



Breakfast Club Policy

Autumn 2026

Approved by: Governing Body

Last reviewed:

n/a new policy

Next review due by:

Autumn 2027

Breakfast Club Policy

Haydon Abbey School and Pre-School

1. Introduction and Purpose

1.1 Policy Statement

Haydon Abbey School and Pre-School is committed to providing a Free Breakfast Club for all pupils to support their health, wellbeing, and readiness to learn.

While receiving Department for Education (DfE) funding, we offer a free 30-minute breakfast club to all children from Reception to Year 6 at no cost to parents. Additionally, parents have the option to access a paid, extended "Early Bird" breakfast club starting earlier in the morning.

This policy outlines the delivery, management, and operational standards of our breakfast club provision.

1.2 Aims

Our breakfast club aims to:

- Provide all pupils with access to a healthy, nutritious breakfast to start their day.
- Support pupil wellbeing, concentration, and cognitive readiness to learn.
- Offer a safe, warm, and welcoming environment before the formal school day begins.
- Support working families by offering reliable, high-quality wraparound childcare.
- Promote positive social interaction, sharing, and relationship-building across year groups.

1.3 Scope and DfE Requirements

This policy applies to all pupils from **Reception to Year 6** at Haydon Abbey School and Pre-School.

The school fully meets the **5 minimum requirements** for DfE-funded Breakfast Clubs. Specifically, our Free Breakfast Club

1. Is completely free of charge to parents (8am to 8.30am)
2. Is fully open and accessible to all pupils from Reception to Year 6.
3. Runs for a minimum of 30 minutes immediately prior to the start of the school day.
4. Provides food that strictly meets the School Food Standards for England.
5. Is located safely on the school site.

2. Eligibility and Access

2.1 Eligibility

The breakfast club is open to all pupils in Reception through to Year 6. There are no means-testing requirements, fees, or restrictive eligibility criteria for the 30-minute DfE-funded provision.

2.2 Booking Process and Attendance

- **How to Book:** Parents and carers must book sessions in advance using the school booking system on their **Teachers2Parents** account.
- **Booking Windows:** Bookings must be submitted **one month in advance**.

- **Ad-hoc Attendance:** If a child is not booked in advance, admission is not guaranteed and will be at the sole discretion of staff, depending strictly on safe staff-to-child ratios and food availability.
- **Student Information:** Emergency contacts, medical information, and dietary requirements are pulled from existing school records. Parents must ensure the school office is kept updated of any changes.
- **Daily Register:** A register is taken at the start of every session for safeguarding and attendance records.
- **Absences:** Parents must email pupilabsence@haydonabbey.bucks.sch.uk by **7:50 AM** if their booked child will not be attending. The school will proactively follow up on unexplained absences if the child does not register for school later that morning.

Safeguarding & Arrival Rules

- **Reception to Year 4:** Pupils must be physically escorted to the entrance by an adult. The adult must remain with the child until they are formally handed over to a breakfast club staff member.
- **Years 5 and 6:** Pupils are permitted to walk to and enter the breakfast club independently **only** if the school has received written parental consent for them to walk to/from school alone.
- **Late Arrival Cut-off:** No admission is permitted after **8:10 AM** for the free club (or **7:40 AM** for the Early Bird club) to ensure smooth operations and sufficient time for children to eat.

3. Operational Details

3.1 Opening Times and Options

The breakfast club runs **Monday to Friday during term time** (excluding inset days).

Club Option	Operating Hours	Last Admission Time	Cost
"Early Bird" Breakfast Club	7:30 AM – 8:30 AM	7:40 AM	Chargeable
DfE-Funded Free Breakfast Club	8:00 AM – 8:30 AM	8:10 AM	Free

Note: In exceptional circumstances (e.g., severe weather or critical staff shortages), the school may need to close the breakfast club. Closure is always a last resort, and parents will be notified as early as possible via our standard communications channels.

3.2 Location

The breakfast club is hosted in the **School Hall**.

3.3 Drop-off and Morning Transition

- Access to the club is via the **Main Reception**.
- The school assumes safeguarding responsibility for the child only after they have entered the building and been registered by a staff member.
- At **8:30 AM**, pupils are supervised as they transition to their respective classrooms, ready to begin the school day.

4. Food and Nutrition Standards

4.1 Food Standards Compliance

All food and drink served at the breakfast club strictly complies with **The Requirements for School Food Regulations 2014**. Foods high in fat, sugar, and salt are carefully limited to support healthy growth and nutrition.

4.2 Menu Offerings

We provide a balanced, healthy selection of breakfast items, including:

- Low-sugar/high-fibre cereals
- Toast and bagels with low-fat spreads
- Fresh fruit and yoghurts
- Semi-skimmed milk, fresh water, and other compliant healthy choices

4.3 Dietary Requirements and Allergies

- We cater to all individual dietary needs, including food allergies, intolerances, religious practices, and vegetarian/vegan preferences.
- Staff members are trained in food safety and allergen management in compliance with **Natasha's Law**.
- Parents must keep the school office updated regarding any changes to their child's dietary or medical profile.

5. Staffing and Safeguarding

5.1 Ratios and Supervision

The breakfast club is fully supervised by qualified school staff members, maintaining appropriate adult-to-child ratios to guarantee safety, order, and care.

5.2 Staff Qualifications and Training

All breakfast club staff hold an **Enhanced DBS check** and undergo regular professional training in:

- Keeping Children Safe in Education (KCSIE) guidelines
- Food Hygiene and Safety
- Allergen Management (including Natasha's Law)
- Early Years Foundation Stage (EYFS) Safer Eating Training
- **First Aid:** At least one present staff member holds a current Paediatric First Aid certificate.

5.3 Safeguarding and Behaviour

- All child protection and safeguarding procedures that apply during the standard school day are actively enforced during breakfast club. Any safeguarding concerns are reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- **Behaviour Expectations:** The school's standard Behaviour Policy applies to the breakfast club. We expect the same high levels of respect, kindness, and cooperation.
- If a pupil continually displays disruptive or unsafe behaviour, the Senior Leadership Team (SLT) will contact parents to discuss the matter. Persistent misbehaviour may result in the temporary or permanent withdrawal of the child's place.

6. Activities and Supervision

6.1 Activities Provided

To prepare children for a focused school day, we offer structured, calm, and age-appropriate activities, including:

- Quiet reading and story time
- Board games and card games
- Creative arts, crafts, and drawing
- Opportunities for children to build independence, responsibility, and social skills by helping to serve food and clear away their items.

7. Inclusion Statement

Haydon Abbey School and Pre-School is committed to ensuring that our breakfast club is inclusive, welcoming, and accessible to all pupils. We operate in strict accordance with the **Equality Act 2010** and the school's Inclusion, SEND, and Equality policies.

We will make all reasonable adjustments to accommodate pupils with Special Educational Needs and Disabilities (SEND), medical conditions, or unique cultural requirements.

However, please note that the school is unable to guarantee dedicated 1-to-1 support during breakfast club hours. If, after working collaboratively with parents and putting reasonable adjustments in place, a pupil's needs cannot be safely or practically met within the setting, the school reserves the right to review the placement.

8. Health and Safety

- **Risk Assessments:** Comprehensive risk assessments are completed for all breakfast club activities, reviewed annually, and updated whenever operational structures change.
- **Insurance:** The Free Breakfast Club is fully covered by the school's Public Liability Insurance.
- **Hygiene:** Good hand hygiene is actively promoted. All children are required to wash or sanitise their hands before handling or eating food.
- **First Aid and Medication:** First aid kits, a spare adrenaline auto-injector (AAI), and an on-site defibrillator are readily accessible. Any essential medication will be administered in strict compliance with our *Supporting Pupils with Medical Conditions Policy*.
- **Emergency Procedures:** Fire evacuation plans are clearly displayed in the hall and practised regularly in line with whole-school emergency procedures.

9. Charging and Viability

The 30-minute breakfast session (8:00 AM – 8:30 AM) is **completely free** for all Reception to Year 6 pupils, funded by the government's free breakfast club programme.

Any extended childcare requested before 8:00 AM (specifically our "**Early Bird**" option from 7:30 AM) is subject to a fee. The school will regularly monitor and review the uptake of the Early Bird service to ensure it remains financially viable to run.

10. Monitoring, Evaluation, and Review

10.1 Quality Assurance

The Breakfast Club's performance, pupil outcomes, food standards compliance, and financial viability are reviewed on a **termly basis** by school leadership. Reports and quality reviews are shared with the Governing Body.

Financial Viability & Notice of Closure

In the event that the Free Breakfast Club becomes financially unviable for the school to operate, we will work closely with the DfE to resolve the issue. If no resolution can be found, the school will provide parents with **one term's notice** of any changes. Where possible, we will actively work to source alternative wraparound care through Private, Voluntary, or Independent (PVI) providers.

10.2 Policy Review

This policy is reviewed annually by the **School Business Manager** to ensure ongoing alignment with DfE regulations and statutory school standards.

10.3 Record Keeping

In line with DfE guidelines, all financial, attendance, and administrative records relating to the breakfast club are maintained in accordance with the school's retention schedule and remain open to inspection by the Secretary of State, Controller, and Auditor General for audit purposes.

11. Related Policies

This policy should be read alongside the following school documents:

- *Child Protection and Safeguarding Policy*
- *School Behaviour Policy*
- *Supporting Pupils with Medical Conditions Policy*
- *Inclusion, SEND, and Equality Policies*
- *Health and Safety Policy*