Finlay Community School

ASPIRE BELONG ACHIEVE

Breakfast Club Policy

Governor Committee Responsible:		**Staff Lead(s):**	Alison Croft/Sadie Lee
Status ***(Statutory / Advisory)***	Advisory	**Review Cycle**	Annually
Last Review	October 2026	**Next Review Date**	October 2027
Chair of Governors	Mike Adlam chair@finlay.gloucs.sch.uk		

Breakfast Club Policies and Information

This document summarises the Finlay Community School Breakfast Club service offered to the parents of children of Finlay Community School. It references aims, objectives, procedures and covers how the service operates. The intended audience is for parents, attendees and school staff.

Breakfast Club Aims:

To provide early morning support and a healthy breakfast in a secure and welcoming environment to school families who wish to bring their children to school earlier than the standard school day start time.

Objectives:

- Provide a safe environment for pupils between 7:45 - 8:45am.
- To enable children to eat a healthy breakfast.
- To provide a calm, yet stimulating environment for the pupils attending.
- To provide an affordable service for parents where required.

Overview:

- Breakfast club is open to all children from Reception to Year 6.
- It is run by school staff, and is overseen by a member of the SMT.
- The number of children is capped at 45 per day. **B*ooking in advance is essential.***
- Breakfast club runs from 07:45am and finishes at 08:45am – ***children must not be dropped off before 07:45am.***
- Spaces should be requested via a booking form, which is available from the school office and is on a first come, first served basis.
- Once your booking request form is handed in, you must wait for confirmation of your place.
- Children can only attend if their place has been confirmed.
- If there are no spaces, your child's name will be placed on the waiting list.
- When children arrive, through the main school office, they are welcomed by a member of the office staff and signed in on the breakfast club register.
- Breakfast club is held in the dining hall.
- A member of SMT is always on site and is accessible to breakfast club.
- At the end of breakfast club children are taken to their classes.
- All staff hold an enhanced and valid Disclosure Barring Service certificate, food hygiene and first aid qualifications

Booking and Payments:

- Each daily session costs £2.75 per child - this covers staff, equipment, day-to-day running costs and providing a varied and healthy breakfast.
- **Payment must be made via ParentPay only**
- Breakfast club sessions must be **paid for at least a week in advance**
- If you wish to cancel breakfast club slot, you must give at least 6 weeks' notice via email to admin@finlay.gloucs.sch.uk or by calling the school office on 01452 530310. If you have booked a place in advance, **late cancellation, no show, or if your child**

is ill* or on holiday, will result in you still being charged. * Long term will be dealt with on an individual basis, please speak to the admin staff in the office.

- ***Non-payment/being one week in arrears will result in your child not being able to attend breakfast club until payment has been received.***
- ***Ongoing payment issues may result in your child's breakfast club space being permanently withdrawn.***

Breakfast Club Sessions:

- Breakfast club aims to be an engaging, safe, fun environment, which starts the children's' days in a positive way.
- A variety of games, crafts and books are put out daily. Children are allowed to participate in these activities once they have washed their hands and eaten their breakfast.
- Children are expected to behave in line with the school behaviour policy. Incidents of repeated, inappropriate behaviour (please see behaviour policy), may result in a child losing their place at breakfast club.

Food:

- A variety of food is on offer for the children each day including cereals, yogurt, toast with a range of toppings and fruit.
- Drinks available are water and milk
- Breakfast club also aim to have a weekly hot breakfast where food may include baked beans, bacon sandwiches, sausage sandwiches and pancakes.
- Breakfast is served from 8:00 until 8.30am. All children are required to wash their hands, order and eat breakfast, and then play after. Breakfast finishes at 8.30am to ensure the kitchen and tables are clean, ready to start the day.
- All staff hold a current food and hygiene level 2 certificate
- Children who have food allergies and medical conditions should be included on the booking form by parents/carer and then are highlighted on the breakfast club register, and the information of all allergies are in the school kitchen.

First Aid and Risk assessment:

- A medical form must be completed for every child attending breakfast club. This should inform us of any pre-existing conditions or allergies.
- A risk assessment has been carried out for the breakfast club; it has been shared with staff and is available to parents, upon request.
- All staff have first aid training and will follow the standard school procedures if an incident occurs. If treatment is given or an injury is sustained, a note will be sent home to the parent or a phone call will be made if more serious.

Fire Procedures:

- In the event of a fire alarm sounding, all breakfast club children will line up in silence and leave the hall via the fire exit.
- The children will be taken up onto the main 'middle' playground where they will line up in silence.
- A member of breakfast club staff will check the toilets (opposite the reception classrooms) and close the hall doors before exiting the building.

- The office staff will bring the register to account for everyone in session and ensure they are all present.
- Any fire procedures will be in line with the Finlay Community Primary School fire policy which can be found within the school's Health and Safety policy on the school website.

Complaints Procedure:

- In the event of a parent wishing to make a complaint, then the complaints procedure should be followed. In the first instance, this complaint should be made to the Business Manager or a member of SMT.

[Date]

Dear [name of parent/carer]

Reference: Breakfast Club Debt Warning Letter
Child's Name: [name of child]

I am writing to inform you that your ParentPay account indicates that there is [insert amount of money] outstanding to pay for breakfast club.

Our breakfast club policy states that:

- Payment must be paid via ParentPay only
- Breakfast club sessions must be paid for at least a week in advance
- If you wish to cancel your breakfast club slot, you must give at least 6 weeks' notice via email to admin@finlay.gloucs.sch.uk or by calling the school office on 01452 530310. If you have booked a place in advance, **late cancellation, no show, or if your child is ill* or on holiday, will result in you still being charged**. *Long term will be dealt with on an individual basis, please speak to the admin staff in the office
- **Non-payment/being one week in arrears will result in your child not being able to attend breakfast club**
- **Ongoing payment issues may result in your child's breakfast club space being permanently withdrawn.**

Please ensure your debt is cleared and breakfast club sessions are paid for a week in advance.

If this debt is not cleared and payments are not made in advance your child will not be able to attend breakfast club. Please ensure this is done by [date].

If you have any questions regarding this, please contact sadie.lee@finlay.gloucs.sch.uk

Our school budget is intended to support children's learning and we cannot use it to cover debt owed to the school.

Thank you for your help and understanding. Please so not hesitate to contact me if you have any questions or difficulties complying with this letter.

Kind Regards,

H. Williams

Mrs Hannah Williams, Co – Headteacher

[Date]

Dear [name of parent/carer]

Reference: Breakfast Club Debt Warning Letter
Child's Name: [name of child]

As per previous letter sent on [Date], it was highlighted that there was an outstanding debt owed on your child's ParentPay account. This debt has not been cleared.

Our breakfast club policy states that:

- Payment must be paid via ParentPay only
- Breakfast club sessions must be paid for at least a week in advance
- If you wish to cancel your breakfast club slot, you must give at least 6 weeks' notice via email to admin@finlay.gloucs.sch.uk or by calling the school office on 01452 530310. If you have booked a place in advance, **late cancellation, no show, or if your child is ill* or on holiday, will result in you still being charged**. *Long term will be dealt with on an individual basis, please speak to the admin staff in the office
- **Non-payment/being one week in arrears will result in your child not being able to attend breakfast club**
- **Ongoing payment issues may result in your child's breakfast club space being permanently withdrawn.**

Therefore, I am writing to notify you that **your child will no longer be able to attend breakfast club**.

If by [insert deadline] you haven't either paid off the debt or contacted us to set up a payment plan, you will be invited to a meeting to explore options to help you pay the amount owing. If you don't attend or if we don't reach a satisfactory result together, we may seek legal advice on recovering the debt.

Thank you for your help and understanding. Please so not hesitate to contact me if you have any questions or difficulties complying with this letter.

Kind Regards,

H. Williams

Mrs Hannah Williams
Co – Headteacher