



Glazebury C E Primary School



Breakfast Club Policy

Policy Title	Breakfast & Extended Provision Policy
Version No	Nine
Written / Adopted Date	Reviewed Dec 2022 (change payment method) Reviewed May 2023 (changed EP to all Year Groups) Reviewed May 2024 (annual price review) Reviewed June 2025
This policy complies with WBC guidance	Yes
Linked Policies	Curriculum, safeguarding, H&S policies
Written By	School
Date shared with Staff	June 2025
Date Ratified by Governors	10/06/2025
Review Date	June 2026

'Growing Together at the Heart of God's Community'



"Growing together at the heart of God's community"



Trust Prayer:

*We thank you, God of Love, for the gift of children,
bless the work of our Trust, that in all we do
young people may grow in wisdom and stature,
and so come
to know you, to love you
and to serve you,
as Jesus did.*

*We make our prayer in his name who is God
with you and the Holy Spirit, now and for ever.*

Amen

Policy & Guidance

School values central to life in our community

At Glazebury CE Primary our core values of **Love and Wisdom** are at the centre of all that we do and all that we are. We feel that the values of friendship, truthfulness, hope, peace, creation, trust, compassion, justice, humility and forgiveness are fundamental to the growth of all.

Love never fails, 1 Corinthians 8:13

For the Lord gives **wisdom** : from his mouth comes knowledge and understanding.
Proverbs 2:6

Intent:

The **HEART** of our Curriculum:

H - **H**elping children prepare for life, growing with God.

E - **E**mbracing Christian Values.

A - **A**chievement for all.

R - **R**eading at the **heart** of our school

T - **T**eaching a knowledge rich curriculum.

Implementation:

Wrap around care is essential to many working parents. At Glazebury CE Primary we have chosen to provide the above services in an endeavour to continue to put children at the heart of everything we do. The provision of a Breakfast Club and Extended Provision (available to nursery and all school year groups) will help to ensure continuity of care for the child and family. We hope in doing so, it provides support for working families to start and continue to work and train.

The Breakfast club will provide a healthy start to the day and Extended Provision a fun and relaxed end to the school day. Both services will ensure that children get the right nutritional balanced diet which will maximise and enhance their capacity to learn. The provisions will offer a range of enriching stimulate, enhance, engage, excite and create enjoyment that enables children to learn from practical first hand experiences.

Breakfast Club runs from 7.30am until 8.50am

Extended Club runs from 3:15pm to 5:15pm

Purpose

- To provide children with a nutritious snack in the morning and after school (inline with agreed termly menu's)
- To ensure that children have a rich and varied menu of activities.
- To have experiences that are not available within the classroom to develop pupil's social and emotional intelligence and to encourage self-esteem and independence.
- To ensure that pupils have a prompt start to the day.
- To ensure pupils have homework support
- To minimise attendance issues.
- To provide wrap-around care to fulfil the school's extended services role.
- To ensure equality of access to all pupils in spite of age, race, disability or religion.

Broad Guidelines

- We follow the Warrington LEA Guidance for the management and setting up of a Breakfast and Extended Provision.
- All staff who manage the provisions have been trained on food hygiene and hold relevant certificates.
- All staff who manage the provisions are first aid trained, are aware of all children's allergies and are allergy trained and additional medical needs and are appropriately trained.

- All appropriate recruitment safeguarding measures and induction procedures have been undertaken.
- Children are registered as soon as they enter breakfast club and their time of arrival is logged on the Parentpay register.
- A register generated via Parentpay is available so all know which children are booked in. The parent/carer when collecting – records the time and signs them out.
- If any child attends Breakfast or Extended who does not appear on the pre-generated registers then the office is notified at the time so it can be investigated/parent charged.
- The club has developed its behaviour management strategies that are in line with the school's Behaviour Policy.
- Parents are aware of that if pupils infringe the behaviour code of practice identified in the Home/School Agreement that they could face the possibility of being asked to leave the club.
- All parents/guardians must supervise children to the main entrance of the school and handed over to a member of staff in the morning for breakfast club.
- The supervisor will monitor the effectiveness of the club, breakfast delivery, snack delivery at after school club and menu of activities. A menu is set for the term and reviewed amended dependent on season.
- The supervisor will liaise with Class teacher, Headteacher, SBM to communicate relevant resource issues and pupil management issues.
- The supervisor will ensure that the appropriate food resources are available each day to run the club in line with the set menu's.
- The staff will ensure that the school facilities are left in a tidy and clean fashion after usage and that all equipment is appropriately stored.
- A copy of all the children's emergency contact details are kept in the school office in a secure area which is accessible for all staff at all times. Phones are available in the EYFS (nursery and reception), staff room and office and kitchen for contact purposes.

Admissions Criteria

Order of priority for admissions:

- Children in public care.
- Children who have a special educational need.
- Children who have attendance issues.

- Children who have a sibling (this includes full/half/step brothers/sisters who are living at the same address as part of the family unit) already attending the school and expected to continue in the school the following year.
- Children who attend other Warrington Borough Schools.

Fees

Fees will be reviewed by The Governors annually (during the summer term).

Pricing structure and any changes to the fees charged will be communicated to you in writing in advance.

The provisions are not aimed to make a profit but to be sustainable need to break even.

Fees are to be paid via the parentpay app in advance of accessing the sessions.

Parents who do not pay fees in advance, we reserve the right to cancel their sessions. (after supportive discussion).

If children are collected after the finish time of 5:15pm we reserve the right to charge a fee as staff only work and are only paid until 5:15pm.

Price Reviewed in May 2026 for next academic year 2026/27 – no change was agreed.

Home School Child Agreement Breakfast & Extended Provision

School will:

- Encourage children to eat a nutritious breakfast and afternoon snack
- Encourage children to follow the school's Golden Rules and behaviour system.
- Provide a safe environment.
- Provide positive experiences at the start and end of day.
- Communicate with parents on a regular basis and when issues arise.

Families will:

- Make sure that your child's clothes and belongings have their names on.
- Make sure that children attend school with appropriate outdoor wear for outside activities.
- Ensure that known allergies and medical conditions particularly relating to food substances are declared to staff.
- Ensure that appropriate payment (via Parentpay electronic payment system) for each session is made in advance of accessing.

- Ensure that drop off and pick up procedure and times are adhered to.

Children will:

- Listen to others
- Work hard
- Be honest
- Be kind and gentle
- Respect each other
- Look after property

Together we will:

- Tackle any additional needs.
- Encourage children to keep to the school rules.
- Support children's positive learning experiences to help them to achieve their best.

Impact: H.E.A.R.T.

- **What we want our children to have achieved:**
- Children will have a nutritious snack in the morning and after school (inline with agreed menu's)
- Children will have a rich and varied menu of activities.
- Experiences that are not available within the classroom to develop pupil's social and emotional intelligence and to encourage self-esteem and independence are facilitated.
- Children will have a prompt start to the day.
- Children will have homework support
- Attendance issues are improved
- The school's extended services role to provide wrap-around care are fulfilled.
- Equality of access to all pupils in spite of age, race, disability or religion is achieved.