



Breakfast Club Policy

Policy agreed by the Governing Body on February 2018

Date reviewed: February 2026

Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented.

Article 31 *Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.*

Article 15 *Every child has the right to meet friends and join groups*

Aims

- To provide a secure, safe and welcoming place at the start of the school day.
- To provide a calm environment in which pupils can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To provide the opportunity for a life skill as pupils can make their own toast and drink.

Opening Times

Breakfast club will be open from 8:30am – 9:00am. Staff will be on duty during this time.

Last entry into breakfast club will be **8:45am**

The breakfast club staff that are on duty that day will open the side door into the canteen and allow entry to pupils who are registered for breakfast club.

Admission Criteria

Due to the levels of staffing that are available for Breakfast Club each day there are a limited number of places available. Therefore, pupils' entry into breakfast club will be dependent on meeting one of the following criteria: -

1. Pupils who travel long distances via home to school transport.
2. Pupils whose parents work and require an earlier drop off.
3. Parents who need to drop other children at a different school and require an earlier drop off.

A letter to request a place at breakfast club will be sent out at the start of each academic year for parents to request a place and can also be obtained from the school office throughout the year. Parents can also speak with the Extended school's coordinator to request a place as a support place for a personal event.

Once a request has been submitted a review of the request will take place to see if the criteria is met and a letter notifying you of acceptance will be sent out.

Organisation

- Staff will be on duty at the side door at 8:30am ready to welcome pupils into breakfast club. School cannot admit pupils into school before 8:30am.
- Pupils will only be allowed into breakfast club once they have been ticked off on the register.
- Pupils will then be escorted to the dance/drama room by a member of staff.
- Activities will be provided for the pupils to take part in whilst at breakfast club.
- **Toast** and a drink will be provided for all pupils that are attending breakfast club.
- Each day there will be a designated senior TA to oversee all of breakfast club.

Behaviour

- The schools' code of conduct and the school's behaviour policy will be followed in order to ensure consistency for the pupils at the club.
- If a pupil's behaviour is deemed unsafe or inappropriate whilst in breakfast club, then their place will be reviewed.

Bad weather allowance

- Between October half term and February half term these pupils will be allowed to sit in the canteen supervised by a staff member but will not have access to Breakfast Club.
- Outside of this time it will be the Senior TA who is on duty that day to make a decision as to whether pupils will be allowed to sit inside due to bad weather.

Appeals Process

If you would like to appeal any decision that has been made regarding your child's admittance into breakfast club this needs to be made in writing to **Gareth Hall (Extended schools coordinator)**. This will initially reviewed by Gareth Hall and the Head Teacher and Deputy Head Teacher will be kept informed of any appeals and will be involved in any final decision.