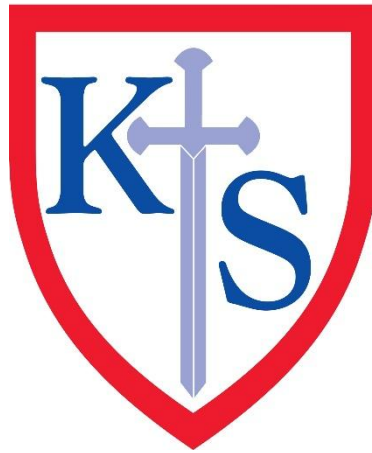


Kingsland CE Primary School

Breakfast Club Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

March 2026

Kingsland CE Primary School

Breakfast Club Policy



Date for full implementation: March 2026

Review date: March 2029

At our Breakfast Club we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve.

Aims

- To support parents/carers by providing early morning childcare from 8.00am until 8.45am. Parents are responsible for their child/ren until 8.00am.
- To offer the children an opportunity to eat breakfast in a safe and friendly environment.
- To provide planned age-appropriate play activities or enable free play, as appropriate.

Ground Rules

1. The Breakfast Club will be run by Kingsland C E Primary School.
2. The Club operates for children attending Kingsland C E Primary School only.
3. The same Christian values that inform our relationships and choices throughout the school day apply to Breakfast Club.
4. The Club will provide a healthy breakfast and age-appropriate activities for the children to take part in.
5. Children will not be allowed to leave the Breakfast Club to play outside unsupervised.
6. Staff will be responsible for the care and management of children, treating them with respect at all times.
7. The Club will comply with environmental health food safety standards.
8. All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
9. Parents / Carers will be given one month's notice of any increase in fees.
10. Fees should be paid online using the Arbor app payment method at the time of booking. The school reserves the right to exclude a child if fees are not paid promptly.
11. At 8.45am KS1 children will join their friends in the playground and KS2 children will go to their classrooms.
12. Parents/Carers are asked to keep the school informed of any change of emergency contacts via the school office.
13. To ensure that Breakfast Club children are safe, it is imperative that the adult bringing them to the club hands them over directly to the Breakfast Club supervisor and signs the register.
14. Parents/Carers are asked to show agreement with these ground rules.

Breakfast Club charges

The charge of £3.75 covers the cost of care and a varied breakfast, including cereal, toast, and a drink.

Cancellation procedures and charges

The following cancellation procedures and charges apply:

- If children are ill and not attending school that day, there will be no charge for Breakfast Club.
- If a place is booked and not used (not due to illness), the full charge will apply unless the school office is emailed in advance to cancel:
 - Cancellations must be received to the school office by 9am the day before.

Non-Booking Charges

If a place has not been booked for Breakfast Club, an additional £5.00 non-booking fee for each child may be added on top of the normal club charge to cover staffing, administration and additional food costs. The school has the right to refuse a place at Breakfast Club if there are no spaces available.

Incurring debt

Parents are required to pay for Breakfast Club in full before the children attend the club. If a level of debt is incurred above £50 per child between the two clubs (Breakfast Club and Stay and Play Club), the school reserves the right to remove the offer of a place at the clubs until the debt is paid in full. Parents are encouraged to discuss any financial concerns confidentially with the school.