

St. John's C.E. Primary School



Our Vision Statement

Shine like stars

Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.

Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.' Matthew 5:16

Policy: Breakfast Club

Reviewed: July 2025

Future Review: July 2027

1 Aims

- To provide a secure, welcoming, before school care for children whose parents are unable to bring their children to school at their normal start time due to work commitments.
- To provide a healthy breakfast to start the day.

2 Objectives

- To provide a welcoming, safe, secure environment for all children before the beginning of the school day.
- To enable children to have breakfast before the start of the school day in a pleasant, relaxed environment.

3 Procedures

3.1 Staffing

- There are four Teaching Assistants who rotate days and a member of the Senior Leadership team are always on site before 8.00am

3.2 Contingency arrangements for staff absences

- If a member of staff is absent, they must ring the Headteacher who will arrange cover

3.3 Booking arrangements

- Breakfast Club is £4.00 per day and this needs to be in credit at all times (either daily, weekly, monthly or termly)
- Please fill in the Breakfast Club Application Form, stating the days of attendance and return it to the school office. The form can be found on our website or please email the school office, office@stjohnsprimarysch.org.uk

3.4 Use of registers

- A register is taken every morning.
- In case of an emergency, where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

4 St. John's Breakfast Club

- Breakfast Club is open to all Children from Reception to Year 6 from 8.00am. It is held in the school dining hall.
- Please ring the Breakfast Club bell in the morning and your child will be let in by the Breakfast Club staff. (Please do not bring children any earlier than 8.00am as they will not be allowed in).
- If you would like your child to have breakfast (toast & cereal), this takes place between 8.00am and 8.10am.
- After breakfast they can enjoy activities in the hall or additional games & play in the playground.
- Any changes to the days your child is attending, please leave a message on the Breakfast Club answerphone (020 8363 4709)
- If the child repeatedly misbehaves or exhibits challenging behaviour a member of the Senior Leadership Team will discuss this with parents/carers. The child may no longer be

able to attend the Breakfast Club.

- Toilet facilities are available in the school hall.
- Children will remain with the Breakfast Club staff until 8.40am.

5 Fire Procedure

- Children and staff should exit the dining hall and through the security gates and assemble in the field to the side of the school.
- The Breakfast Club register is checked by a member of the Breakfast Club team when the children are lined up at the assembly point
- Procedures, as outlined in the school fire policy, are followed.

6 First Aid

- A First Aid Kit is kept in the school office and the school kitchen
- If First Aid is administered this is in line with our First Aid policy

7 Medication

- Children's medications e.g. Inhalers, are kept in their classrooms and these are easily accessible. Administration of an inhaler will be supervised by an adult.

8 Risk Assessment

- A risk assessment has been carried out for Breakfast Club and is in the Breakfast Club folder.