



Breadsall CE Primary Breakfast Club Policy

In order to assist our parents and support our children, Breadsall Church of England Primary School operates our own breakfast in school. Our aim is to provide a relaxed and friendly environment where children are free to choose from a wide range of play and learning opportunities.

Breakfast Club is open from 7.30am – 8.40am with breakfast being served between 7.30am – 8.15am. Please ensure your child arrives before 8.15am if they would like breakfast. Please book our Breakfast Club in advance. We provide a variety of healthy breakfast choices for your child and we will take account of each child's special dietary needs.

Charges

Session fees for breakfast club are set out in the school's Charging & Remissions Policy. This policy is reviewed annually by the governing body. Currently, the charge for Breakfast Club is £4 per pupil per session.

Breakfast Club Charges

Parents/carers will be charged for a whole breakfast club session regardless of what time their child is dropped off and whether or not they have breakfast.

Making Payments

Parents/carers can make payment for all school charges either by cash sent to the school office, or through the online payment system Parent Pay. Parents can also use childcare vouchers or the government's tax-free childcare service to pay for breakfast club. Please note that childcare vouchers can only be used to pay for breakfast and after school care and cannot be used to pay for school dinners, trips or activity clubs. For further information on childcare vouchers and the tax-free childcare scheme, please contact the school office.

On starting at our school, families are set up with a Parent Pay account and a password and log in instructions will be issued. Any payments due will then be assigned to their Parent Pay account.

If parents/carers are separated, we are able to set up an account for each parent/carer if required.

Failure to Pay

Unfortunately, failure to make regular payments for breakfast club may mean that your child will be unable to attend breakfast club and we may even look to start legal proceedings to recover any debt. We do however always try to work with our families to ensure this is avoided. As a small school we operate an open-door policy at all times so that parents/carers can come and talk to us in confidence. The last thing we would want to do is place any additional pressure on families that may be experiencing financial difficulties.

Please see our Payment Policy for further information on the action we may take on outstanding payments.

Free Sessions for Volunteers/Governors/Staff

Parents/carers and governors who are volunteering in school and staff who are working in school between 7.30am and 8.40am are able to access free use of the breakfast club. If you need to use the breakfast club for this purpose, children should still be booked in as usual and the reason for the booking advised at the time in order to ensure a charge is not levied.

Dropping Off Children

All children from Reception through to Year 6 who are attending breakfast club should be accompanied to the school gates on a morning by a parent/carer and should not be dropped off to walk themselves into school.

Closure Due to Exceptional Circumstances

There may be occasions when we are unable to open the breakfast club on time or at all due to bad weather or other exceptional circumstances. If this is the case, we will endeavour to let all parents know as soon as possible. You will not be charged if breakfast club is unable to open.

Sickness, First Aid & Medication

If a child becomes ill whilst attending a breakfast club, we will contact the parent/carer and ask for the child to be collected. The child will then be looked after in a quiet area until collected. The child will be observed for any worsening symptoms. Medicines will only be administered in accordance with our administration of medicines policy. At least one member of staff on site will be trained in paediatric first aid.

School Expectations

Any behaviour which is likely to lead to the safety and enjoyment of others being compromised will be dealt with in accordance with our behaviour policy.

We will ensure that all parents/carers are aware of any changes to the club's policies and procedures. We publish our terms of use for our breakfast club and ask that all parents/carers who use the breakfast club agree to the conditions set out in this document. See appendix A.

Comments & Complaints

We welcome suggestions from parents on ways in which we can improve our breakfast club provision. Should you have any complaints relating to our breakfast club these will be dealt with in accordance with our complaints procedure.

Linked Policies:

- Charging & Remissions
- Separated Parents
- Complaints Procedure
- Payment Policy
- School Prospectus for Parents

Breadsall CE Primary Breakfast Club Policy

- Behaviour
- Administration of Medicines

Policy Review

This policy has been written by the school administration team in conjunction with the headteacher.

This policy will be implemented by the school administration team and the breakfast club leader.

This policy was written in July 2023. This policy will be reviewed every three years by the school governors in accordance with our schools' policy delegation schedule. We will review this policy earlier than the scheduled review date should there be any change in guidance or legislation related to this policy or should we feel that an earlier review is necessary.



ANNEXE A

Breadsall CE Primary Breakfast Club – Terms of Use

We ask that all parents/carers who use the breakfast club read and agree to the following terms and conditions of use.

Breakfast club opens at 7.30am and runs until 8.40am – with breakfast being served between 7.30 and 8.15am. At 8.40am, the children will be taken outside / to their classroom (depending on the weather) to join the rest of their class until the bell rings at 8.50am.

Early bird drop-off is from 8.15am. No breakfast is served.

Bookings

- Bookings for the Breakfast Club or Early Bird Drop off should be made the previous week if possible. Late bookings may be accepted with 24 hours' notice. There is a booking form on the school website or a paper copy is available from the office.
- Any bookings that are requested with less than 24 hours' notice may be refused. Please phone the school on 01332 831328 if you need a last-minute booking.
- Parents/carers must notify the school office as soon as possible if their child is booked into breakfast club, but care is no longer needed.
- Parents/carers will be charged for a whole breakfast club session if their child is dropped off between 7.30 and 8.15 of what time their child is dropped off and whether or not they have breakfast. Parents/Carers will be charged for the Early Bird Drop off if their child is dropped off anytime between 8.15am and 8.35am.

Payments

- Parents/carers are required to make regular payments for their use of the breakfast club using the payment methods set out in the Breakfast Club Policy.
- If a regular payment for the use of breakfast club is not made, or if an outstanding balance has existed for a long period of time, or if a large outstanding balance is being accrued, this may result in your child being unable to use the breakfast club and legal proceedings may be instigated.
- Parents/carers will be charged for a whole breakfast club session regardless of what time their child is dropped off between 7.30am and 8.15am and whether or not they have breakfast.

Breadsall CE Primary Breakfast Club Policy

Parents/Carers will be charged for the Early Bird Drop off if their child is dropped off any time between 8.15am and 8.35am.

General conditions

- Parents/carers are asked to keep school informed of any changes that may affect their child's wellbeing.
- Parents understand that the school's behaviour policy applies to time spent in the breakfast club.
- Parents/carers must ensure that school are notified of any changes of address and telephone numbers, health conditions and any other changes that may affect their child.
- All parents/carers have read and understood the club policy.