



BREAKFAST CLUB POLICY

Updated by	Richard Daniels
Updated when	June 2025
Next Review Date	June 2026
Statutory Policy	No
On school website	Yes

Contents

1. Rationale	3
2. Objectives	3
3. Pupil numbers & Staff ratios	3
4. Register	3
5. Breakfast	3
6. Behaviour Expectations	3
7. School closure	4
8. General	4
9. Booking	5
10. Payments	6
11. Dietary Needs and Medical Conditions	6
12. Withdrawing an Offer of a Place	6
13. Waiting List	7

1. Rationale

The Breakfast Club is organised by Riverside Primary School and Nursery. It is an extended school activity designed to: allow children who attend Riverside Primary School and Nursery to be in school from 8am onwards, to have a choice of food and drink for a healthy start to the day and to join in activities on offer. Children are encouraged to be independent at Breakfast Club and to make decisions for themselves through the choice of food and drink and through choosing an activity on offer.

2. Objectives

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

3. Pupil numbers & Staff ratios

To ensure that the Breakfast Club maintains a warm, welcoming and nurturing atmosphere, we have set a limit of 30 children for our Breakfast Club. There will usually be 2 or 3 members of staff on duty to supervise and interact with the children at Breakfast Club.

4. Register

The Breakfast Club staff will maintain a daily register of the children attending Breakfast Club. If a child who is registered with the Breakfast Club is not attending on a regular basis their name will be taken off the register and the parent will be informed by email. Parents must ensure that their children are marked off on the register when they drop them in the morning.

5. Breakfast

Menu	
Cereals ❖ Corn Flakes ❖ Weetabix ❖ Rice Crispies Toast White or wholemeal toast with a choice of: ❖ Butter ❖ Jam ❖ Marmite ❖ marmalade	Drinks ❖ Milk ❖ Water ❖ Fruit juice Yoghurt available every day

6. Behaviour Expectations

The school's Behaviour Regulation Policy applies in Breakfast Club. Children will be expected to follow the school rules of: Ready, Respectful and Safe. If a child's behaviour is causing concern at Breakfast Club, the Breakfast Club staff will speak to parents to let them know. If the child's

behaviour does not improve after that, the Headteacher will be informed and he will meet with parents. The child's Breakfast Club place can be withdrawn if the behaviour does not improve.

7. School closure

The Breakfast Club will not operate on INSET days. If the school has to close at short notice for any other reason (e.g., snow days, flooding. etc) the school will endeavour to inform parents as soon as possible after the decision to close the school has been made. The school's website will also be updated as soon as possible.

8. General

- The Breakfast Club is open to children attending Riverside Primary School and Nursery from Reception to Year 6 and is run by staff from the school.
- The club is open from 8:00am until 8:45, Monday to Friday, term-time only. The club does not operate on INSET days. Parents must not drop their children off before 8:00am.
- The club provides a balanced, healthy breakfast and games/activities for the children to play before school begins.
- The last breakfast will be served at 8.25am. Any child arriving after this time cannot be guaranteed a breakfast.
- Children and an accompanying parent/carer must enter the Breakfast Club through the door at the rear of the Dinner Hall. This is accessed via the green gate to the left main school reception. Parents/carers must leave the Breakfast Club by the same route.
- Children from Nursery to Year 4 must be accompanied by an adult. The accompanying adult must walk the child into the Dinner Hall and ensure that they are registered by a member of the supervisory staff. Children in Years 5 and 6 can arrive unaccompanied by an adult.
- At 8.45am children in Breakfast Club will be taken to their classroom where their teacher will receive them.
- 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.
- It is the responsibility of the parent/carer to ensure that Breakfast Club staff are informed of any changes to contact/medical details.

9. Booking

- Enquiries regarding Breakfast Club should be made at the school office or emailed to office@riversideprimaryschool.org.uk
- The school office will liaise with you regarding club availability.
- The school office will send a Google link form titled 'Breakfast Club Sign Up Form', for you to complete if there is availability.

- All parents who want their child to attend Breakfast Club will need to complete the Breakfast Club Sign Up Form. The form will ask:
 - Child's forename & surname
 - Child's current class
 - Whether your child is eligible for Pupil Premium;
 - Whether all the adults in the household are working;
 - Which days of the week you want your child to attend;
 - Whether the place that parents request is for one term, two terms or the year
 - Acceptance of the conditions outlined in the Breakfast Club Policy
 - Confirmation understanding that payment for Breakfast Club must be made on the Arbor Portal.
 - Confirmation understanding that payment for Breakfast Club must be made within one week of starting Breakfast Club and be made for the full half-term, Sep-Oct, Nov-Dec, Jan-Feb, Feb-Mar/Apr, Apr-May, May-July.
 - Confirmation understanding that payment must be made for all sessions that have been registered for
- On joining the Breakfast Club., the staff will require a medical emergency form to be completed. The form will ask:
 - Names of other siblings (brothers/sisters) that attend the breakfast club
 - First Emergency Contact name, mobile number, and relationship;
 - Second Emergency Contact name, mobile number, and relationship;
 - Details of any special dietary needs for your child (if any);
 - Details of any allergies your child has (if any);
 - Details of any medical needs or medications (inhalers, medicines etc) that your child needs (if any);
- If there is no availability on the chosen day(s) the child's details will be kept on a waiting list and parents/carers will be contacted should a place arise.
- On being offered a place at the Breakfast Club, Breakfast Club sessions will be set up on Arbor and an email will be sent to the parent/carer advising them of their place and to make payment via Arbor portal. Provided the form has been completed correctly and payments for sessions have been made, the place is guaranteed.

- Notice of half a term (as a minimum) is required in writing if a place in Breakfast Club is no longer required. Failure to provide a notice period of half a term will result in an invoice for half a term's payment being requested.
- If a place is accepted in Breakfast Club and you chose to reduce this to fewer days than when offered a place, your child/children will be referred back to the waiting list.
- If your child will not be attending a session that they are registered for, please inform the school office giving as much notice as possible.
- In the event of a parent/carer wishing to alter or extend the day(s) their child attends Breakfast Club a new booking form must be completed with the requested changes and your child will be referred back to the waiting list. If there is a waiting list, additional days may not be available immediately.

10. Payments

- Breakfast Club must be paid for on a half-termly basis from September 2025. This will be set up on the Arbor portal for each child. The payment must be made within the first week of each half-term starting. The Terms are September-October, November-December, January-February, February-March/April, April-May, June-July. If your child joins the club in the middle of a half-term, you will need to pay from joining date till the end of the half-term. If payment is NOT received within the first week, then your child will not be permitted to attend further sessions of the club, until payment is made for all sessions that were registered.
- The charge for Breakfast Club is £5.00 per child per session. Payments must be made online through Arbor. Your child will be set up on Arbor for the requested days.
- All payments are non-refundable, unless your child leaves school mid-term. (Including if your child is ill) as provisions are purchased and staff cover organised based on the number of places a child is registered for.
- Parents/carers in receipt of government benefits may be entitled to a reduction in cost and are advised to approach the School Office for details.

11. Dietary Needs and Medical Conditions

- It is the parent/carers responsibility to disclose any special dietary needs or medical conditions on the booking form.
- Children are not permitted to bring their own food to Breakfast Club.
- There will be a first aider in school from 8:00 every day.
- **Parents/carers are asked to remember we are a 'Nut Free School'.**

12. Withdrawing an Offer of a Place

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

- a) Unacceptable behaviour resulting in distress or disruption to children or adults running the club.
- b) Where payment is not made and arrears are accumulating, the Headteacher reserves the right to cancel the booking with immediate effect.
- c) Continued non-payment will result in the Headteacher referring the matter to the legal department at the RBWM.
- d) If a child does not attend at least half the sessions that they have been booked on for over the course of a half-term.

13. Waiting List

Please be advised we may not be able to guarantee a breakfast Club place immediately due to high numbers. We have a waiting list and places are reviewed every half term. To ensure that admission to Breakfast Club is offered on a fair and transparent basis, children requiring a place will be ranked in accordance with the following criteria:

- 1) Family on a Child Protection Plan or a Child in Need Plan – if the school invite the child/ren.
- 2) Child/ren eligible for Pupil Premium Grant funding - if the school invite the child/ren.
- 3) A parent/carer requesting five sessions per week. (**PLEASE NOTE** The child/ren of a parent/carer who requests five days a week but reduces this to fewer when offered a place in Breakfast Club will be referred back to the waiting list. Being referred back to the waiting list may also apply to parents/carers who reduce their days once offered a place.) Please note that working parents will be prioritised over parents who don't work.
- 4) Siblings of children who already attend the Breakfast Club.
- 5) Any other children waiting to join the club.

When a vacancy becomes available, the following procedure will apply:

- School office staff OR the Breakfast Club staff will contact the parent/carer whose child has become eligible for a place.
- If the parent/carer still wishes to take up a place for their child they will be asked to complete and sign a session booking form and registration form.
- If the place is no longer required, the school office staff will contact the parents/carer of the next eligible child on the waiting list.