



Lavant CE Primary School Breakfast Club Policy

Written: September 17
Reviewed: March 2026
Review date: March 2028

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children, with an emphasis on promoting social interaction/development.

Organisation

- The Breakfast Club is open Monday-Friday from 8:00am – 8:45am.
- The Clubs are available for all children from Reception age to Year 6.
- The Club is located in KS1 shared area and curriculum kitchen
- Parents must sign their child in and hand over to a member of school staff before leaving.

Breakfast

Children will get a choice of cereals, toast, pancakes and crumpets to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities.

These include:

- Board games
- Exercise activities (inside using the hall or outside)
- Lego or construction games
- Books
- Computer activities
- Craft, drawing, puzzles

At the end of the session, children in Wren and Robin class will be taken to their classroom by the Breakfast Club Leader. Children in KS2 make their own way to class.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others.

The school reserves the right to withdraw the service if a child's behaviour is consistently unacceptable.

Fees and Payment

Breakfast Club Fees: 8am – 8:45 £5.00

The Club can be used for ad-hoc use, but only if sufficient provision is available.

All children in receipt of pupil premium are offered a free space.

When appropriate, and with prior arrangement with the Headteacher, a free place may be offered to children in extreme circumstances.

Fees are payable every half term with booking and payment made via Arbor.

Use of Breakfast Club

The school must have advance notice of a child attending a club, in order to ensure appropriate staffing and provision. A maximum of 20 pupils can attend, with booking on Arbor closing 12 hours before the session begins.

Staffing

Staffing follows a ratio of 1:10. If a member of staff is absent, they will contact the Head teacher in order for a replacement to be arranged. There is always another member of staff on site to support in case of emergencies or other incidents.

Safeguarding and Health and Safety

In accordance with safeguarding arrangements, staff involved in the running of the Breakfast Club are school staff who have current enhanced DBS/CRB clearance and have also received Level 1 child protection and First Aid training.

- All staff follow existing school policies and procedures for safeguarding, child protection, and the code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures
- A separate risk assessment has been completed for the Breakfast Club.

Communication with Parents

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

Medication

The Club follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's complaints policy.