



Breakfast Club Policy

Date Approved	22nd February 2021 (reviewed September 23)
Date of Next Review	February 2024
Policy Owner	Head Teacher
Approved by	Full Governing Body

The Breakfast Club exists to provide before school care for children during term time.

WHO CAN ATTEND AND WHEN?

- The club is open to Nursery to Year 6 children who attend Prior's Mill CE Primary School.
- The club operates between 7.20am – 8.20am during term time. Last sitting for breakfast is 8.10am.
- All places are subject to availability. The current maximum number of places available is 30.
- All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy **before** their child attends.

COSTS, BOOKING AND PAYMENT

- The cost of the club is £4 per child. This includes the cost of the breakfast (although children may prefer to attend without taking a breakfast) and the costs of staffing the club.
- All bookings and payment are made via the **School Gateway App**. Bookings cannot be made directly with the school office and no cash payments can be taken.
- Payment is taken at the point of booking. Places are allocated on a first come, first served basis. Once daily capacity has been reached, no more bookings will be taken.
- Payment is refunded in the event that parents cancel the booking via the Gateway.

ARRIVAL

- Children arrive through the main school reception doors and make their way to the KS2 hall.
- Children may arrive between 7:20am and 8:10am; however, the cost is always £4.
- A daily register of attendance is kept.

FOOD

- Stockton Catering Service provide and serve a balanced and healthy breakfast. Each child will be offered the following:
 - Cereal – typical varieties offered: Cornflakes, Rice Crispies, Weetabix, Shreddies
 - Toast – typical toppings offered: butter, jam
 - Drink – typical choice offered: orange/apple juice, hot chocolate, milk
- Food is served until 8:15am. Any child arriving after this time cannot be guaranteed a breakfast.

DIETARY NEEDS AND MEDICAL CONDITIONS

- It is the parent's responsibility to disclose any special dietary needs or medical conditions on the agreement form.
- Children are not permitted to bring their own food to breakfast club.

DEPARTURE

- Children in the KS2 building leave the hall and walk to their classrooms.
- Children in the huts are escorted by a member of staff.
- Children in Nursery and KS1 are escorted to their classes by a member of staff.

ACTIVITIES

- Children must not bring their own toys, electronic devices, games or any items of value onto the site. We are unable to accept responsibility for such items.
- Children in Year 6 who arrive with a mobile phone must hand it in to the office on their way to their classrooms at 8:20am. They must not use their phone during Breakfast Club.

BEHAVIOUR

- Children are expected to follow our school ethos and rules.

FIRST AID

- The school first aid and administration of medication policy applies at all times.

WITHDRAWING THE OFFER OF A PLACE

The Headteacher reserves the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to children or adults running the club.
- Where payment is not made and arrears are accumulating, the Headteacher reserves the right to cancel the booking with immediate effect.

PRIOR'S MILL CE PRIMARY SCHOOL

Breakfast Club Agreement	
Child's Name:	Class:
Name of any siblings who attend breakfast Club:	
Any special dietary requirements?	
Any medical needs?	
Any other information relevant to Breakfast Club?	
I have read and accept the conditions outlined on the Breakfast Club Policy.	
Signed:	
Print Name:	Date: