



# **Townlands C of E Primary Academy**

## **Breakfast Club Policy**

**Approved by: Rachael Johnson (Chair of Governors)**

**Date: October 2025**

**Next review due by: October 2027**

## **AIMS**

We offer high-quality childcare for pupils aged 4 to 11, provided by our experienced and enthusiastic team. Our goal is to create a safe, welcoming environment where children can start their day feeling happy and prepared for learning.

At Breakfast Club, we provide a satisfying breakfast to give your child the best start to the school day. We are committed to equal opportunities for play and participation, ensuring every child enjoys a positive experience.

### **Our Aims:**

- To provide a secure, friendly environment for pupils before school, from **7:45am to 8:25am**. Children may arrive at any time during these hours.
- To offer a relaxed atmosphere where pupils can enjoy breakfast before lessons begin.
- To encourage good table manners and positive behaviour throughout.
- To create a calm and supportive start to the day.
- Weather permitting, outdoor activities will be available in the school playground.
- To provide an affordable service for parents and carers.

## **PROCEDURES**

### **Booking Arrangements**

- The Breakfast Club will be open daily during term time but closed for INSET days and statutory holidays.
- Bookings must be made and paid for in advance through the Arbor portal. We can offer an 'ad hoc' basis if spaces are available.
- Non-payment of fees may result in the withdrawal of the service to the parent/carer.
- The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

### **Registration**

- An attendance register will be taken daily.
- In case of an emergency where children have to be evacuated from the building, the register must be taken and children checked against it to ensure they are all present.

### **Staffing**

The Breakfast club is staffed by employees of Townlands C of E Primary Academy.

### **Behaviour**

- The Breakfast Club follows the School's Behaviour policy. All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
- Should a child's behaviour be problematic, the school reserves the right to withdraw the place at the breakfast club for the child either temporarily or permanently.

## **Communication with Parents**

- Verbal communication with parents/carers bringing children.
- Written notes to parents may be given to the child to hand to their parent/carer or an electronic message if necessary.

## **Medicines**

- The school would prefer that medicines are not brought into the club; however, if your child is on medication, you must hand the medicine in to a member of staff and complete the necessary documentation. Medicine can be collected at the end of the school day from the school office.
- If your child is asthmatic, please ensure that you have completed the asthma notification form and return it to school. It is vital that they have an accessible inhaler during Breakfast Club.
- For children with allergens who require an Epi-Pen, parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary. Parents are requested to keep the school up to date with any changes in allergy management. Epi-pen training is provided for staff however staff must be made aware of the pupils in their care.

## **Safeguarding**

- Parents should drop off children and leave. They should not enter the rest of the school.
- Parents should not use the school car park and use the path when walking children to breakfast club.
- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, have current DBS clearance.
- Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

## **Inclusion and Equality**

- The school's Equality Policy also applies to breakfast club. All activities are available to any pupil who wishes to access them, regardless of age, gender, race, religion, special need or disability. Reasonable adjustments will be made to accommodate needs which are already provided for within the school.
- Wherever possible, pupils with special educational needs or physical disabilities will be included, as long as the physical and emotional well-being of both the staff and pupil can be assured. We reserve the right to cancel the place if we feel we are unable to meet the pupils physical and/or emotional needs.

## **Personal Property**

- All items of clothing should be clearly marked with the child's name.
- Children should not bring in any electronic devices or other valuable personal property as the club cannot accept responsibility for loss or damage to it however it may be caused.

## **Fire Procedures**

Children should exit out of the Den, via the conservatory leading on to the playground and assemble in a line. A register will then be taken to ensure all children are present.

**First Aid**

First aid will be provided in line with school procedures and a note issued to parents as necessary.

**Complaints**

We hope that you never have cause to complain but if you do, please follow this procedure: -

- Firstly, speak to a member of staff in the Breakfast Club; your concern may be quickly allayed by them.
- If you are still not satisfied, please make an appointment to speak to the Head teacher and follow the School's Complaints Procedures Policy.