

Hall Green Primary School



Breakfast Club Policy

DATE OF POLICY	9 th July 2026
REVIEW DATE	Sept 2026

Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day
- To provide an affordable early drop off facility for **working parents/carers** during term time
- To continue to build positive links/relationships with parents
- To provide attending children with a healthy breakfast at the start of the day in a pleasant and relaxed environment
- To provide a calm environment in which children can engage socially with other children, strengthening their relationships in the school community

Summary of provision

- HGPS Breakfast Club will be available to pupils of working parents who attend Hall Green Primary School. Places are not available to children attending other schools.
- Places to attend the Breakfast Club are available to children from Reception to Y6 only.
- Breakfast club will be available to children enrolled on the Breakfast Club's register during term time.
- There will be no provision during school holidays or on training days.
- Emergency closures will only occur in the event of unforeseen circumstances resulting in provision being unsafe e.g. severe weather (therefore lack of staffing); heating failure; water failure etc. These closures will normally reflect a whole school closure.
- Each session will run from 8 am to 8:45 am.
- Parents can "book" up to 5 days each week, but if only a part-week is required, specific days on which their child will attend must be provided at the time of enrollment. Bookings must be made on the Arbor app.
- If a parent's shift patterns do not allow for consistent days to be booked, parents must seek the advice of Breakfast Club staff. Given the necessity to maintain agreed staffing ratios, there is no flexibility for "drop-ins".
- There is a daily charge of £3.00 per child for each session. Non-payment and/or the accumulation of debt will result in the loss of a secure place to attend Breakfast Club. Payment must be made on the Arbor app.
- Breakfast Club will be staffed by existing Hall Green staff.
- Breakfast Club will be based in the school hall. The Parent Room will be used for the preparation of food.
- Children will be provided with breakfast and a drink, from a modest menu.
- Children will be given the opportunity to access a range of quiet games and activities.

Staffing

- All members of staff facilitating the Breakfast Club will be existing employees of Hall Green Primary School. They will therefore have satisfied all safer recruitment requirements, undergone all relevant checks and have undertaken all the required training, ensuring that they are safe and competent to work with and to supervise children.
- A rota of Hall Green Primary staff will enable up to four members of staff to facilitate the club each day.
- Staffing levels provide sufficient flexibility to ensure that there is cover in the event of a staff absence, whilst always maintaining a minimum of three staff.
- At least one member of staff will have current and valid certification for Food Hygiene level 2.
- At least one member of staff on site will hold current and valid certification for First Aid.
- The Site Manager will be on site from 7 am onwards, ensuring that any site-related concerns arising can be addressed swiftly.

- Staff, including school leaders, arrive on site from 7 am onwards. This will provide Breakfast Club staff with access to support should it be required.

Charges

- Daily charge per child from September 2026 is £3.00 per child.
- No discounts will be available for siblings.
- There will be no reduction for less than a whole session.
- Charges are payable for all booked sessions even if the child does not attend (because staff and food will have already been prepared to accommodate the booking)
- The above charge will be reviewed each term.

Payment/Non-payment.

- Payment must be made in advance of each session attended.
- Payment must be made on the Arbor app.
- After one week (5 school days) a letter will be sent to parents detailing the amount owed
- If payments are not brought up-to-date after a further week (5 school days,) the child/children will not be admitted to Breakfast club until the debt is cleared.
- If the debt is not cleared after a further 2 weeks (10 school days,) the place/places will be offered to the next child on the waiting list.

Enrollment

- Prior to enrollment parents/carers will provide signed consent for their children to participate in activities offered by the Breakfast Club.
- Prior to enrollment, parents/carers will complete a registration form for each child attending. This will include current and accurate details of:
 - Basic information (name, address etc)
 - medical conditions
 - parent contact details and additional emergency contact information
 - allergies
 - SEND information: This information will be available to Breakfast Staff during each session and will otherwise be kept securely in the Parent Room.
- Children will not be enrolled until the above documentation has been completed and returned.
- Without "enrollment", children may not attend Breakfast Club.
- Parents are responsible for ensuring that this information is kept up-to-date by informing Breakfast Club staff directly of any changes. This does not remove the requirement to inform the main school office of any changes to personal details.
- Parents/carers of children who attend Breakfast Club will be asked to complete/update these documents on an annual basis. They should be aware that this is in addition to the standard school documents which they are asked to complete annually.
- Initial invitation to enroll will prioritise those children who attended the previous breakfast provision whose parents are known to be working.
- If spaces are available after initial invitations have been made, an invitation will be sent to the wider school.
- When the maximum number of children have been enrolled, a waiting list will be established which will prioritise children according to the order in which applications are received.

Registers

- Children will be registered as they are admitted by one of the Breakfast Club staff on duty.

YOUR CHANCE TO SHINE

- The register will be kept by the front hall door during the session so that it can be accessed quickly should there be a need for an emergency evacuation.
- It will be stored in a secure cupboard in the Parent Room outside club hours.
- If children are not booked to attend Breakfast club for the full 5 days each week, they may only attend on the specific day agreed/booked. The days on which they attend cannot be changed without prior agreement and there is no guarantee that staffing arrangements will allow for any change should it be requested.

Breakfast

- Children will be offered:
 - Toast with a basic choice of toppings (e.g. butter/spread, jam, nut-free chocolate spread)
 - A selection of cereals and milk
 - A drink of fruit juice or low sugar squash
- Children will be able to have more than one selection, but encouraged not to waste food. If children request more than one item/serving but do not eat it on a regular basis, staff may deny them the additional serving for a few days.

Organisation/Routines

- Breakfast Club will be open to pupils from Reception to Year 6 from 8 am until 8.45am.
- No-one will be admitted before 8am. Parents should not drop off their children earlier than the start of 8am and there will be no supervision of children arriving earlier.
- Parents should use the main pedestrian gate at the front of the school to enter the site
- All children must be accompanied by an adult. Children must not be left at the school gate.
- Children may only be accompanied by an elder sibling by prior agreement with Breakfast Club staff.
- Children will sit at a table to eat their breakfast as soon as they arrive and provided with a selection of quiet activities once they have finished eating.
- In order to support the development of self-care skills and promote responsibility, all children will be encouraged to help clear away their breakfast items and tidy any equipment used.
- Breakfast will not be served after 8:30 am
- At 8:45 am Breakfast Club staff will escort Children to their classrooms. They will ensure that there is a member of staff available to receive children. Children will not be left unsupervised.

Behaviour

- The Breakfast Club is run by the school and therefore the existing school Behaviour Policy will be followed. The school reserve the right to withdraw a child's place if their behaviour is consistently below that expected by the school.

Communication with Parents

- Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teachers. A note of these messages should be recorded.
- Written notes to parents from the Breakfast Club Staff will be passed to the child's classroom teacher as children are escorted to their classrooms at the end of the session.
- Any parent wishing to discuss a matter with their child's class teacher should make an appointment to speak to the relevant member of staff. This cannot be facilitated by requesting to speak to them when dropping their child at Breakfast Club.

YOUR CHANCE TO SHINE

- Parents may make appointments with a member of the Breakfast Club Staff to discuss matters/issues pertaining to the Breakfast Club.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, will have current DBS clearance and all other required recruitment checks. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for safeguarding and child protection.
- Should ICT equipment used; it will be used in accordance with the school's e-safety policy and procedures.
- All current school Health and Safety related policies will also be applicable.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.
- They will congregate on the arena (MUGA) situated on the main playground. Should any children not attending Breakfast Club be playing on the arena, they will be asked to wait outside the arena's fence while the register is taken as detailed in the Fire Evacuation Policy.
- Fire drills will be practiced on a regular basis.

Medication

- All medication administered will follow the existing school policy (the Administration of Medication Policy).
- This includes the use of inhalers which are kept in classrooms. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to their classroom and observe that the medication has been taken correctly.
- If a child's asthmatic needs are such that they require access to their inhaler more urgently than this, the orange bag containing their personal medication will be available to use in the hall during the session and taken back to the classroom at the end of the session. Any supervising staff will put these arrangements into place if their observations suggest it is appropriate, if their medical records indicate that this is necessary or if parental communication has alerted them to this need.

Risk Assessment

- A separate risk assessment will be completed for Breakfast Club sessions and activities.

Confidentiality of Documents

- Confidential documents relating to Breakfast Club provision will be kept securely in the Parent Room.
- The school's current Data Protection Policy will be maintained in order to ensure that GDPR requirements, as per Data Protection Act 2018 and UK-GDPR Jan 2021, are met with regard to all personal data.

Complaints

- The school's current Complaints Policy will be applicable to any complaints raised regarding Breakfast Club provision and similarly regarding the school's response to any complaints received.
- This policy is available to parents via the school website