



Slough and East Berkshire  
C of E Multi Academy Trust

## Free Breakfast Club Policy

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|-----------------------------|-----------------------------------------------------|
| <b>Reviewed by</b>          | Headteacher and School Business Manager             |
| <b>Approved by and when</b> | The Local Governing Board 8 <sup>th</sup> July 2006 |
| <b>Frequency of Review</b>  | Annual                                              |
| <b>Next Review</b>          | July 2007                                           |

## **1. Introduction and Purpose**

### **1.1 Policy Statement**

Woodlands Park Primary School is committed to providing a Free Breakfast Club for all pupils to support their health, wellbeing, and readiness to learn. Whilst we are receiving DfE funding for a Free Breakfast Club we will offer a 30-minute club to all children from Reception to Year 6 without a charge for this time to parents. This policy sets out how we deliver our breakfast club provision in line with Department for Education guidance on the Free Breakfast Club programme.

### **1.2 Aims**

Our breakfast club aims to:

- Provide all pupils with access to a nutritious breakfast to start their day
- Support pupil wellbeing, concentration, and readiness to learn
- Offer a safe, welcoming environment before the school day begins
- Support working families by providing wraparound childcare
- Promote social interaction and positive relationships among pupils

### **1.3 Scope**

This policy applies to all pupils in Reception Year to Year 6 at Woodlands Park Primary School and covers the operation, management, and standards of our free breakfast club provision.

Woodlands Park Free Breakfast Club meets the 5 minimum requirements for DfE funded Breakfast Clubs. The Free Breakfast Club:

- Is free to parents
- Is open and available to all children in Reception to Year 6
- Is for 30- minutes before the start of the school day
- Provides food that meets the School Food Standards for England
- Is located on the school site

## **2. Eligibility and Access**

### **2.1 Who Can Attend**

The breakfast club is available free of charge to **all pupils** at Woodlands Park Primary School in Reception Year to Year 6. There is no means-testing or eligibility criteria.

### **2.2 Booking Process and Attendance**

- Parents/carers must book their child into the club using the school booking process, which will be shared with parents.
- In extreme circumstances, if a child is not booked then attendance will be at the discretion of staff depending on staff ratios and food available.

- Emergency contact details, dietary requirements, and any relevant medical information are already held in school and parents are asked to update these on an annual basis.
- Places are allocated on a guaranteed basis for all booked pupils.
- All children attending the breakfast club must be registered on the attendance register each morning.
- For safeguarding purposes, parents/carers must inform the school by 7:50am if their registered child will not be attending.
- The school will follow up on any unexplained absences if the child is not in school that day.
- Woodlands Park School will encourage attendance at breakfast club and a punctual start.
- Attendance at breakfast club may be used as part of the school's wider attendance support strategy.

### **3. Operational Details**

#### **3.1 Opening Times**

The breakfast club operates:

- Days: Monday to Friday during term time
- Times: Woodlands Park Breakfast Club (subject to charge)– 8:00 – 8:10am, DfE free funded Breakfast club 8:10am – 8:40am
- Breakfast service: 8:10am – 8:30am
- In exceptional circumstances (e.g. severe weather, staff shortage), the school may need to close the breakfast club. Parents will be notified as early as possible. The decision to close would be a last resort after exhausting all other possibilities.

#### **3.2 Location**

The breakfast club is held in the school hall.

#### **3.3 Drop-off and Collection**

- Parents/carers must press the buzzer on the main pedestrian gate. Video phones will be used to verify the identity of the caller and admit them onto site.
- The pedestrian gate must be closed behind the parents and children as they enter to maintain a secure site.
- Parents will walk their children around to the entrance of breakfast club.
- The school takes responsibility for the child once they have arrived at the breakfast club, been admitted to the building and registered by staff.
- Year 5 and 6 pupils may walk independently from the pedestrian gate; however, they must be dropped at the gate by a parent/carer and remain the parent's responsibility until they arrive at the breakfast club and are registered by staff

- Key Stage 2 will go to their classrooms from the hall at 8:40am
- Key Stage One and Early Years will be collected from the hall by their class teacher/TA at 8:40am

#### **4. Food and Nutrition Standards**

##### **4.1 Food Standards Compliance**

All food served at breakfast club meets the school food standards as set out in The Requirements for School Food Regulations 2014. This means:

- Fruit or vegetables, or both, are available at every breakfast session
- Foods high in fat, sugar and salt are limited in line with the School Food Standards.

##### **4.2 Menu**

Our breakfast menu includes:

- wholegrain cereals, toast with spreads, fresh fruit, yoghurt, milk, water and other healthy options
- A copy of the weekly menu is available on the school website/from the school office

##### **4.3 Dietary Requirements and Allergies**

- We cater for all dietary requirements, including allergies, intolerances, religious requirements, and vegetarian/vegan diets.
- Parents/carers must inform us of any dietary needs on their school admissions forms or in the annual update. School records are used for breakfast club provision.
- Staff are trained in food safety and allergen management in line with Natasha's Law requirements.

##### **4.4 Healthy Eating Promotion**

We encourage healthy eating habits by:

- Offering a variety of nutritious foods.
- Providing water and milk as the main drinks.
- Creating a positive mealtime environment.

#### **5. Staffing and Safeguarding**

##### **5.1 Staffing Ratios**

The breakfast club is staffed by qualified staff members, maintaining appropriate adult-to-child ratios to ensure safety and supervision.

##### **5.2 Staff Qualifications and Training**

All breakfast club staff hold enhanced DBS checks and are trained in the following areas:

- Training in line with Keeping Children Safe in Education (KCSIE)

- Food hygiene
- Allergen management
- EYFS safer eating training
- At least one member of staff holds pediatric first aid

### **5.3 Safeguarding**

- All safeguarding procedures that apply during the school day also apply at breakfast club
- Staff follow the school's child protection and safeguarding policy
- Any safeguarding concerns are reported immediately to the Designated Safeguarding Lead (DSL) or deputy DSL and followed up
- The breakfast club reflects the school's commitment to safeguarding, early help and pupil wellbeing.

### **5.4 Behaviour Management**

- We expect the same standards of behaviour at breakfast club as during the school day
- The school's behaviour policy applies to breakfast club
- Positive behaviour is encouraged and celebrated

## **6. Activities and Supervision**

### **6.1 Activities Provided**

Breakfast club offers a range of activities including:

- e.g., quiet reading, board games, creative activities, card games,
- Activities are age-appropriate and supervised at all times
- Children are encouraged to help and support with serving and clearing up to support development of independence, responsibility and kindness

### **6.2 Supervision**

- All children are supervised from arrival until they are handed over to their class teacher
- Staff always maintain visibility of all children
- A register is taken for each session as children arrive

## **7. Inclusion Statement**

The school is committed to ensuring that the Breakfast Club is inclusive, welcoming and accessible to all pupils. We aim to provide a safe, supportive and positive environment in which every child feels valued and able to participate.

The Breakfast Club will operate in accordance with the Equality Act 2010 and the school's Inclusion, SEND and Equality policies. Reasonable adjustments will be made where

required to enable pupils with special educational needs and disabilities (SEND), medical needs or other additional needs to access and participate in the provision.

The School will work in partnership with parents, carers and relevant professionals to understand individual needs and ensure appropriate support is in place. Any dietary, medical, cultural or religious requirements will be considered and accommodated wherever reasonably practicable.

The school is committed to promoting equality of opportunity and fostering an environment that is free from discrimination, harassment and victimisation. All pupils attending the Breakfast Club will be treated with dignity, respect and fairness.

## **8. Health and Safety**

### **8.1 Risk Assessments**

- Risk assessments are completed for all breakfast club activities and are reviewed annually or when circumstances change
- The Free Breakfast Club will be covered by the school's Public Liability Insurance

### **8.2 Hygiene**

Children will be encouraged to have good hygiene habits when eating and around food.

Hand washing will be established as routine and encouraged and promoted by staff.

### **8.3 First Aid and Medication**

- At least one member of staff on duty holds a current paediatric first aid certificate
- Parents/carers must inform staff of any medical conditions or medication requirements
- Medication is administered in line with the school's supporting pupils with medical conditions policy
- We hold a spare adrenaline auto-injector (AAI) in line with statutory guidance
- We have a defibrillator on site

### **8.4 Emergency Procedures**

- Fire evacuation procedures are displayed and practised regularly
- In the event of an emergency, staff follow the school's emergency procedures

## **9. Charging**

### **9.1 Free Provision**

As we receive support through the government's free breakfast club programme, we do not charge parents/carers for breakfast club attendance for pupils in Reception to Year 6.

Any provision offered before the DfE-funded 30-minute session may be chargeable. Woodlands Park School will monitor demand and assess if and when earlier start times and increased staff capacity may be appropriate.

Pupils in Nursery can attend the Breakfast club at a charge of £4 per session.

## **10. Parental Engagement**

We welcome feedback from parents/carers about our breakfast club provision.

Parents/carers can provide feedback by contacting the school office.

## **11. Monitoring and Evaluation**

### **11.1 Quality Assurance**

The breakfast club is monitored on a termly basis to ensure:

- High standards of care and supervision
- Compliance with food standards
- Positive outcomes for pupils
- It is financially viable for the school to operate.

In the event that the Free Breakfast Club becomes financially unviable for the school we will first work the DfE to seek support and resolution. In the event that no resolution can be found then Woodlands Park School will give parents two terms (two short/half terms) notice. Where possible we will work to provide an alternative wraparound provision which may include options such as a Woodlands Park Breakfast Club paid for by parents or a Private, Voluntary or Independent (PVI) childcare provider.

Monitoring and Quality Assurance will be shared with Governors termly.

### **11.2 Review**

This policy is reviewed annually by the School Business Manager to ensure it remains relevant and compliant with current guidance.

## **12. Record Keeping Compliance**

Records will be kept in line with recommended retention schedule and available for DfE audit and assurance purposes.

In line with DfE guidance, documents and records relating to the school's accounts shall be open to inspection by the Secretary of State and by the Controller and Auditor General.

## **13. Related Policies**

This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Food Policy

- EYFS Policy