

Northcote Primary School



Breakfast Club Policy

September 2025

Review Annually

Adopted by the Governing Body

Signed by Chair of Governors:

Date:

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.
- To promote health and personal hygiene by ensuring children wash their hands before eating.
- To help children develop friendly, positive relationships.

Organisation

- Breakfast club is open from 8am – 8.45am.
- The club is available for pupils from Nursery to Year 6.
- Each child attending Breakfast Club should be signed in by a parent/carer each day.
- Children will need to arrive by 8.20am to receive a breakfast.
- A registration form must be completed by parents/carers before attending Breakfast Club.

Staffing

- Breakfast club has a core team of three members of staff with additional support as necessary.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club have current DBS clearance.
- Breakfast Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for Breakfast Club.
- The schools Fire and Health and Safety Policy is adhered to by Breakfast Club.
- Where ICT equipment is used, they also follow the school's ICT policy and procedures.

Catering

- Water is available to children at all times.
- Milk is also available.
- A variety of breakfast choices are available to children, including toast and cereals.
- All allergies/intolerances should be notified to staff on the Breakfast Club registration form.

Emergencies

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Breakfast Club registration form.
- All staff who supervise Breakfast Club are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

Sickness/Medication

- All medication administered will follow the existing school policy.

- All medical information provided by parents should be detailed on the Breakfast Club registration form.

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Breakfast Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees

- £2.00 per session per child.
- Fees are payable at the point of booking via the ParentPay online payment and booking system.
- Fees should be paid in advance - payment is required on the Friday for the following week's bookings.
- Parent Pay accounts should be in credit, and fees are only taken out on the days that your child attends.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

Booking

- Bookings and cancellations must be made online by 10am, 7 days in advance. Bookings can be made at www.parentpay.com.
- Parents/carers must complete the registration form and hand it to the school office before pupils attend Breakfast Club.
- Children arriving with no pre-booking are likely to be turned away.

Debt recovery

- Attendance at breakfast club will be suspended until the previous week has been paid.
- Should any debt occur for Breakfast Club bookings, a phone call will be made to discuss potential payment problems.
- If the debt remains outstanding it will be referred to the Head Teacher for consideration and no further bookings will be taken for Breakfast Club until resolved.



Breakfast Club Registration Form

Name of Pupil:	
Class:	
Address:	
Telephone Numbers:	
Medical Conditions:	
Allergies:	
Dietary Requirements:	
<p>I agree to abide by the terms of the Northcote Primary Breakfast Club Policy and will keep the Breakfast Club informed of any changes to my child's registration details provided above.</p> <p>Parent Name:.....</p> <p>Parent Signature:..... Date:.....</p>	