WALTON on the NAZE PRIMARY SCHOOL

BREAKFAST CLUB POLICY

including registration document

WALTON SCHOOL IS A HAPPY, SAFE SCHOOL WHERE EVERYBODY LEARNS AND TRIES THEIR BEST.

Approved date	Summer 2026
Review date	Summer 2027

AIMS

- To offer a safe and secure and friendly environment in which children can enjoy a healthy breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos, to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit and contribute towards the extended school role.

OPENING TIMES

The Breakfast Club will open term time only for children in Reception – Year 6 on:
Monday to Friday from 7.45 – 8.30am (children can arrive at any time after 7.45am)
Breakfast will be served from 7.45 – 8.00am.
Breakfast, comprising of a choice of cereals, toast, milk and juice will be provided.
Activities will be provided for children once they have eaten.
8.25am is tidy up time encouraging the children to take responsibility for the environment.
At 8.30am children will be escorted in to school for the start of the school day.

STAFF

Our breakfast club will be run by employees of the school who have full safeguarding checks in place. The ratio of staff to children will be in accordance with Government recommendations. Staff will keep a list of all members of breakfast club and a register of attendance will be taken daily. We aim to follow best practice guidance and will have a ratio of one adult to nine children. The maximum number of children that can attend breakfast club is 18.

FEES AND PAYMENT

Breakfast club is offered to pupils of Walton Primary School during term time only. We offer breakfast and activities starting at 7.45am until 8.30am. The cost of the session will be £2.00 per child per session. Fees must be paid for each half term in advance. Refunds cannot be issued if a child is ill or does not attend on a day, they are due to attend breakfast club, as staffing arrangements will have been made in advance and costs will still be incurred. The fee includes the cost of food; however, there is no discount for those children who choose not to have breakfast.

(For information, Breakfast Club is subsidised by the school)

BOOKING

The Breakfast Club has a maximum of 18 places. Bookings can be made using the registration document within this policy, a paper copy is available from the school office, subject to places being available. Places are offered on a first come first served basis. **Your place will only be secure provided you continue to make payments in advance for each half term.** Failure to pay for the place will result in your child's place being forfeited. You must give a full week's written notice if you no longer require the service.

BEHAVIOUR

We expect our children to follow the same rules and expectations in terms of their behaviour as we do in school. We follow the Walton Primary School Behaviour Policy which clearly sets out required behaviour. A copy is available on our school website.

Where there is a persistent issue with behaviour that cannot be resolved by following the school policy, we reserve the right to remove a child from breakfast club, either on a fixed term or permanent basis.

COMPLAINTS

Complaints will be dealt with following the school's Complaints Policy which is available on request from the school office, or can be found on our school website.

Breakfast Club Registration Document

Name of Child:
Class:
Address:
Name & Telephone Contact 1:
Name & Telephone Contact 2:
Medical Issues:
Breakfast Your child will be provided with: Juice Toast Cereal Jam Chocolate Spread Fruit **PLEASE INDICATE IF YOUR CHILD IS ALLERGIC TO ANY OF THE ABOVE**
Name of Parent/Carer: Signature: Date:
Please indicate the days you would like your child to attend Breakfast Club: Monday Tuesday Wednesday Thursday Friday
Any additional information: