



ST PIUS X CATHOLIC PRIMARY SCHOOL

BREAKFAST CLUB POLICY

AIMS

- To offer a safe, secure and friendly environment in which children can enjoy a healthy nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit and contribute towards the extended school role.

OPENING TIMES:

The Breakfast Club will open term time only every Monday to Friday morning from 7.45 – 8.40am. Gates open at 7.45am. Registration is from 7:45-8:00am. Gates close at 8am, no children will be admitted into breakfast club after this time. Breakfast, comprising of cereal, toast, yoghurt, water or milk will be provided. At the end of Breakfast Club, the children will proceed directly to their classrooms for registration.

STAFF:

Breakfast Club will be staffed by two members of school staff. Breakfast Club staff will keep a list of all members of the Breakfast Club and a register of attendance will be taken daily.

ADMISSIONS:

The club is fully inclusive for children from Reception to Year 6. The club has a maximum occupancy of 48 children.

FEES AND PAYMENT:

The cost will be £3.00 per day for each child. Bookings must be made online through Arbor. Bookings can be made in Daily or Weekly blocks and must be booked a minimum of 24hours in advance. Bookings cannot be made unless there are sufficient funds in your child's breakfast club account to cover the cost of the sessions. Refunds will only be issued if the school cancel a session.

NON-PAYMENT OF FEES:

Debts will be reviewed daily.

Where the debt is **-£0.01** or greater the school office will issue an automated reminder to top up the child's breakfast club account.

Where the debt is **-£6.00** or greater, a letter will be sent asking for outstanding amount and your child /children will not be able to attend further breakfast club sessions until the debt is cleared. In the case of financial hardship, parents need to make the Office aware of any issues

LOW INCOME FAMILIES:

St Pius X also offers a limited number of partially funded Breakfast Club places. If you are a low-income family whose children have qualified for free school meal funding, you may be eligible for one of these places. (this does not extend to universal free meal provision for Foundation, Class 1 & 2) The level of

funding provided for these places is at the school's discretion. If you believe you qualify for such a place please contact the school office.

POLICIES AND PROCEDURES:

School Policies relevant to the Breakfast Club include; Health and Safety, Healthy Eating Policy and Behaviour Policy.

GUIDELINES FOR BREAKFAST CLUB CHILDREN:

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. You will be expected to follow these rules;

- ✓ Follow adult instructions
- ✓ Be polite to everyone
- ✓ Behave in a calm and quiet manner
- ✓ Do not leave the breakfast table until an adult gives you permission.

BEHAVIOUR:

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club. The Breakfast Club reserves the right to prevent any child's attendance to the club if at any time they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded.

EMERGENCIES:

As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

Fire Procedures: In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy

RISK ASSESSMENT:

A separate risk assessment has been completed for Breakfast Club sessions and activities.

EQUAL OPPORTUNITIES:

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal

CANCELLATION:

We reserve the right to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded.

Reviewed: December 2025

Next Review: July 2026