



# **St. James' Church of England Primary School**

**'Building One Faith, One  
Family,  
Our Future'**

## **Breakfast Club Policy**

Amended by: J.Jacques & C.Johnston Spring 2025  
Approved by Governors – Spring 2025 (Resources Committee)

Review Date – Spring 2028 (Resources Committee)

## Foundation, Vision and Intent

**St James' Lower Darwen**

Church of England Primary School



**"Building One Faith, One Family, Our Future."**

**"We offer a holistic curriculum that champions our community and is aspirational."**

PERSONAL DEVELOPMENT

through

ENRICHMENT

THE NATIONAL CURRICULUM

SKATS

FORGIVENESS

COMPASSION

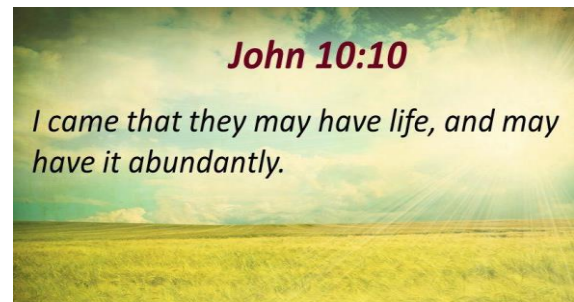
LOVE

TRUTH

JUSTICE

**Jeremiah 29:11**

**John 10:10**



We want our children to know that **God has a plan for them** that means **they live their best life possible**.

Each **policy** and procedure within school, alongside the ongoing **curriculum** delivery, our **SKATS** programme, **enrichment** and the **spiritual development** offered to our families through Worship, RE and our links with Church, work towards making this happen.

### **Rationale**

The Breakfast Club provision is organised and staffed by St. James Church of England Primary School, Lower Darwen. It is an extra-curricular activity designed to support families/carers and children by extending access the school environment from 7:45am. It is also to provide opportunities for the children to have a choice of foods and drink as a healthy start to the day, and to join in staff supported activities in a safe environment. Each child is encouraged to be independent and make choices for themselves, from the selection of food and drink available each day and the activities they wish to participate in, each helps develops their social and interactive skills. Funding for our breakfast club comes through the Pupil Premium Grant allowing us to provide this facility free of charge to children who qualify for this funding.

### **Objectives**

- To provide a welcoming, safe and secure environment for children before the beginning of the school day.
- To enable children to have access to a healthy breakfast before the start of the school day in a pleasant, relaxed environment.
- To provide a calm, interactive play environment for the children.
- To provide an affordable service for working parents/carers.

### **Organisation**

The Breakfast Club is open to all pupils attending St. James Church of England Primary School. It is open from 7:45am to 8:40am, with all attendees are expected to arrive by 8:00am. Breakfast Club is held at St James' School in the hall. At the end of the Breakfast Club provision the children are escorted to classes by staff. Each child's details; any medical conditions; parent/carers contact details; an additional emergency contact name, address and telephone number are required before initial attendance and is kept securely locked away, in accordance with GDPR and Data Protection. It is the responsibility of the parents to ensure that Club staff are informed of any contact changes.

### **Use of registers**

Children are registered soon after arrival using paper copy of ARBOR registration system. The Breakfast Club registers data is transferred and held securely on the computer system in accordance with Data Protection. Attending numbers are checked regularly throughout each session for safeguarding and in case of emergencies. In the case of an emergency, where children have to be evacuated from the building, children will be counted as they exit the building and checked against the register to ensure they are present once at fire drill point away from the building.

### **Staffing and supervision**

The children are adequately supervised at all times, by appropriate level of staff to children ratio. All members of staff are suitably qualified and have enhanced DBS clearance; at least one member of staff on duty holds a current Paediatric First Aid certificate; one member of staff on duty has a Food Safety and Hygiene certificate. A member of the Senior Leadership Team is available as required.

### **Dropping off**

It is the responsibility of the parent/carers to ensure children are handed over safely to a member of the Breakfast Club team. Parents/carers need to park on Stopes Brow for drop off.

### **Food and Activities**

Children will be offered a range of foods for breakfast: - including a selection of cereals, toast (with a variety of toppings), fruit juice, milk, fresh fruit and a selection of fruits, crumpets, waffles, pancakes and yoghurts.

Following breakfast, a daily/weekly themed activity will be on offer for the children to participate in: - including art and craft activities; physical/thought provoking games; homework support, as well as a variety of toys for independent play.

### **Positive Behaviour Policy**

We have adopted the School's Behaviour Policy, which is based on a whole school approach to positive reinforcement and modelling of good behaviours. Children are expected to show a good standard of courtesy and behaviour at all times. Any concerns regarding unacceptable behaviour will be dealt with using the school sanction system and the parents/carers contacted as necessary. Exclusion from Breakfast Club will be the final sanction when all possible strategies have failed.

### **Charging Policy**

- Fees are currently £3.00 per day or £15.00 per week but are subject to change to take into account food price rises, resources and quality staffing.
- **Breakfast club is free to those children who qualify for the Pupil Premium Grant.**
- Fees must be paid weekly in advance using the ParentPay system, money cannot be accepted on entry to the session.
- Payment will not be allowed to go un-paid for longer than two weeks unless prior arrangement with the school office has been arranged.
- **We reserve the right to withdraw places if payment is not kept up to date and other arrangements will have to be made for your child**

### **Rights and Responsibilities**

All children have the right to attend Breakfast Club but this will be withdrawn should they not follow the club and school rules.

### **Equal Opportunities**

The Breakfast Club policy applies to and seeks to include all children and staff regardless of background, race creed, culture, ability or disability.

### **Fire Procedure**

Children should exit the church via the fire exit at the back of main church area; walk to the school/church gate and assemble on the playground trim trail. Registers should be taken and the children checked.

### **First Aid**

If First Aid is administered, the treatment given is recorded in the Breakfast Club accident book and where necessary church staff/wardens will be informed. Where necessary an email or telephone call will be made to inform parents of what treatment the child has received.

### **Risk Assessment**

A risk assessment has been carried out for the Breakfast Club and this will be reviewed annually.

### **Links with other Policies**

Anti-Bullying Policy  
Attendance Policy  
Health and Safety Policy  
Healthy Eating Policy  
Positive Behaviour Policy