



WELLESLEY PRIMARY SCHOOL

Breakfast Club Policy

Issue No: 6

Date: March 2025

Approved by Governors: 3rd March 2025

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Change Record Sheet

Issue No	Date	Summary of Change	Amended by:
4	March 2022	Update rate for September 2022	Kathryn Jones
5	July 2023	Update rate and new payment/booking system	Kathryn Jones
6	September 2024	Updated payment system to include tax-free savings	Kathryn Jones
7	March 2025	Updated Debt Recovery for tax-free savings.	Kathryn Jones
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Summary

This policy will be reviewed every 3 years.

Policy Written: March 2017

Breakfast Club

Introduction

The Breakfast Club is a self-sufficient club financed from fees paid by parents. At times the school may boost funds from the delegated annual budget to ensure the club continues to run for the benefit of the pupils. The school is not obliged to provide a place at Breakfast Club where payment is not forthcoming or the behaviour of the child warrants refusal.

Policy Aims

- To outline the school's procedures regarding breakfast club provision.
- To provide a happy, welcoming place at the start of the school day.
- To support working parents by providing an affordable childcare facility.
- To ensure the smooth, efficient and cost effective operation of breakfast club provision.
- To clarify the roles and responsibilities of school staff, parents and pupils.
- To present a workable, clear mechanism for the collection of breakfast club payments.

General

Opening Times

Monday to Friday 7:30 am – 8:35 am term time only.

INSET Days

Breakfast Club will not operate on staff development days.

Admissions

The club is fully inclusive for children from Reception to Year 6.

Access Arrangements

The club is open from 7:30 am and children access the club via the hall doors. Please wait here to be let in by staff.

Staff & Safeguarding

The breakfast club is run by 2 members of staff who have DBS clearance and first aid training. Food is provided by the Kitchen Manager who is employed by Integra. The staff ratio to pupils is monitored by the office.

OFSTED Registration

The club does not require a separate registration to OFSTED. The club is run directly by the school (ie the club's staff are employed by the school governors) and at least one child from the school attends the club and therefore it comes under the school's own OFSTED registration.

Breakfast Club

Behaviour

The school policy and rules apply within Breakfast club. If a child continually behaves badly the school reserves the right to withdraw the place.

Resources & Activities

Breakfast club has its own supply of craft resources and games. All electrical equipment is PAT tested annually.

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offer a selection of different activities each day. Weekly programmes of activities may include: art and craft, construction and Lego toys, board games, dressing up and outdoor activities.

Finance

Booking & Payment Procedures

- Bookings should be made by the School Gateway App. There is a maximum number of slots available so booking in advance is recommended. You can, however, book anytime up to 7:30 am on the day.
- Once you have booked the club via the app, you will be directed within the app to the payment. Please refer to the section below if you wish to pay by the tax-free savings account.
- If your child is unable to attend a booked session for any reason you will need to cancel the session within the app up to the start of the session. A credit will be applied to your account and deducted from the next booking.
- Booked sessions not cancelled will be charged in full.
- The cost of breakfast club is currently £3.00 per day and fees are set annually by the Governing body in the spring term.
- No cash or cheques will be accepted.
- When your child leaves school or no longer requires breakfast club, any balance left in the will be refunded.

Payment via the tax-free savings account

- If you wish to make payment via this scheme, you must inform the school. We will then arrange for the booking system to allow you to book a session at the club on the app but not be directed to the payment section.
- All payments made via this method are paid directly into the council's schools general bank account so in order for us to claim any payments made we must be informed of the child's unique reference number.
- Please email the school each time you make a payment via the tax-free savings so that we can look out for the amount paid and ensure South Gloucestershire Council allocate it to our school.

Payment for Breakfast Food

- Payment for breakfast food is made directly with the Kitchen Manager and is a separate entity to the actual club. Wellesley Primary School is responsible for the

Breakfast Club

provision of food and pricing. Unfortunately you are unable to use the online payment system for food.

Debt Recovery and Consequences of Non-Payment

- Pay as you go -we would only anticipate a debt if your child turns up to the club without a booking being made in advance. You will be expected to make payment on the same day. If this is not done, you will not be able to use breakfast club again until the debt is settled.
- Payment by tax-free savings – we would ask that after booking sessions, the amount due is paid by tax-free savings immediately as this can take a little while to be allocated to our school. We will chase payment if not received within 2 weeks of the booking. We reserve the right to cancel future bookings if payment is not received with the allotted time.

Closure:

The breakfast club will not take place if the school is closed due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact parents by text as soon as the problem is known. - School closures are reported locally the radio.

Complaints Procedure

All complaints by a parent regarding breakfast club will follow the school complaints procedure.

Health & Safety

Breakfast club is run by the school and the existing Health and Safety Policy will be followed

Fire Procedures

In the event of a fire, children will follow the normal school procedures, leaving the building calmly via the exit into the quiet play area. They will congregate in the main playground and the club's register for the day will be called. There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast Club follows the school's first aid policy.

Medication

Breakfast Club

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to retrieve. Other medication will be administered according to the existing school policy on medication.