



YSGOL LLYWELYN

BREAKFAST CLUB POLICY

School: Ysgol Llywelyn

Responsible: Headteacher & Governing Body

Last Reviewed: April 2025

Next Review Date: April 2026

Review Period: 2 Years



Be Brave, Risk Being Exceptional





Ysgol Llywelyn Breakfast Club Policy

We aim to:

- provide a happy, welcoming, safe and secure place where all children are valued.
- provide children with a nutritious breakfast and promote a healthy lifestyle.
- provide a range of structured play activities to engage and stimulate the children, with an emphasis on promoting social interaction/development.
- be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.
- have strong partnerships with parents/carers.
- provide a childcare facility that meets the needs of parents/carers.

Organisation

- The Breakfast Club will open Monday-Friday from 7:45a.m. – 8:45 a.m. **Term-time only.** [The breakfast club will not operate on staff inset days].
- A completed membership form is required for each child attending the Club.
- Breakfast stops being served at 8:25 a.m.
- The Club is located on the school site: Dining Hall, Main Hall of PE Hall.
- The club is fully inclusive for children from Reception to Year 6. *Nursery children that have older siblings attending the club may be considered at the Headteacher's discretion.*
- A child does not need to attend every day.

Booking and Payment Arrangements

- The cost is:
 - 7:45 a.m. – 8:15 a.m. = £1.50 per child.
 - 8:15 a.m. – 8:45 a.m. = Free.
- A member of the breakfast club will keep an accurate record of attendance and payment and will pass this record to the School Office each week.
- A record will be kept of any parents who pay in advance so that this is credited for the child's next attendance.
- Staff will email Parents/Carers an online booking form before the start of the month and this should be completed in order to ensure appropriate staffing and provision. However, unless a child's attendance exceeds the staff:child ratio we would aim that no child will be turned away from breakfast club.
- If, for some reason, payment is not made on arrival at the session, then payment **MUST** be received within one school day. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child. This is unless arrangements have been made to be billed and pay monthly.

Safeguarding and Health and Safety

In accordance with safeguarding arrangements, club leaders involved in the running of the Breakfast Club have current DBS clearance and have also received Level 1 Safeguarding training. At least one member of staff will be a trained First Aider.

All staff follow existing school policies and procedures for safeguarding, child protection, code of conduct, health and safety policies and fire safety procedure.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

A separate risk assessment has been completed for the Breakfast Club.

It is important that parents/carers provide information on any allergies/special dietary requirements that their child may have. This information should be brought to the attention of staff, prior to a child's attendance at the breakfast session.

Behaviour

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. If a child continually behaves badly the school reserves the right to withdraw membership to the club.

Communication with Parents

Staff will communicate verbally with Parents/Carers bringing children, which may involve passing a message to the class teacher. Staff may also email Parents/Carers with information or updates through the schools email system.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. Minor injuries, first-aid slips will be passed on to the class teacher (to be forwarded to parents at the end of the school day).

Medication

The Club follow the school's Managing Healthcare Needs Policy, which includes guidance and procedures on medicines in school, individual health care plans and Asthma policies and procedures.

Equal Opportunities

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

Complaints

Ysgol Llywelyn values any parental or pupil opinions and welcome feedback about how the club is run. All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

Cancellations

The only possible cause for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure a member of school staff will endeavour to contact individuals by message or phone by 7.30 a.m.

Breakfast Food Items

Breakfast in school is dealt with in regulation 4 of, and Schedule 1 to, the Healthy Eating Regulations. Schedule 1 (as indicated below with suggestions) prescribes four permitted food categories. Only foods from these categories must be available during breakfast on each school day. The table below sets out those permitted food categories and examples of standard items that may be provided.

| Food categories | Suggested standard items |
|---|--|
| Milk-based drinks or yoghurts | Semi-skimmed or skimmed milk (whole milk permitted in nursery) |
| Cereals – not coated or flavoured either alone or in combination with sugar or chocolate or cocoa powder* | Whole-wheat cereals Cornflakes Rice-based cereals Shredded wholegrain wheat cereals Malted wheat squares Bran flakes Porridge *To avoid adding sugar, children should be encouraged to use fresh fruit and dried fruit as sweeteners. |
| Fruit and vegetables* | A selection of chopped fresh fruit or dried fruit to add to the cereals Fruit canned in natural fruit juice Unsweetened fruit/vegetable juices Baked beans in tomato sauce Tomatoes tinned in juice *Vegetables must not be fried. |
| Breads and toppings | A variety of breads can be offered. Toppings include: Polyunsaturated/monounsaturated margarine, jam, marmalade, honey (thinly spread) |