Hambridge Community Primary School

Breakfast Club Policy

September 2025

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

Organisation

- Breakfast club is open from 8am – 8:40am.
- The club is available for pupils from Foundation Stage to Year 6
- Each child attending Breakfast Club should be come to reception in the main school and ring the bell. The breakfast club leader will meet your child at the door and bring them down to the spare classroom.
- Children will need to arrive by 8.20 am to receive a breakfast.
- A registration form must be completed by parents/carers before attending Breakfast Club.

Staffing

- Breakfast club is run by 1 or 2 members of staff.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club have a current DBS clearance. These records are held in the school office.
- Breakfast club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for Breakfast Club.
- The schools Fire and Health & Safety Policy is adhered to by Breakfast Club.
- Where computing equipment is used, they also follow the schools Online Safety Policy and procedures.

Catering

- Water is available to children at all times.
- Fruit juice and milk is also available.
- A variety of breakfast choices are available to children, including toast and cereals.
- All allergies/intolerances should be notified to staff on the Breakfast Club registration form.

Emergencies

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Breakfast Club registration form.
- All staff who supervise Breakfast Club are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.
- Should a situation arise where you need your child to attend Breakfast Club as an emergency measure then please contact the school office with the relevant details.

Sickness/Medication

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the Breakfast Club registration form.

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Breakfast Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees

- £4.50 per session per child.
- Fees are payable at the point of booking via the ParentPay online payment and booking system.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

Booking

- Bookings can be made online by 10am, 24 hours in advance. Bookings can be made at www.parentpay.com.
- Parents/carers must complete the registration form and hand to the school office before pupils attend Breakfast Club.
- Children arriving with no pre booking are likely to be turned away.

Cancellation

- Breakfast club bookings and cancellations can be made online by 10am, 24 hours in advance. Refunds for cancellations will be returned to your ParentPay account.
- Cancellations/Amendments cannot be made within 7 days of the date you wish to cancel.

Refunds

- If the school cancels the club, a refund will be offered or the chance to carry payment forward.

Debt Recovery

- Should any debt occur for breakfast club bookings, a phone call will be made to discuss potential payment problems.
- 1 week after this phone call a final letter requesting immediate payment will be sent.
- If debt still remains outstanding it will be referred to the Head Teacher and/or Governors for consideration and no further bookings for breakfast club will be taken until resolved.

Updated: 11th October 2026

Breakfast Club Registration Form:

Name of Pupil:	
Class:	
Address:	
Telephone Numbers:	
Medical Conditions:	
Allergies:	
Dietary Requirements:	

I agree to abide by the terms of the Hambridge Primary Breakfast Club Policy and will keep the breakfast club informed of any changes to my child's registration details provided above.

Parent Name: ……..

Parent Signature:……