

Stocks Lane Primary School

Breakfast Club Policy



To be reviewed – March 2027

Stocks Lane Breakfast Club Policy

Aims

- To provide an affordable early drop-off childcare facility for Parents /Carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the school day, in a pleasant calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

Organisation

- Breakfast club is open from 7.45am-8.50am.
- Breakfast club will be open during term time but will be closed for training days and statutory holidays.
- The club will be available for pupils from Stocks Lane Primary School from Reception to Year 6.
- Breakfast club will be held in the hall and access to it will be through the playground gate and then through the hall door.
- The maximum number of places available is capped at 36 per day unless there is an emergency cover requirement.
- Pupils will be welcomed by the Breakfast Club staff and will then be able to choose what they would like for breakfast. Children will sit at a table to eat their breakfast and once finished they will leave the table and join in any of the activities available for that session.
- Children will be encouraged to demonstrate good table manners and behaviour throughout.
- Parents /Carers will need to sign the register as they drop off their child.
- Breakfast will stop being served at 8:30am in order to allow sufficient time to clear away food and crockery.
- Own food is not allowed at the setting, only food provided by Breakfast Club can be eaten at the setting due to health and safety and awareness of allergies. Please advise if there are any dietary requirements.
- The child's details, medical conditions and Parents /Carer's contact details are kept in the school office.

Payments and refunds

- Parents and Carers must book and pay via the online cashless system- ParentPay. Sessions must be pre-booked with the school office via the email: extended.day@stockslane.org
- The charge per session, per child is £5.00 regardless of time of arrival.
- Pupils who are in receipt of Pupil Premium will be offered the club at a subsidised rate of £4.00 per session.
- Payment can also be made by childcare vouchers. If a cheque is refused at the bank then all charges incurred by the school will be passed on to the parent.
- Any changes to pre-booked sessions must be given in writing with two-weeks' notice.
- Four weeks' written notice is required from Parents/Carers if you wish to withdraw your child from the Breakfast Club.
- One term's notice will be given by school of any proposed variation in fees.
- Non-payment of fees may result in the withdrawal of the service to the Parent/Carer.

- Extra sessions can be booked, subject to availability. Please contact the school office via telephone.
- We do expect that sessions are booked consistently week on week. However, we do appreciate that some Parents/Carers work shift patterns which change on a weekly basis. If this is the case please contact the Headteacher to determine whether this can be facilitated.

Due to the need to book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend. However, if the school has to cancel, a refund will be provided. Please note that the only cause for cancellation would be school closure due to adverse weather conditions or other emergency closures.

Emergency Sessions

We realise that Parents /Carers may need emergency one-off sessions at certain times and wherever possible would like to offer this service. These sessions should be booked via the school office beforehand, or if this is not possible then children may be brought to the breakfast club in the morning where parents will be asked to complete relevant documentation and pay for the session by Parent Pay. Please note however, that this is an emergency session and misuse of this service may lead to it being withdrawn.

Behaviour

The Breakfast Club follows the school's Attachment Aware Trauma Informed Positive Behavior Policy.

- All children are expected to behave well, show respect, be polite, look after equipment and resources and be co-operative.
- If children do not behave in the expected manner, sanctions will be put in place following the positive behaviour policy. If they persist, then parents will be contacted to take the child home and will not be able to attend the breakfast club.

Fire Procedures

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit and congregate on the school MUGA.
- The register will be taken outside and all names will be checked.

Safeguarding and Health & Safety

- In accordance with safeguarding arrangements, all staff involved in the running to the Breakfast Club will have current DBS clearance.
- Breakfast Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where ICT equipment is used, they will also follow the E-safety policy and procedures.
- Risk assessments are in place for all Breakfast Club sessions and activities.

Staffing

- Staffing follows the ration of 1:9.
- Staff are on site from 7.30am to set up ready to open the doors at 7.45am

Communication with Parents /Carers

- Verbal communications with Parents /Carers should be made via telephone or the member of SLT collecting the children from the office. Parents may also raise queries via email to: extended.day@stockslane.org
- Written notes to parents may be given to the child to hand to their Parent /Carer, or a text message from the school if necessary.
- Parents/Carers may make appointments with the Headteacher to discuss matters pertaining to the Breakfast Club.

Medicines

- Medicines can be given to the Breakfast Club in line with the school’s medication policy be leaving with the member of SLT at drop off.
- Parents must complete the medication form, a copy of which will be available in the main office. The medication form will be given to the child at the end of the school day to pass onto parents.

First Aid

- First aid will be provided in line with the school procedures and a note issued to parents if necessary.

Personal Items

- All items of clothing should be clearly marked with the child’s name.
- Children should not bring in any toys, electronic devices or other valuable personal property as the club cannot accept responsibility for loss or damage to it however it may be caused.

Complaints

- We hope that you never have cause to complain but if you do, please follow this procedure:
- Firstly, speak to the Breakfast Club Supervisor or in their absence another member of the Breakfast Club team; your concern may be quickly resolved by them.
- If you are still not satisfied, please make an appointment to speak to the Headteacher.
- If you are still not satisfied, you will need to put your complaint in writing and address it to the Chair of the School Governing Body via the school office following the School’s Complaint Procedures Policy. A copy of the policy is available on our school website or from the school office.

Reviewed and approved by:

Approved March 2025
To be reviewed in March 2027

Signed:.....
Chair of Governors

Signed:.....
Headteacher

