



THE
GREETLAND
ACADEMY

Breakfast Club Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
Last review date:	October 2025	Last reviewed by:	Helen Crowther
Last updated:	October 2025	Last updated by:	Helen Crowther
Next review due :	October 2026		

Introduction

Our breakfast club aims to provide a safe, healthy, and inclusive environment for pupils before the start of the school day. The club supports families by offering quality childcare and ensuring that children have a nutritious breakfast, helping them to be ready for learning.

Aims

- ✓ To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- ✓ To provide an affordable, early drop off childcare facility for parents/carers.
- ✓ To provide children with a simple nutritious breakfast at the start of the day in a pleasant, stimulating and vibrant environment.
- ✓ To provide a provision of activities, enabling children to engage socially and learn with children from other year groups.
- ✓ To continue to build positive links/relationships with parents.
- ✓ To alleviate parking congestion at both sites during peak times.

Organisation

We operate a breakfast club at both our KS1 and KS2 school sites.

The breakfast club runs a daily session, from Monday through to Friday, for children to attend.

The breakfast club is open to children from Reception to Year 6.

The breakfast club session operates during term time, from 8.00am to the start of the school day.

Staffing

The breakfast club is run by Greetland Academy staff. In addition to breakfast club staff, the caretaker will be on site from 7.45am and a member of administrative staff will be on site from 8am. Staffing follows the ratio of 1:10 (KS1); 1:12 (KS2).

If a member of staff is absent, they must ring the Executive Principal or Vice Principal who will arrange cover. Cover will always be provided by alternative school staff.

Admissions

- Only children attending Greetland Academy are eligible to attend.
- All bookings for the club must be made through the school website via the 'breakfast club application form'.
- All places are subject to availability.
- Non-contracted pupils are welcome to use the club if spaces are available.
- Ad-hoc bookings, to cover emergencies, can be made in advance via the school office.
- Children's attendance is recorded in a register.

Fees

- £3.00 per child, per breakfast club session.
- If your child is in receipt of free school meals or pupil premium funding then there will be no charge to attend breakfast club.
- Fees will be invoiced per session via Arbor.
- Parents/carers are expected to pay for breakfast club sessions in advance, via the Arbor app, and should aim to maintain a credit balance at all times.

- Top-up payments to a child's breakfast club account can be made at any time via the Arbor app.
- Childcare vouchers are also acceptable.

Session Cancellation

Cancellation by Parents

A minimum of 24 hours notice must be given, ideally in writing, to cancel your child's attendance at breakfast club. If sufficient notice is not given to confirm non-attendance, the session fee will be charged.

Cancellation by School

Persistent non-attendance may result in your child's place at breakfast club being terminated.

Cancellation may be necessary due to school closure during adverse weather conditions or if the school identifies an issue with the school building, ie no heating or water. If the school cancels the breakfast club session a session fee will not be charged.

In the event of closure we will endeavour to contact parents via text message from the Arbor system.

Arrival and Departure

- Parents/carers are required to bring their child to the school's main entrance.

Safeguarding

- Parents should drop off children and leave, they will not be permitted to enter the school building.
- Parents should not use the school car parks when dropping children off, as these are solely for staff use. At KS1 the pedestrian access paths to school should be used, not the driveway as this is for vehicle use only.
- ***In line with safeguarding requirements, if a child has been booked onto a breakfast club session but has not arrived in school by 8:20am, a courtesy call will be made by a member of the breakfast club staff. This call is part of our duty of care and is intended to check on the child's welfare and ensure they are safe and accounted for.***

Behaviour

- Children will be expected to adhere to the schools existing behaviour policy.
- Breakfast club staff will inform the schools leadership team and parents if behaviour does not meet the expected standards.
- Cases of persistent poor behaviour may result in the breakfast club place being terminated.

Medication/Food Allergies/Illness

- The school's first aid and administration of medication policy applies at all times.
- Parents of any child who becomes unwell during breakfast club will be contacted immediately.
- If you child has any specific SEN, medical conditions or food allergies please ensure that school are aware of this and discuss any special requirements with the school office.
- All staff, who prepare and serve food at breakfast club, will have completed Food Safety and Hygiene training and Allergy Awareness training.

Fire Procedure

- In the event of a fire, staff and children will follow the school's emergency evacuation procedures, leaving the building in a calm orderly manner via the nearest exit.

- Staff and children will congregate in the playground whilst the fire evacuation register is taken.

Persistent Non-Payment of Fees

Overdue fees of £30 or more will result in your child's place at breakfast club being suspended until payment has been made in full to clear the balance owing. Once payment has been made in full the child's place at breakfast club can be reinstated, subject to availability.

Complaints

All complaints notified in writing by a parent regarding the club will be investigated as per the school's existing complaints policy.

Related whole school policies

The breakfast club is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

Safeguarding and Child Protection Procedures Policy
Health & Safety Policy
First Aid Policy
Administration of Medicines Policy