



Sully Primary School
Ysgol Gynradd Sili

Breakfast Club Policy

Date of ratification: March 2025
Date of Review: March 2027

Aims of breakfast club

- To support families who would benefit from their child/ren receiving breakfast at school;
- To provide pupils with a healthy breakfast;
- To help children better understand healthy eating;
- To ensure the safety and welfare of each child;
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times

Monday to Friday 8.00am – 8.55am. Term time only.

Children must arrive between 8.00am and 8.15am - there will be no admittance after 8.15am.

Places are limited due to limited space in the school hall and finance.

INSET Days

Breakfast Club will not run on staff training days.

Admissions

The club is fully inclusive for children from Reception to Year 6. Any child that has an additional / specific need should record the relevant information on the club forms.

- Places at the club will be allocated on a 'first come, first served' basis.
- **Applications for a place will only be accepted upon completion of the relevant application forms.**
- Upon receipt of a completed application form, the child's name will be added to the current waiting list.
- Families will be informed that they have been allocated a Breakfast Club space via phone call from a member of school staff.
- Families will be asked which days they wish their child to attend breakfast club and this information will be recorded against the child's name.
- Priority places will be offered to parents of children who are employed to work at Breakfast Club and those who are eligible for free school meals.

Attendance

Attendance at Breakfast Club will be closely monitored and a register will be taken daily. The following rules apply:

- All children will be expected to eat breakfast within school as this is the primary aim of the Breakfast Club.
- Children can only attend Breakfast Club on the days that have been originally requested. Any changes to days must be formally requested via email to the school. Changes cannot be guaranteed due to staffing and space capacity.
- Children must use the number of days that they have requested at Breakfast Club. If the requested days have not been used for a period of two weeks, the allocation of a space will be reduced to the number of days that are being used. For example, if a family has asked for five days attendance but are only using three days, the allocation will be reduced to three days and the child will not be able to attend on the other days.

Location of Breakfast Club

The sessions will be held in the main hall of the school. Children will enter school via the door in the top playground.

Behaviour

The School Policy for Positive Relationships will be followed to ensure consistency for the children in the club. If a child continually behaves badly, the school reserves the right to withdraw the place.

Staffing

Breakfast Club Staff

Supervisor: Rosemary Swift

Assistants: Chloe McDonald, Louise Holley (responsible for preparation), Nicola Jones

All staff have DBS checks and are identified by a lanyard with their photo and name.

Breakfast Club Routine

- Children should enter the Breakfast Club via the Year 3 entrance located near the staff car park.
- To gain the attention of staff, parents will need to ring the doorbell.
- Children will be registered.
- Children will have breakfast.
- Tableware will be cleared and washed by a member of staff.
- Children will have the opportunity to participate in a choice of activities.
- Children will use the toilets situated in the Year 1/2 corridor (PS1/2) and Year 3 corridor (PS3).
- Children will help tidy up equipment at the end of the club.
- Breakfast Club staff will supervise the children going to their classrooms.
- Children in outdoor classrooms will be escorted to their classrooms by a member of staff.

Complaints Procedure

All complaints in writing by a parent regarding Breakfast Club will follow the complaints procedure.

Cancellation

The Club will not run on school INSET days.

Breakfast Club may be cancelled for the following reasons:

- The school being closed because of adverse weather conditions e.g. snow.
- The school being closed due to problems with the building e.g. no heating or water supplies.
- Staff absence and being unable to employ cover staff to meet necessary staffing levels.

In the event of a closure:

The Headteacher or Deputy Headteacher will contact the Breakfast Club supervisor who will contact further members of staff.

Information will be available on our school website and twitter account. Parents will be contacted via the school's SMS service.

School closures are reported on the local radio station and website.

Breakfast Menu

Sully School is a Healthy School and the selection of food available for the children at Breakfast Club will be compliant with the Healthy Eating Regulations. The aim of the Regulations is to achieve a whole-school approach to healthy eating; to encourage healthy attitudes to food and drink, and to develop good eating habits at an early age.

Food Categories	Suggested Items
Milk based drinks	Semi-skimmed or skimmed milk
Cereals – not coated or flavoured with sugar, chocolate or cocoa powder	Weetabix Cornflakes
Fruit and vegetables	A selection of chopped fresh fruit
Breads and toppings	Wholemeal bread FLORA margarine (low fat)

Wastage will be monitored and ordering of food will be adjusted accordingly. Drinking water will be available to children during the session.

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast Club will offer a range of free-choice activities.

Emergencies

As part of the membership form parents and guardians are asked to complete emergency contact information to enable Breakfast Club staff to contact them in case of emergency. The forms will be kept up to date by the Club Supervisor, and kept in a safe, secure place.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's field in a quiet line. The register for the day will be called and all names will be checked. The Supervisor will also check that all staff are safe.

There may be a fire drill practice in accordance with the school's emergency fire and evacuation policy.

Safety and School Policies

Health and Safety

Breakfast Club is run by the school and existing Health and Safety Policies will be followed.

Equal Opportunities

Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all.

Equality Act 2010

In Sully School we believe that everyone is entitled to equality of opportunity, including those with protected characteristics as mentioned in the 2010 Equality Act. Staff practise an equal opportunities philosophy, which is reflected in the ethos of the school as well as in the formal and informal curriculum. In all subjects we strive to avoid direct discrimination, indirect discrimination and discrimination arising from disability. We make reasonable adjustments for disabled pupils. More information can be found in the school's equalities policy.

Safeguarding

In accordance with safeguarding arrangements, all staff involved in Breakfast Club will be DBS checked. These records are held in the school office.

Breakfast Club staff will follow existing school policies and procedures for child protection.

Accidents

Accidents will be treated by a trained first aider, and accidents will be recorded in the accident book. Breakfast Club will follow the school's first aid policy.

Medication

Supervisors will be made aware of pupils' medical needs from the completed form. All medication will be located in the school office/medical cabinet.

Policy Review

This policy will be reviewed and evaluated by the Schools Senior Management Team and will be updated accordingly.