



Be happy
Be successful
Be proud
Be Bankfields

Breakfast Club Policy

Review Frequency	Every 2 Years
Last Reviewed	September 2025
Date for Next Review	September 2027

Introduction

The Bankfields Primary School Breakfast Club is run by Bankfields Primary School staff, managed by out-of-hours managers, and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

- The breakfast club manager is Mrs Stacey Harding and she is supported by Mrs Melissa Brearley

The club operates from 8:00 – 8.40am term time, and current costs for each session can be obtained from the School Office. A copy of this policy is available on the school website.

All parents must complete a booking form for each child attending the breakfast club (appendix A).

Admissions

- Only children attending Bankfields Primary School are eligible to attend Breakfast Club.
- Bookings must be made at least 24 hours in advance so that we can ensure appropriate staffing levels.
- All parents can view this policy on our school website.
- All club staff are made aware of the details of a new child. Bookings are also recorded in the diary which is held in the school office.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child ***directly to breakfast club and hand their child/children over to a member of breakfast club staff***. Breakfast Club starts at 8am, so no child should be standing outside the school before this time, especially in bad weather.
- Parents should enter breakfast club via the main school entrance and staff will be alerted to your arrival.
- Children will line up ready to go to their registration groups at 8:35am and will be supervised by breakfast club staff until they are taken up to their classrooms to meet their teachers at 8:40am. A member of breakfast club staff will escort the children who need to go to the East Building.

Daily Routine

Morning session

- 8am onwards parents bring their children to Breakfast Club situated in the West Hall where a range of activities are set out.
- Children will then be offered breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the environment.
- Breakfast club staff clean and store the dining tables back in the cupboards ready for lunchtime.

- 8.40am children collect their coats and bags and line up ready to go to their registration classes.

Food

At breakfast club, children have a choice of breakfast foods including:

- Cereal with milk
- Toast with butter, jam or lemon curd
- Juice or water.

All food is prepared in line with the school food preparation standards, and this is monitored by Redcar and Cleveland's Environmental Health Department.

Parents need to notify school if their child suffers from any food allergies or intolerances.

Behaviour

Whilst attending Breakfast Club, children are expected to follow the rules and behaviour expectations of Bankfields Primary School:

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements as well as sharing any concerns.
- Breakfast club staff interacting with the children and participating in activities with them.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner following our Bankfields Primary School behaviour policy.
- Staff will consult with school senior leaders and parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with SLT and parents along with the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Headteacher may decide that the child is no longer able to attend breakfast club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of breakfast club staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during Breakfast Club will be contacted.

Missing or Uncollected children

Missing children

In the event that a child goes missing from breakfast club, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club manager will search the inside of the building and delegate an outside search of the school grounds to another member of staff. If the child remains missing, the emergency services will be contacted along with the child's parents.

Payment of Fees

- Invoices will be issued every Friday via ParentMail for the days your child/ren used the facility during that week
- Payment must be made via ParentMail and any debts must be cleared before your child/ren can use the facility again
- Parents/Carers must give 24 hours' notice if they wish to withdraw their child
- If you wish to use the Childcare Voucher Scheme, you are still required to complete a booking form and school will record this payment on Parentmail once we receive your voucher
- Un-notified absence is charged at the full amount
- Notified absence will be carried forward to the following week.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Appendix A – Breakfast Club Booking Form

Bankfields Primary School
Breakfast Club Booking Form

Week Commencing	
Child's Name	
Child's Class	

Please complete for the day(s) required each week. Please note that sessions are subject to availability. Breakfast Club runs from 8.00am to 9.00am, Monday to Friday. Parents/Carers are requested to drop their child off using the Main School Reception entrance.

Monday	Tuesday	Wednesday	Thursday	Friday

Cost = £2.75 per session per child

Full week booking = £12.00

- All bookings must be entered on this booking form 24 hours in advance, no other form of notification will be accepted
- Invoices will be issued every Friday via ParentMail for the days your child/ren used the facility during that week
- Payment must be made via ParentMail and any debts must be cleared before your child/ren can use the facility again
- Parents/Carers must give 24 hours' notice if they wish to withdraw their child
- If you wish to use the Childcare Voucher Scheme, you are still required to complete a booking form and school will record this payment on Parentmail once we receive your voucher
- Un-notified absence is charged at the full amount
- Notified absence will be carried forward to the following week
- Breakfast Club starts at **8am**, no child should be standing outside the school before this time especially in bad weather

Our charges will be revised regularly and circulated to parents, in writing.

Bankfields Primary School aims to provide children with a healthy breakfast of which they are able to choose from a varied menu.

Menu:

Choice of Cereals

Toast with (choice of spreads)

Orange Squash/ milk/ water

Please advise us of any dietary

requirements:

Parent's Signature

Date: