

Backworth Park Primary School

Breakfast Club Policy

Review Date: September 2026

Version Control

Policy Title	Breakfast Club Policy
Approved by	Governing Body
Review Frequency	Annual
Next Review	September 2026

1. Introduction

Backworth Park Primary School provides a Breakfast Club service to support children's wellbeing, promote healthy routines, and help families requiring wraparound provision. The club operates in line with the school's Charging & Remissions Policy, Health & Safety Policy, Behaviour Policy, and Safeguarding & Child Protection Policy.

2. Aims

- Provide a safe, positive and nurturing start to the day.
- Offer nutritious breakfast options following school food standards.
- Support attendance, punctuality, and family needs.
- Ensure safeguarding, behaviour expectations, and health & safety standards reflect whole-school policies.

3. Operational Details

- Days of Operation: Monday–Friday, term time only.
- Times: 8.00am – 8.45am.
- Location: EYFS/KS1 Community Room and KS2 Hall. All children enter through community room door.
- Staffing: Supervised by school support staff.
- Food Provided: Cereal, toast, drink

4. Booking and Payment

- All sessions **must be booked online in advance**. 60 places are available to book for a session.
- Emergency/ad-hoc attendance must be arranged by visiting the school office at 8 am. All requests will be subject to staffing capacity.
- Fees are applied in accordance with the Charging & Remissions Policy at £2 per session.

- Parents must notify the school office if their child has a booked place and is unwell and unable to attend. Refunds will only be credited if the school office has been notified to cancel the place.
- For any reason Breakfast club payments fall into arrears, your child/ren's place will be withdrawn until all outstanding amounts are settled.
 - Families meeting eligibility criteria may apply for financial assistance.

5. Behaviour Expectations

Breakfast Club follows the whole-school Behaviour Policy. Children must uphold the school values and behaviour standards at all times. Serious or repeated behaviour concerns may result in a parent meeting or removal from Breakfast Club.

6. Safeguarding

- Breakfast Club adheres fully to the Backworth Park Primary Safeguarding & Child Protection Policy.
- DSL: Leigh ElSaghier; Deputy DSLs: Miss Wood, Mrs Huscroft, Mrs Willcocks & Miss Davidson
- All staff are DBS checked and follow procedures for reporting concerns.

7. Health & Safety

- Breakfast Club operates under the school's Health & Safety Policy.
 - First aiders holding full and relevant pediatric first aid qualifications are on site; accidents are reported following school procedures.
 - Fire evacuation procedures follow the Fire Safety Plan.
- . Parents may use the school car park to drop off for Breakfast club. Cars should use allocated parking bays /loading bay to ensure safe passage to the school building is not impeded.

8. Inclusion and Equal Opportunities

Breakfast Club is inclusive of all children. Staff will work with parents to make reasonable adjustments for SEND, medical needs or disabilities.

9. Emergency and Evacuation Procedures

Procedures follow the school's Health & Safety Policy. Staff ensure safe evacuation and accurate roll call.

10. Monitoring & Review

The Headteacher oversees the Breakfast Club. The Governing Body will review this policy annually.