





HARLOWBURY



# Breakfast Club Policy

POLICY FIRST ADOPTED & RATIFIED BY THE LOCAL GOVERNING BODY	Autumn 2025
POLICY LAST REVIEWED & REVISED	
POLICY TO BE NEXT REVIEWED OR EARLIER IF REQUIRED	Autumn 2026

Signature: 	
	Date November 2025
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Chair of Harlowbury Local Governing Body	
Part of NET Academy Trust Harlow	

## Purpose of the policy

To describe how the school delivers a Breakfast service which is affordable, sustainable and of quality.

## Aims

Through our Breakfast Clubs we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.
- To provide childcare for parents before school.

## Staffing

- We will have 2 members of staff running the breakfast club and have a ratio of 1:15
- All staff will adhere to the Harlowbury Staff Code of Conduct and all school policies.
- All club staff are members of the Harlowbury staffing team and are DBS checked and have up to date safeguarding training - as in line with the safeguarding requirements of the school.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- In the event of a member of staff being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.
- A member of staff is paediatric First Aid trained and familiar with choke protocols inline with DFE safer eating guidance

## Hours/ Fees (this will be reviewed annually)

As a school we are committed to making clubs affordable but must ensure that we cover all of our costs when running our wrap around provision and activity clubs.

Support with costs will be considered on a case-by-case basis and parents should speak to the Headteacher. These costs will be reviewed annually and may increase in price. Parents will be informed of increases through the school communication system.

## All clubs are term time only

Club	Hours	Cost	capacity
Breakfast Club	7.40am-8.40am	£3.50 per session	30

- Places are allocated on a first come first serve basis.
- The breakfast club is open to children from Reception (once in full time education) to Year 6, where appropriate.
- At 8.40 the breakfast club children will be taken to their relevant classes.

## **Booking Procedures and Payment of Breakfast Club**

- The clubs are booked in advance on Arbor.
- To enable us to correctly staff and cater, booking at least 24 hours in advance is essential. Places are limited so to guarantee a place we advise booking 2 weeks in advance. If no places are available there will be no way of booking on Arbor so the club would be full.
- Some concessions may be available- eg for Free School Meal children.
- Only children booked into Breakfasts club in advance will be accepted at the door.
- In the event of an emergency, and only if there is space can the school accept a child who has not been booked in and this can only be if there are spaces available. Parents are expected to pay as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared.

The Breakfast Club falls under the cover of Harlowbury Primary School's Debt Collection Policy.

## **Absence**

- If a child has been booked into Breakfast Club and they are absent from school the fees are still payable. School must cover staffing costs.
- There will be no charge if the child misses a session due to a Harlowbury residential or off site visits or if the school is closed.
- Cancelling session- parents must call the office no less than 24 hours before a booked slot to cancel a session. If this is not done, full payment will be taken.

## **Venue**

- Breakfast club is usually based in the hall. Different activities are carried out in other locations within the school premises. Parents will drop off to the hall door.

## **Register and Collecting**

- A register of children who attend clubs is produced from Arbor and held by the staff running the club. A register is taken at the start of each club and altered if children are not present.

## **Food**

- Breakfast club- Children will be given a healthy breakfast which may include cereal, toast, yoghurt and fruit as well as a drink

## **Behaviour**

- Children and staff are expected to follow the school's behaviour and relationships policy, whilst attending the clubs.
- Where behaviour is not acceptable or is unsafe- as in line with the school behaviour and relationships policy, a child may be excluded either temporarily or permanently from the offer of breakfast club. In extreme cases a child will be excluded for a fixed term or permanently.

## **Health & Safety/ Safeguarding**

- Staff follow Trust and School Policies, procedures and Risk Assessments e.g. Health and Safety, First Aid, E-Safety, Safeguarding and Safer Eating and related DFE guidance documents to ensure the safety of all children.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.
- A DSL will always be onsite or contactable during breakfast club.
- Any member of staff preparing food will have their basic food hygiene certificate.

## **First Aid**

- There will be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the accident book, and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have One Plans/Medical Plans and any medical needs prior to starting the club.