

Breakfast Club Policy

Waddesdon Village Primary School – *a Pathway to Excellence*



Approved by: Laura Forchione

Date: September 2022

Last reviewed on: February 2026

**Next review due
by:** September 2027

1. Policy Statement

At Waddesdon Village Primary School we provide a school Breakfast Club service which allow children to be in school from 7:30am onwards. At Breakfast Club, pupils have the opportunity to have a choice of food and drink for a healthy start to the day and to join the many activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food they wish to eat and which activities they decide to participate in.

At Waddesdon Village Primary School (WVPS), we believe that all pupils can succeed. In order to achieve this, we believe that children need to have a nutritious breakfast to start off the day.

'You have the right to safe water to drink, nutritious food and a safe and clean environment.'
(Convention on the Rights of the Child (CRC) – Article 24)

Breakfast Club is open to all pupils at our school at an affordable rate to support our parental community. To ensure that all our pupils have breakfast in the mornings, pupils who are eligible for Pupil Premium funding receive a fully funded place.

2. Aims

To ensure that:

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat a nutritious breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for pupils before the school day.
- To provide an affordable service for working parents.
- To provide a school funded breakfast for Pupil Premium pupils.

3. Organisation

Breakfast club is open to all pupils attending Waddesdon Village Primary School, although we ask that Reception children do not attend until their second full week at school. Due to the number of staff available, we operate on a first come first serve basis with 30 spaces available each morning. All booking must take place via the schools parentmail booking system. Staff will be provided with a register each day and it is the parent's responsibility to ensure that their child is signed in each morning with the supervising adult.

The club will be open from ~~7:45am~~ 7:30am until 8:30am, but children should arrive no later than 8.00am if they require breakfast, to enable staff to clear food and clean before the start of the school day. Breakfast Club takes place in the school hall and once pupils have had their breakfast, they are able to participate in a range of activities. From 8.30 am, children will be sent to their classes as per the school's soft start procedures.

Before attending Breakfast Club, parents must fill in the Breakfast Club registration form which provides staff with emergency contact details; gives them consent to administer first aid and informs us of any medical or dietary needs. Parents must also agree to the Breakfast Club terms and conditions. These forms can be found on the school website and will be kept in a secure location. It is the responsibility of the parents to ensure that Breakfast Club is informed of any contact or medical changes.

4. Booking Procedure

All bookings for Breakfast Club must take place through parentmail and be paid for in advance. Where pupils have been identified as Pupil Premium, they will be able to book through this system but there will be no charge on checkout. If parents choose to pay through childcare vouchers, it is the parent's responsibility to let the school know this in advance. They will then be set up to book Breakfast Club places through our

online system and will be invoiced for attended sessions at the end of each half term. Parent can book ad hoc sessions up to 1 day before the requested session. Alternatively, parent can choose to book required sessions for the whole half term.

Fee	Typical Breakfast Options
£4.50	A choice of cereal, bread or toast with a choice of spreads and fruit.

5. Cancellation Procedures

If it is necessary to cancel a booking, this must be done at least one week in advance, when the school can arrange another day for your paid session or offer full refund if necessary. Bookings cancelled less than a week in advance will not be given a refund. This is due to the need to pre-order food stocks and arrange staffing. Refunds will not be given for unexpected absence (i.e. illness). If your child is unable to attend a booked space, please contact the school as soon as possible.

6. Hours of Opening

The Breakfast Club will be open from 7:30am to 8.30am, Monday to Friday, excluding bank holidays and INSET days, term time only. Breakfast is served until 8.00am. If your child is to arrive after this time, please ensure they have had breakfast at home.

7. Arrival Procedures

Parents should accompany their children through the side gate of the playground between 7:30am and 8:00am to the waiting member of staff. If a pupil has not attended Breakfast Club before, then a registration form and our terms and conditions must be signed before leaving pupils in our care. These can be found on our school website but member of staff will also have paper copies available at breakfast club.

8. Staffing and Supervision

Children at Waddesdon Village Breakfast Club are adequately supervised at all times. Each morning, we have at least two members of staff on duty for a maximum of 30 Breakfast Club spaces. All members of staff are DBS checked and at least one member of staff on duty holds a current first aid certificate. At the end of Breakfast Club, KS2 pupils will independently go to their classes and KS1 pupils will be accompanied by an adult to class.

9. Activities

It is our intention that the pupils will determine what activities the Breakfast Club offers. It is our intention that the children have a calm start to the day but also have activities that are fun and engaging. Once breakfast is completed and cleared away, the pupils will take part in supervised activities until 8.30am.

10. Food Hygiene

As the children will be handling food at the Breakfast Club, it is essential that good hygiene standards are followed. Breakfast Club staff will follow food safety and hygiene regulations, including wiping down surfaces and ensuring cross contamination does not occur. Pupils will be guided on good hygiene practice, such as washing hands. At Waddesdon Village Primary School, our Breakfast Club, currently holds a food hygiene rating of 5.

11. Illness

The same procedures that are used at school for illness should be followed for the Breakfast Club. Children who have been ill (vomiting or diarrhoea) should not attend school for 48 hours following the last occurrence. If your child is ill and cannot attend, please contact the school office via email.

12. First Aid

At least one member of Breakfast Club staff on duty have received first aid training and are therefore qualified to deal with first aid requirements. On registration, parents must give consent that they are happy for reasonable first aid to be administered in case of an emergency. Breakfast Club staff are unable to administer any other medicines during this provision, except inhalers and epi-pens, but this can be requested as part of the normal school day with the correct administering medication consent forms being completed.

13. Safeguarding

All Breakfast Club employees have received child protection training and hold current DBS checks. Safeguarding is of paramount importance and the school Child Protection Guidelines will be followed. The Child Protection Policy is available on our website.

14. Behaviour

The normal school expectations regarding behaviour will apply at the Breakfast Club. Please refer to our Behaviour Policies on our websites.

15. Complaints

Should a parent have a complaint about this service, please contact a member of the breakfast club staff in the first instance. If the complaint isn't resolved then please contact Mrs Leslie through the school office. The school complaints policy will guide our response to any complaint regarding Breakfast Club provision.

Appendix 1: Breakfast Club Terms and Conditions



Waddesdon Village Primary School's Breakfast Club Terms and Conditions

Registration and Attendance

- On arrival, club leaders will register your child. If for any reason your child is not going to be at the Club on an arranged day, please email the school office as soon as possible.
- The side gate will be open for breakfast club at 7:30am and close promptly at 8am. Due to staff ratios needed for breakfast club you will be unable to enter after the gate has been shut.
- All Breakfast Club sessions need to be booked and paid for in advance through our online parentmail booking system.
- As this is a school run Breakfast Club, we require at least one week's notice to cancel Breakfast Club booking to receive a full refund. Any cancellations after this time will not be refunded due to food and staffing costs being arranged based on the number of pupils attending.
- If you consistently do not attend booked sessions, your child's place may be given to another pupil if there is a waiting list.
- If you feel there is a special circumstance for why your child has been unable to attend a session, these may be considered on a case-by-case basis by the Headteacher or Deputy Headteacher.

Booking and Fees

- All Breakfast Club sessions need to be booked in advance through our parentmail system.
- Bookings are available ad hoc up to 1 day prior to the requested session. Alternatively, parents can do block booking for the whole half term.
- If parents are choosing to pay through childcare vouchers, they must let the office know in advance so they can be set up correctly on our online booking platform. Parents will then be able to book their sessions and will be invoiced at the end of each half term.
- All Pupil Premium pupils are offered this service in-line with their peers but the provision is funded by the school. Pupils must still be booked into Breakfast Club through our online booking platform but they will not be charged.
- We have costed Breakfast Club at £4.50 per session. As we are running this as a school, we cannot afford to make a loss so if numbers are fewer than expected we may need to charge more for Breakfast Club or suspend the service.

Emergency Contacts and Allergies:

- Before your child can attend breakfast club, we need to ensure that we have an up-to-date record of their emergency contacts, medical needs and allergies. This information must be completed via the pupil registration form when you accept your place.
- We will not be able to administer any special medication, excluding asthma inhalers and epi pens, until the formal school day has started.
- If pupils require any special dietary requirements, we must be made aware of this prior to the start of Breakfast Club so appropriate arrangements can be made.

Policies and Procedures:

- The Breakfast Club is run by Waddesdon Village Primary School. To ensure the safety, protection and provide the best possible care for your child, the Club will adhere to Waddesdon Village Primary School's policies and procedures. These are available for you to view at any time on the school's website and includes: Breakfast Club policy, Safeguarding, Behaviour, Health & Safety, Food, Equality and Discrimination, Child Protection and Complaints.

Complaints:

- Should you have a complaint about our Breakfast Club, or a member of staff, please inform the Breakfast Club staff in the first instance. If the matter is not resolved to your satisfaction, please follow the procedures set out in our Complaints Policy.

General:

- Our Breakfast Club provides care for pupils from Reception to Year 6.
- We operate a waiting list policy for children wishing to join the club once it is full.
- If your child's behaviour is disruptive to the general well-being of other children in our care, your child may be excluded from the Club.
- All clothing should be clearly marked with the child's name.
- It is recommended that children do not bring personal belongings to the club, e.g. toys, electronic games. The club will not accept liability for any loss or damage to such items.

I consent to the terms and conditions set out above.

Print Name:

Signature:

Pupils Name:

Appendix 2- Breakfast Club Registration Form



Waddesdon Village Breakfast Club Registration Form

<u>Basic Details</u>	
<u>Child's Name:</u>	<u>Child's Year Group:</u>
<u>Emergency Contacts</u>	
<u>Emergency Contact Name:</u>	<u>Emergency Contact Name:</u>
<u>Emergency Contact Number:</u>	<u>Emergency Contact Number:</u>
<u>Medical Information</u>	
<u>Allergies:</u>	<u>Medical Conditions:</u>
<p>Please provide details of any prescribed medication eg asthma inhaler, epi pen etc. that may need to be administered:</p> <p><i>PLEASE NOTE any ad hoc special medication, excluding asthma inhalers/epipens etc, must be administered before arrival at school. Breakfast Club staff will not be able to administer anything else until the formal school day starts and in line with School Policies.</i></p>	<p>I give consent for the staff at Breakfast Club to administer necessary first aid to my child.</p> <input type="checkbox"/>
<u>Dietary Requirements</u>	
<p>Please specify any dietary requirements your child has:</p>	