

# St Anne's Infants' School



## Breakfast Club Policy

### Rationale

Breakfast club is organised and run by St Anne's Infants' School. It is an extended school activity designed to allow children to be in school from 8.00am onwards to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other, developing social and play skills.

### Objectives

- To provide a welcoming, safe, secure environment for pupils before the start of the school day
- To enable pupils to eat nutritious breakfast before the start of school
- To employ caring supervisory staff
- To provide a calm play environment for pupils
- To provide an affordable service for working parents.

### Registration

Parents/carers will need to pre-book any sessions they wish their child to attend through 'My Child At School' (MCAS – either app or portal). If you are not pre-booked (and prepaid) on the session, your child will not be able to attend Breakfast Club that day.

**Please also note that by booking via MCAS, you are agreeing to the terms of this policy.**

All children must be registered with the school office and give at least one week's notice before they can attend breakfast club for the first time. This will enable us to ensure that we have enough staff to maintain ratios.

### Organisation

The breakfast club is open to all pupils attending St Anne's Infants' school. It is open from 8.00am to 8:40am. Children should arrive no later than 8:15 if they wish to take breakfast as this enables the staff to clear food and clean before the start of the school day. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept on our school management information system. It is the responsibility of the parents to ensure that the office and breakfast club supervisor is informed of any changes to these details including contacts and medical information.

### Use of Registers

Children are registered as they enter the room. Newcomers are added to register. The register is stored on the school's management information system. In case of emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

### **Staffing and supervision**

The children are adequately supervised at all times. A minimum of two staff are on duty (Including catering staff). All members of staff are DBS checked. At least one member of staff on duty holds a current paediatric first aid certificate. The catering assistant will have a food safety certificate completed within the last 3 years. It is the responsibility of the parent to ensure that the children are handed over safely to the staff on duty – please note that this is not a ‘drop and go’ and we must see parents when they drop off their children.

### **Food and Activities**

Children will be offered a range of food for breakfast. Healthy food such as fruit will always be available. They will be able to choose 3 items. Following breakfast a number of activities will be on offer for the children to participate in. These will include craft activities, games and toys. All resources necessary for the club are purchased through the school budget designated for the breakfast club.

### **Pricing Policy**

The breakfast club daily fee is £3.70 per session.

The breakfast club is a nonprofit making club and the fees charged cover the cost of staffing, food and equipment and day to day running costs. It may be necessary to change fees from time to time however Parents/Carers will always be given at least one month’s notice of this.

Any parents with a negative balance on MCAS must clear this balance in order to book a Breakfast Club session

In some instances, children may be offered a place in breakfast club free of charge but this is at absolute discretion of the headteacher.

In the rare event that a debt is created as a result of non-payment for breakfast club attendance, then this shall be managed in accordance with the school debtors policy, a copy of which is available upon request.

Children of staff at St Anne’s Infants School are permitted to attend Breakfast Club free of charge, but are required to book a space.

### **Childcare Vouchers**

If paying by childcare vouchers, please ensure (where possible) that when making payment ‘St Anne’s Infants’ School’ or our local authority school number (2069). Can we also request that you take a screenshot of the transaction and email to [admin@stannesinfants.co.uk](mailto:admin@stannesinfants.co.uk). This will enable us to credit your parent pay account with the correct amount of childcare vouchers. Please note that this must also be done in advance of booking breakfast club (so that we can add the correct amount of credit in time). Please note that going forwards, unless we receive a screenshot of the payment being sent, we cannot credit your account.

### **Behaviour Policy**

Our behaviour policy is in line with St Anne’s Infants’ School Behaviour Policy. The schools behaviour policy is based on positive reinforcement and modelling of good behaviour. Children

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are expected to show a good standard of courtesy and behaviour at all times. Any persistent, unacceptable behaviour will result in exclusion from the breakfast club.

## **Contingency arrangements for staff absences and emergencies**

Arrangements for cover of staff due to absence is organised by the breakfast club supervisor, who keeps a register of staff available for cover.

## **Fire Procedure**

Children should exit the room and assemble in the school playground. The register will be taken.

## **First Aid**

If First Aid is administered, the treatment given is recorded in the school management information system, which where appropriate, will notify parents via the MCAS app and or email.

## **Medication**

Inhalers are kept in the child's classroom. If a child needs an inhaler a member of the breakfast club staff will get it. If a parent/carer wishes to leave any medication to be given to their child during school hours they will be given a medication form to complete and the medicine and form will be left in the school office.

## **Safeguarding Children**

All members of the Breakfast club staff will have attended a Child protection course. St Anne's Infants' School is committed to safeguarding and promoting the welfare of children and young people.

This policy will be reviewed by the Governing Body as and when it is deemed necessary with changing circumstances.

The Breakfast club is run by St Anne's Infants' School and works under its policies.

Associated policies are

- Equality of opportunities policy
- Adminstrating medicines
- Behaviour management policy
- Complaints policy
- Missing child policy
- Safeguarding policy
- Emergency evacuation policy

Agreed by: Matt Fozzard (School Business Manager)

Date: 2<sup>nd</sup> February 2026

Next review: August 2026