A policy for a Breakfast Club
By: Mrs T Whitton & Mrs K Gallagher
Reviewed: June 2026 Next review date: June 2027

XII Apostles RCPS

BREAKFAST CLUB POLICY

Mrs K Gallagher – Breakfast Club Manager

Miss L Gunning – Breakfast Club Manager

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Aims

The Breakfast Club aims to:

- Provide a welcoming, safe and secure environment for children before the start of the school day.
- Offer children a nutritious breakfast in a calm and relaxed setting, supporting the school's commitment to healthy eating and wellbeing.

Opening Times

Breakfast Club operates during term time only and is open:
Monday to Friday: 7:45 am – 8:50 am
Please note that the club cannot open earlier than 7:45 am due to insurance requirements.

- Breakfast is served from 7:45 am until 8:25 am.
- A range of activities will be available for children once they have finished eating.
- At 8:50 am, children will be escorted to their classrooms ready for the start of the school day.

Staffing

Breakfast Club is managed by Mrs Gallagher (Monday, Tuesday, Wednesday) and Miss Gunning (Thursday and Friday) and a team of trained staff.

- Staff arrive at 7:30 am to prepare for the opening of the club at 7:45 am.
- The school caretaker is on site from 6:30 am.
- Senior members of staff are on site from 7:30 am.
- Staff employed to work within Breakfast Club who have children attending the club will not be charged for their child's place.

Organisation

Breakfast Club is available to a maximum of 40 children from Twelve Apostles Primary School during term time. The staff-to-child ratio is maintained at 1:15 for over 5's and 1:8 for under 5's.

The club is held in the school hall. Parents and carers must:

- Bring their child(ren) to the main school entrance.
- Wait to be greeted by a member of Breakfast Club staff.

Children requiring breakfast must arrive no later than 8:25 am, as food will be cleared away after this time.

Children are encouraged to develop independence by making choices about their breakfast from a selection of healthy options, including:

- Cereal/Bagels/Toast/Pancakes/Yoghurt/Fruit/Juice/Water/Milk

Following breakfast, children can take part in a variety of activities designed to encourage social interaction, cooperation and creativity, including:

- Board games
- Colouring activities
- Story time
- Circle time activities

Prior to attending Breakfast Club, parents/carers must complete and sign a Breakfast Club Home-School Agreement, outlining expectations regarding attendance, behaviour and payment arrangements.

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Registers

Mrs Gallagher/Miss Gunning maintains:

- A register of all Breakfast Club members.
- A daily attendance register.
- Records of medical conditions, allergies and other relevant information.

In the event of an emergency evacuation, the register will be taken to ensure that all children are accounted for.

Waiting List

When Breakfast Club reaches capacity, a waiting list will be maintained by Mrs Gallagher/Miss Gunning, Breakfast Club Managers. Places will be allocated on a first-come, first-served basis. However, priority may be given to siblings of children already attending the club.

Bookings and Pricing

The cost of Breakfast Club from September 2026 is:

- £4.50 per child, per session
- £3.50 per additional child/sibling, per session

The fee includes breakfast and activities from 7:45 am until 8:50 am.
Bookings must be made at least one week in advance through Mrs Gallagher or Miss Gunning.
If you wish to cancel your child's place, written notice must be provided at least one week before the cancellation date.

Payments

- Payment must be made in advance or on the day of booking via Parent Pay.
- The school reserves the right to refuse attendance where fees remain unpaid.
- Failure by Breakfast Club staff to issue a reminder for payment does not remove a parent's responsibility to ensure fees are paid on time.

A late payment charge of £1.00 per day will be applied to accounts that fall into arrears (up to £20 per child).

Parents experiencing difficulties with payments should speak to Mrs Gallagher or Miss Gunning as soon as possible so that support and arrangements can be discussed.

Should fees need to be amended, parents/carers will receive a minimum of one month's notice.

Contingency Arrangements

In the event of staff absence, alternative staffing arrangements will be organised by the school to ensure the safe operation of the club.

First Aid

All Breakfast Club staff are trained in Paediatric First Aid, and a designated first aider is present on the school site at all times.

Where first aid treatment is administered:

- Details will be recorded in the school's First Aid Record Book.

- Parents/carers will be informed either by note, telephone call, or both, depending on the nature of the treatment provided.

Risk Assessment

A risk assessment has been completed for Breakfast Club activities and procedures.
This policy will be reviewed by the Governing Body as required, particularly where changes in circumstances, legislation or pupil numbers make this necessary.

Policies and Procedures

Breakfast Club operates in accordance with the school's policies, including:

- Equal Opportunities Policy
- Health and Safety Policy
- Whole School Food Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy

All staff, parents and children are expected to follow the agreed guidelines outlined in the Breakfast Club Home-School Agreement (Appendix 1).

Before a child can attend Breakfast Club, parents/carers must complete the registration forms contained in Appendix 2, providing:

- Emergency contact details
- Medical information
- Allergy information
- Any other relevant details

Children cannot attend Breakfast Club until all required forms have been completed and returned.
All records will be stored securely by Mrs Gallagher and Miss Gunning in accordance with data protection requirements. The provision, charges and menu offered by Breakfast Club will be reviewed regularly by Mrs Gallagher/Miss Gunning and the Headteacher.

Behaviour Expectations

Children attending Breakfast Club are expected to follow the same standards of behaviour that apply during the school day.

Breakfast Club follows the school's Behaviour Policy, which is available from the school office or on the school website.

Where a child's behaviour causes ongoing concern and cannot be resolved through the procedures outlined in the Behaviour Policy, the school reserves the right to withdraw a place at Breakfast Club on either:

- A temporary fixed-term basis; or
- A permanent basis.

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Twelve Apostles Breakfast Club Home–School Agreement Appendix 1

Guidelines for Children

To help keep Breakfast Club safe, healthy and enjoyable for everyone, all children agree to follow our school values of being **Ready, Respectful and Safe**.

- **Be ready** to follow adult instructions.
- **Speak politely** and use kind words to everyone.
- **Respect others** and their property.
- **Keep hands and feet to yourself** at all times.
- **Behave calmly** and move sensibly around the room.
- **Help tidy away** items used during Breakfast Club.
- **Stay in the Breakfast Club room** once signed in, unless Breakfast Club staff gives permission to leave.

If you are unhappy or have a problem, please tell an adult. We are always here to help.
If you repeatedly struggle to follow these rules, you may be asked to leave the club.

Guidelines for Parents/Carers

Parents and carers agree to:

- **Pay fees promptly** all payments must be made in advance or on the day of your child's booking via ParentPay. If your ParentPay account reaches arrears of £20 or more per child, your child's place may be at risk until the outstanding balance is cleared. *Also, a late payment charge of £1.00 per day will be applied to accounts that fall into arrears.*
- **Accompany your child** to the main entrance and wait until a staff member admits them.
- **Provide one week's notice** for any cancellations, change of days or new bookings so staffing can be arranged.
- **Report medical conditions** or allergies to Mrs Gallagher/Miss Gunning.
- **Respect arrival times** — children **cannot** enter before 7:45am.
- **Support behaviour expectations**. If behaviour becomes a concern, you will be contacted. Continued difficulties may result in the place being withdrawn.
- **Avoid using the school car park** when dropping off for Breakfast Club, due to health and safety concerns.
- **Arrive before 8:25am** if your child requires breakfast. Food cannot be served after this time to allow staff to tidy away and ensure children reach class on time.
- **Pay for allocated sessions** even if your child does not attend. Charges will only be waived if your child is attending a residential trip or is taking their Year 6 SATs examinations.

Agreement

We agree to follow the above guidelines and support the school in providing a safe, happy and healthy Breakfast Club environment.

Signed (Parent/Carer): _____ **Date: _____**

Signed (Child): _____ **Date: _____**

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Twelve Apostles Breakfast Club
Registration Form – September 2026 – July 2027
Appendix 2

Cost: £4.50 per child, per session Additional Siblings: £3.50 per session

IMPORTANT INFORMATION

Places must be booked at least one week in advance due to staffing ratios.
Non-attendance will still be chargeable as staffing is arranged based on bookings, with the exception of your child attending a residential trip or is taking their Year 6 SATs examinations.
Persistent non-attendance may result in the loss of your child's place.
A new registration form must be completed for September 2026.
Completed forms must be returned to Mrs Gallagher or Miss Gunning, Breakfast Club Manager.

CANCELLATION POLICY

If you need to cancel your child's place, please let us know in writing at least one week in advance wherever possible. This helps us organise staffing and offer places to other children.
Sessions cancelled with less than one week's notice will still be charged.
If your child is absent, sessions will still be charged.
Regular cancellation or non-attendance may result in the place being reviewed.

TERMINATION OF PLACE

If you no longer require your child's place, please provide written notice at least one week before the cancellation date.
If less than one week's notice, the payment will still be due.
This helps us plan staffing and offer places to other families.
Charges will continue during the notice period.

CHILD DETAILS

Name of child: _____

Class (from Sept 2026): _____ Date of Birth: _____

Start Date: _____ Total Weekly Cost: £_____

BREAKFAST CLUB SESSIONS REQUIRED

Monday	Tuesday	Wednesday	Thursday	Friday

PARENT/CARER DETAILS

Name: _____

Address: _____

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Telephone No: _____Mobile: _____

EMERGENCY CONTACTS

Emergency Contact 1
Name: _____ Relationship: _____

Contact Number: _____

Emergency Contact 2
Name: _____ Relationship: _____

Contact Number: _____

MEDICAL & DIETARY INFORMATION

Medical conditions: YES/NO _____

_____

As you may be aware the incidences of food intolerance are increasing, therefore it is of the upmost importance that we are kept informed about your child's allergies for example wheat flour, malted barley flour, sesame, nuts, wholemeal flour, milk and milk products, egg, oats, soya etc.
Allergies (including food): YES/NO _____

_____

PARENT AGREEMENT

I confirm I have read and understood the procedures, charges, cancellation and termination policy.

Signed (Parent/Carer): _____ Date: _____

Print name: _____

THANK YOU

Thank you for your continued support. We look forward to welcoming your child to Breakfast Club.
If you have any questions, please contact Mrs Gallagher or Miss Gunning, Breakfast Club Manager.