



ABBNEY HILL PRIMARY AND NURSERY SCHOOL



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BREAKFAST CLUB POLICY

Date policy agreed:	July 2026
Date of next review:	July 2027
Headteacher signature:	
Chair of Governors' signature:	



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1. PURPOSE OF THIS POLICY

This policy sets out the arrangements for the operation of Abbey Hill Primary & Nursery School's Department for Education (DfE) funded Breakfast Club. The club forms part of the Government's National Breakfast Club Programme, through which the Department for Education is committed to "giving every pupil, regardless of their background, the best start in life" and "breaking down the barriers to every child achieving and thriving at school and in later life, by ensuring they are ready to learn, supporting parents to work and tackling poverty."

This policy outlines the school's procedures for the safe, effective and inclusive delivery of the Breakfast Club, including admissions, bookings, supervision, safeguarding and the respective responsibilities of the school, parents and carers.

2. AIMS

The aims of Abbey Hill Primary & Nursery School's Breakfast Club are to:

- provide every child with the opportunity to begin the day with a healthy breakfast
- promote children's health, wellbeing and readiness to learn
- provide a calm, safe and welcoming start to the school day
- support positive attendance and punctuality
- support working families through high-quality before-school provision
- encourage positive relationships, independence and social development.

3. ELIGIBILITY

In accordance with the Department for Education's National Breakfast Club Programme, Abbey Hill Primary & Nursery School's DfE-funded Breakfast Club is available **free of charge to all pupils in Reception to Year 6** who are on roll at the school.

The provision is universal and is not means-tested. Every eligible pupil is entitled to access the Breakfast Club, regardless of family circumstances.

Whilst every eligible child is welcome to attend, **parents and carers are required to book places in advance via Arbor**, in line with the school's booking arrangements, to enable appropriate staffing, food preparation and safeguarding arrangements to be put in place.



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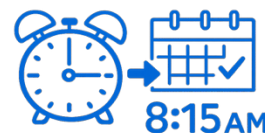




The school is committed to ensuring that the Breakfast Club is inclusive and accessible.

4. OPENING TIMES AND ARRIVAL

The Breakfast Club operates each school day from **8:15am until 8:45am**. Pupils should arrive by 8:15am to access this. Children arriving after this time may not be able to participate fully in the session.



To ensure the safe arrival of pupils and to support the smooth flow of children and families onto the school site, parents and carers may bring children to the Breakfast Club from **8:10am**. Breakfast Club staff will be available from this time to welcome children and complete the Breakfast Club register upon arrival.

5. SUPERVISION PRIOR TO BREAKFAST CLUB

Children must not be left unsupervised on or around the school site before being admitted to the Breakfast Club.

Parents and carers are responsible for supervising their child until they have been welcomed into the Breakfast Club by a member of staff and their attendance has been registered. This expectation is in line with the school's safeguarding procedures.

Breakfast Club staff will begin admitting children from **8:10am**, with the session commencing at **8:15am**.

The school is unable to supervise children arriving before **8:10am**, unless they are attending the school's separately operated paid Breakfast Club, which runs beforehand and alongside and has its own supervision arrangements.

6. BOOKING ARRANGEMENTS



To ensure that Abbey Hill Primary & Nursery School is able to provide a safe, high-quality and well-organised Breakfast Club, all sessions must be booked in advance through **Arbor**, with **a minimum of two weeks' notice**.

Advance booking enables the school to:

- deploy appropriate staffing levels
- ensure adequate food and resources
- make necessary arrangements for pupils with medical, dietary or additional needs
- maintain high standards of safeguarding, supervision and care



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Whilst the Breakfast Club is available free of charge to all eligible pupils, advance booking is an **essential** part of ensuring the provision can be delivered safely. Parents and carers are therefore expected to book only the sessions they require and to cancel bookings promptly if they are no longer needed.

7. STAFFING

The Department for Education does not prescribe minimum staffing ratios for school breakfast clubs. Responsibility for determining appropriate staffing levels rests with the Headteacher, who will ensure that sufficient suitably trained staff are deployed to provide safe, effective and appropriate supervision at all times.

When determining staffing levels, the Headteacher will take account of factors including:

- the number of children attending
- the age and needs of individual pupils, including those with SEND, medical needs or additional vulnerabilities
- the layout of the provision and activities being offered
- the need to maintain effective safeguarding, supervision and first aid arrangements.

All Breakfast Club staff will work in accordance with the school's safeguarding, behaviour, health and safety and child protection policies.

8. FOOD OFFER

The Breakfast Club aims to provide every child with a nutritious and positive start to the school day. In line with the Department for Education's guidance for the National Breakfast Club Programme, all food provided will comply with the **School Food Standards** and will contribute towards a high-quality food offer that supports children's health, wellbeing and readiness to learn.



Children will be offered a varied selection of healthy breakfast foods, which may include: cereals, porridge, wholegrain toast, fruit, yoghurt, milk and other nutritious options. The menu will vary to provide choice and to encourage children to develop healthy eating habits.

The school will take reasonable steps to meet pupils' medical, dietary, cultural and religious requirements where these have been communicated in advance.





9. ACTIVITIES AND PROVISION

The Breakfast Club will provide a varied programme of age-appropriate, engaging and purposeful activities designed to promote children's wellbeing, independence, social development and readiness for learning.

Activities may include, but are not limited to:

- physical and sporting activities
- board games and puzzles
- construction activities
- arts and crafts
- reading and storytelling
- nurture and wellbeing activities
- additional learning support, where appropriate and where this enhances children's readiness for the school day.

The programme of activities will be regularly reviewed by Breakfast Club staff to ensure that it remains engaging, inclusive and responsive to the needs and interests of the children attending.

As with all aspects of school life at Abbey Hill Primary & Nursery School, pupil voice will play an important role in shaping and developing the Breakfast Club offer.

10. ATTENDANCE AND REGISTRATION

A separate register will be taken for all children attending the Breakfast Club. This register is used to monitor attendance at the provision and to support the school's safeguarding procedures.

Attendance at Breakfast Club does **not** constitute attendance at school for statutory purposes. Children attending Breakfast Club will be guided or dismissed to their classrooms in time for the statutory school register.

11. BEHAVIOUR

The Breakfast Club is an extension of the school day and, as such, all children are expected to uphold the standards of behaviour and conduct set out in the school's **Behaviour Policy**. Children are expected to demonstrate the school's values.

Any breaches of the school's behaviour expectations will be managed in accordance with the school's Behaviour Policy and may result in appropriate sanctions being applied. We thank families in anticipation of their support with this.



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Pupils who bring a mobile phone to school must hand it to a member of staff at the school office immediately upon arrival, in line with the school's Mobile Phone Policy. Failure to do so may be treated as a breach of the school's Behaviour Policy and managed accordingly.

12. SAFEGUARDING

The safety and wellbeing of every child attending Breakfast Club is of paramount importance.

All Breakfast Club staff will operate in accordance with the school's policies.

13. MEDICAL AND DIETARY NEEDS

Parents and carers must ensure that all medical information, allergies, dietary requirements and emergency contact details held by the school are accurate and kept up to date. Reasonable adjustments will be made to ensure children with medical conditions, allergies or additional needs are able to access the provision safely.

14. MONITORING AND REVIEW

The provision will be regularly monitored and reviewed to ensure it continues to meet the requirements of the Department for Education's National Breakfast Club Programme and the needs of our school.

Monitoring may include:

- attendance and uptake
- staffing and safeguarding arrangements
- the quality of the food offer
- pupil and parent voice
- observing the quality of provision against our monitoring framework standards

This policy will be reviewed annually, or sooner where changes to Department for Education guidance or operational practice require it.



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BREAKFAST CLUBS OFFER

Healthy food. Great mornings. Ready to learn.



OUR NEW
FREE
BREAKFAST
CLUB IS HERE!

FREE

DfE FUNDED BREAKFAST CLUB

For all pupils in Reception to Year 6



WHEN?

8:15am – 8:45am

Every school day

Pupils should arrive
by **8:15am** to access
the full session.



WHO?

The DfE-funded
Breakfast Club is

FREE

for all pupils in
Reception to Year 6.

It is universal and
not means-tested.

Every eligible child
is welcome.



**BOOKING IS
ESSENTIAL**

All sessions must be
booked in advance
through **Arbor**,
with a minimum of

2 WEEKS' NOTICE



Arbor

This ensures we can
provide a safe, high-quality
and well-organised provision
for all children.



**A CALM,
SAFE START**

A calm, safe and
welcoming start to
the day, helping
children to feel
ready for learning.

Fresh drinking water
is available
throughout the
session.

HEALTHY FOOD TO START THE DAY

Children will be offered a varied selection of
healthy choices, which may include:



CEREAL



TOAST



FRUIT



YOGHURT

ACTIVITIES TO ENJOY

Children can take part in a range of fun and
engaging activities, including:



PHYSICAL
PLAY



BOARD
GAMES



CONSTRUCTION



ARTS &
CRAFTS



READING &
STORY TIME



PUZZLES &
CHALLENGES



CALM &
WELLBEING

**NEED AN
EARLIER
START?**



**SEPARATE PAID BREAKFAST CLUB
7:45am – 8:15am**

This is a separate paid provision and is chargeable.
Bookings can be made via Arbor.



A HEALTHY START. READY TO LEARN.

