St Joseph's Catholic Primary School

BREAKFAST CLUB POLICY

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm, play environment for those pupils.

Organisation

The Breakfast Club is open to all pupils from Reception to Year 6. It is open from 8.00am am to the start of the school day. Breakfast club is held in the school hall. The child's details, medical conditions, emergency contact details and additional emergency contact name, address and telephone number are kept in the school office which is accessible to Breakfast Club Supervisors. Parents are required to complete a registration form before leaving their child starts at Breakfast Club.

Entrance to the Breakfast Club is through the front door, where children sign in.From this point children are directed to put their coats onto pegs and bags into onto the chair in the dining room.

A register is taken as children enter the dining hall for additional safety.

All pupils are escorted by a Breakfast Club Supervisor to their classrooms at the start of the school day and supervised until they are handed over to their teacher.

Staffing and Supervision

The children are adequately supervised at all times. Two staff members are on duty at all times and the Executive Headteacher or Head of School are in school on a daily basis in the event of any queries or staffing issues. All members of staff are DBS checked. If numbers of children are high the HoS and Ex HT will support with supervision – additional staff may be used at this time.

The Lead Supervisor has a First Aid Certificate.

Food and Activities

Children will be offered a range of cereals, toast and fresh fruit with water and milk for breakfast. Following breakfast a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour

High standards of behaviour are expected by all children who attend the St Joseph's Breakfast Club. Breakfast Club adheres to the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately, exclusion from Breakfast Club will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy

The Breakfast Club daily fee is £3.75

This fee is to cover the cost of:

- Staffing
- Administration
- Food
- 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. The club is run on a non-profit making basis.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absences is organised by the Head of School. Breakfast Club Supervisors, who keep a register of staff available for cover will notify the Head of school if there are staff absences or emergencies. SLT is in the building and oversees the Breakfast Club. In her absence, another senior leader or named person in charge will oversee and deal with procedures as required.

Fire Procedure

Children exit the hall and assemble on the Key Stage 1 playground and exit through the dining hall door. All registers will be taken and the children checked. Staff have had fire safety training.

First Aid

If First Aid is administered, the treatment is given in line with the school's First Aid Policy.

Policy updated September 2025

Policy to be reviewed September 2026