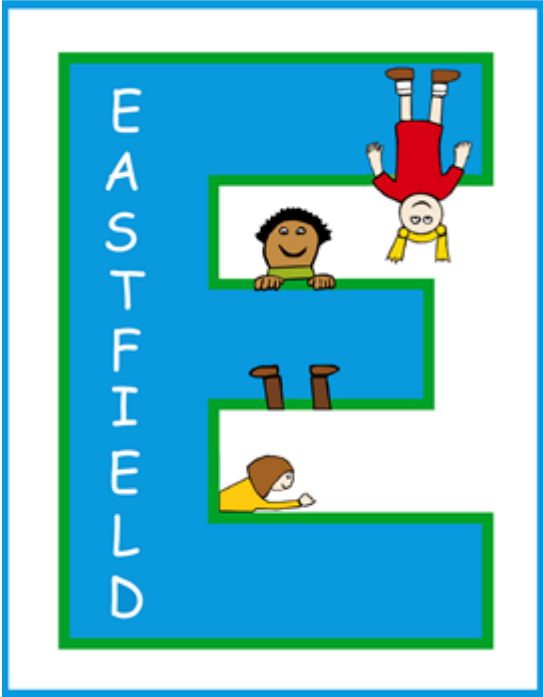


Eastfield Primary School



BREAKFAST CLUB POLICY

July 2024

Policy Version	Date Approved	Signed by Governor	Signed by Headteacher
1.0	15/07/2024		

BREAKFAST CLUB POLICY

Introduction:

Breakfast Club at Eastfield Primary School provides a welcoming environment where children can enjoy a healthy breakfast before the start of the school day.

Operational hours:

Breakfast Club operates from 8:00am to 8:45am on school days, excluding holidays and term breaks.

Registration and Attendance:

Parents/Carers must register their child beforehand by emailing breakfastclub@eastfieldpri.co.uk. An email will then be sent out detailing the contract agreement between parent/carer and manager. A registration form will also be linked on the email for parent/carers to complete. Pupils are not able to attend breakfast club without a confirmation email.

Attendance will be taken daily using Sims to ensure the safety and well-being of all pupils.

Payments

All payments must be received before a child can attend. The weekly charge is £10 (Monday - Friday, including food). If a child attends on a daily ad hoc basis, then the daily charge is £3 per day (including food). All payments are via school comms. Our breakfast club is approved childcare and signed up to the government's tax-free childcare scheme.

Arrears

All breakfast club fees should be paid in advance. In the event of non-payment, parents/carers will have a telephone call reminding them of fees owed and an email which includes an overdue invoice. If payment is not paid within 5 working days, then an additional £5.00 will be added on to the cost. If the payment (including the late fee) is not paid within 5 days after, then the place will be terminated at breakfast club.

Menu options:

Breakfast Club offers a variety of nutritious food such as toast, pancakes, crumpets, cereal (cornflakes and rice Krispies), yoghurt, juice (orange, apple and tropical) and tea. Special dietary requirements and allergies will be accommodated to the best of our ability. Parents/carers must inform staff of any specific dietary needs when completing the registration form.

Supervision and safety:

Level 3 staff members at Eastfield Primary School supervise the Breakfast Club to ensure the safety and well-being of pupils. Pupils are expected to follow the school rules of ready, respectful, safe whilst in Breakfast Club. There is a Paediatric 1st aider and an Emergency 1st aider on site.

Behaviour:

Pupils are expected to demonstrate respect and co-operation towards staff and fellow participants whilst attending breakfast club in line with the school's positive behaviour for learning policy.

Communication:

Parents/carers will receive information about Breakfast Club, including registration details, menu options, and any changes to operating hours or procedures through email (Breakfastclub@eastfieldpri.co.uk).

Feedback and suggestions from parents, pupils and staff are welcome and can be submitted through emails (Breakfastclub@eastfieldpri.co.uk).

Safeguarding:

Safeguarding is what we do for all children to keep them safe whilst in our care. Here at Eastfield Primary School, we are committed to safeguarding children and young people, and we expect everyone who works in our school to share this commitment.

Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that may worry them.

For further information view our Safeguarding Policy.

Policy Review:

This policy will be reviewed annually to ensure it remains aligned with the needs of the school community and current best practices.

Signed: Breakfast Club Manager - Miss Tour

Date: 15th July 2024