Tas Valley Federation

Breakfast Club Policy

Formally adopted by the Governing Board of:	**Tas Valley Federation**
On:	**11 May 2026**
Chair of Governors:	**Diane Perry-Yates**
Last updated:	**March 2026**

Breakfast Club Policy

Name of school: Tas Valley Federation
Date of Policy: Summer 2026
Next Review: Spring 2029
Members of staff Responsible: Executive Headteacher

1 Aims and objectives

1.1 The aims of our Breakfast Club Policy are:

- To provide a secure, reliable and effective childcare option for parents/carers.
- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To provide a calm play environment for pupils.

2 Organisation

2.1 All pupils of Tas Valley Federation are welcome to attend Breakfast Club.

2.2 Breakfast Club opens at 7.50am and runs until the start of the school day.

2.3 Breakfast Club is usually held in the school hall.

2.4 Bookings should be made in advance via the school office. Children's details, medical conditions and emergency contact details are kept in the school office, and this information is accessible to the Breakfast Club Supervisor. This information can also be obtained on the school's MIS.

2.5 It is the responsibility of parents/carers to notify the school of any changes to contact details.

3 Registers

3.1 Children are registered on arrival at Breakfast Club. In case of an emergency, the register must be taken and the children checked against the register to ensure that they are all present.

4 Staffing and Supervision

4.1 The children are always adequately supervised. Two members of staff are employed as Breakfast Club Supervisors. At least one member of staff is always on duty. All members of school staff are DBS checked. The Breakfast Club Supervisors hold First Aid and Food Hygiene Certificates.

4.2 Other members of staff are available on the premises and can assist with any needs. Members of the Senior Leadership Team are contactable in the event of

any queries or staffing issues.

4.3 Arrangements for cover due to staff absence are the responsibility of the Senior Leadership Team.

5 Food and Activities

5.1 Children will be offered a range of cereals, toast, milk or water for breakfast; food is purchased in regard for dietary requirements and any known allergies. Following breakfast, several activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget.

6 Behaviour Policy

6.1 The school's Behaviour Policy applies to Breakfast Club. Children are expected to always show a good standard of courtesy and behaviour. If there are concerns regarding a child's behaviour, then parents/carers will be contacted. Ultimately, suspension from Breakfast Club would be a final sanction when all other possible strategies have been explored.

7 Pricing

7.1 From September 2026, Breakfast Club is £4.50 per session per child.

7.2 Fees cover the costs of staffing and administration and other day-to-day running costs (e.g. equipment).

7.3 It may be necessary to increase fees from time to time; parents/carers will be given one month's notice of any increases to fees.

7.4 Pupil Premium funding may occasionally be used to subsidise this facility for eligible children. This is decided on a case-by-case basis, matched to the child's individual needs and circumstances.

7.5 The Breakfast Club is run on a non-profit making basis.

7.6 Charges may be subsidised for the children of staff members, but this is at the discretion of the Headteacher.

8 Fire Procedure

8.1 The Fire Evacuation Plan applies to Breakfast Club and the assembly point is the school field. On assembly, the register will be taken. Pupils remain under the supervision of the Breakfast Club Supervisor until the all-clear is given.

9 First Aid

9.1 The school First Aid Policy and Procedures apply to Breakfast Club.

10 Safeguarding

8.1 The school Safeguarding Policy and Procedures apply to Breakfast Club.

11 Associated Policies

11.1 Please see the associated policies:

- Allergies Policy
- Anti-Bullying Policy
- Attendance Policy
- Bad Debt Policy
- Behaviour Policy
- Charging and Remissions Policy
- Disability Equality Policy
- First Aid Policy
- Food Policy
- Gender Equality Policy
- Health and Safety Policy & Health and Safety Commitments
- Healthy Eating Policy
- Intimate Care Policy
- Racial Equality Policy
- Safeguarding and Child Protection Policy
- Single Equality Policy
- Staff Code of Conduct and AUP
- Whistleblowing Policy

12. Monitoring and review

12.1 The policy will be reviewed every 3 years.