

# Juniper Hill School

## Breakfast Club Policy



*Kindness Enjoyment Achievement*


Reviewed by the Finance and Resources Committee October 2025  
This policy will be reviewed annually.

## **Policy Statement**





Juniper Hill School Breakfast Club was established in July 2014 as part of the government Extended Schools Initiative, to help meet the needs of our pupils, parents and the wider community.

The Breakfast Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g.: race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

## **Aims**

-  To provide a secure, safe and welcoming before school facility for children whose parents are unable to bring their children to school at 8.45am.

## **Objectives**

-  To provide a secure, safe and welcoming environment for pupils from 7.45am to 8.45am.
-  To provide an affordable service for working parents and carers.
-  To enable pupils to eat a healthy and varied breakfast before the start of the school day in a pleasant, relaxed environment.
-  To employ competent supervisory staff.

## **Charging Policy**




Juniper Hill School charges for Breakfast Club to cover the cost of staff engaged to provide extended activities and the healthy food provided. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others. This will be reviewed annually, at the end of each academic year.

Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at Breakfast Club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parent wishing to access this should speak to the school office initially.



Breakfast club is available to members of staff with children at the school. They must book in the usual way through ParentMail and make payment in full on line.

## **PROCEDURES**









### **Staffing**

-  There is a minimum of two members of staff on duty at Breakfast Club, depending on pupil numbers.
-  The Headteacher and/or other members of school staff are on site from approximately 7.30am onwards.
-  The staff at Breakfast Club are also employed by the school and have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.





## Contingency Arrangements for Staff Absences and Emergencies

-  If a member of Breakfast Club staff is absent, they must inform the Breakfast Club Leaders on the group-chat before 7.30am. Cover will then be arranged.
-  Members of school staff who may be called to cover at short notice.











## Booking Arrangements






-  Juniper Hill School Breakfast Club has places for a maximum of 40 children attending on any one day. However, if these numbers drop to fewer than 20 on an average basis over a period of 4 weeks we may not be able to continue this arrangement. Numbers will be reviewed each half term.
-  All parents/carers are required to book online on Parentmail PMX by midday the Friday before the following week.
-  For those using childcare vouchers, there is a pre-booking form that will be issued directly to parents prior to the next half term.
-  Places are available at any time during the year, providing there is space and the club is not fully booked.
-  The charge per session is £6.00 from 7.45am. This will be reviewed at the end of the academic year (July) ready for the new academic year in September.
-  Payment should be made online and we cannot offer refunds or move bookings.
-  We are unable to accept cancellations later than the week before the booking.
-  Any adhoc bookings made are payable, regardless whether your child attends.

## Use of Registers

-  Children are registered on arrival using the Sign In App
-  Children are also registered as they enter the Hall by the Breakfast Club staff.
-  The Breakfast Club Leaders retain the registers which are kept in the office.
-  In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area on the playground and the register will be taken.

## Organisation



-  The Breakfast Club is open to all pupils from Reception to Year 6, from 7.45am to 8.45am.
-  It is held in the Hall where food is served and activities are organised.
-  Pupils are welcomed by the Breakfast Club staff who register the children. Younger children are assisted with their outer clothing and bags.
-  Children are asked what they would like to eat and drink.
-  We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options for breakfast, including fruit.
-  Breakfast is served at the table. Emphasis is placed on good table manners and behaviour throughout.
-  Children are encouraged to have sufficient to drink to ensure adequate hydration at the start of the day.
-  Anti-bacterial gel is available for the children and staff to clean their hands.
-  Toilets are available in school for use by staff and children.
-  After their breakfast, children may join another table where activities are laid out or choose to play or chat with friends.

-  The preparation and serving of food finishes at 8.30am promptly to enable staff to wash up and clear away in time for the start of school. Children arriving after this time who have not eaten at home will be fed, but from a reduced menu. Parents/carers should avoid causing this difficult situation if at all possible.
-  All activities are cleared away by staff and children by 8.45am so that the children may walk to their classrooms. The supervision of Breakfast Club is handed over to other members of staff at this point.
-  EYFS and KS1 children are escorted directly to their classroom and are handed over to the class teacher. KS2 children go to their classrooms independently.
-  The child's details, medical conditions, parents' contact details, an additional emergency contact name and telephone number are kept in the school office.
-  The Breakfast Club Registration Form also contains information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the Breakfast Club file.




## Resources

Breakfast Club resources are kept in the Hall Store. A variety of boxed games and sports/creative activities are available. Team games are also organised and the Breakfast Club makes use of some school PE equipment.

## Communication with Parents

-  A brief, informal chat with parents bringing children to Breakfast Club is possible, although consideration of others should be given at this busy time.
-  Parents may make appointments with the Breakfast Club Leaders or Headteacher to discuss matters pertaining to Breakfast Club.

## Emergency Evacuation Procedure

-  Fire: Fire alarm sounds. Exit the Hall and leave the building via the doors by the Year 2 classrooms. Walk to the KS1 playground and line up at Line 1.
-  The register will be taken and the Headteacher or member of SLT in charge informed when the children are checked and present.
-  Lockdown: Intermittent ringing of alarm bell. Relocate to Year 5 classroom adjacent to the Hall, all doors locked and windows/blinds closed. Remain in locked classroom until the all clear is given.

## Illness

The Breakfast Club has the right to exclude any child with an infectious disease, for example sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious.

## Medication

Children will need to take any medication (prescribed or otherwise) before coming to Breakfast Club.

## First Aid

First aid will be administered in line with school procedures, with reference to the Health and Safety Policy. At least one of the Breakfast Club staff holds a current first aid qualification.

**Allergies**

Breakfast Club have control measures in place to meet the needs of any child with an allergy, see Allergies Policy

**Risk Assessment**

A risk assessment is carried out for Breakfast Club on an annual basis. A copy is kept in the Breakfast Club file. This is signed by all members of Breakfast Club staff.

**Confidentiality of Documents**

Documents relating to Breakfast Club are treated as confidential and are kept in the school office.

**Complaints**

All complaints notified verbally or in writing by a parent/carer of a child attending Breakfast Club will be initially investigated by the Breakfast Club Leaders. The Headteacher will be kept informed and will be involved in the final decision, in line with the school's complaint procedure.