

Merton Junior School



*'Be wise, together we
succeed'*

Breakfast Club Policy

Date approved:		
Next review date:		
Headteacher	Signed:	Date:
Chair of Governors	Signed:	Date:
<u>Reviews</u>		

1. Introduction and Purpose

1.1 Policy Statement

Merton Junior School is committed to providing a Free Breakfast Club for all pupils to support their health, wellbeing, and readiness to learn. Whilst we are receiving DfE funding for a Free Breakfast Club we will offer a 30-minute club to all children from Year 3 to Year 6 without a charge for this time to parents. This policy sets out how we deliver our breakfast club provision in line with Department for Education guidance on the Free Breakfast Club programme.

1.2 Aims

Our breakfast club aims to:

- Provide all pupils with access to a nutritious breakfast to start their day
- Support pupil wellbeing, concentration, and readiness to learn
- Offer a safe, welcoming environment before the school day begins
- Support working families by providing wraparound childcare
- Promote social interaction and positive relationships among pupils

1.3 Scope

This policy applies to all pupils in Year 3 to Year 6 at Merton Junior School and covers the operation, management, and standards of our free breakfast club provision.

Merton Junior School Free Breakfast Club meets the 5 minimum requirements for DfE funded Breakfast Clubs. The Free Breakfast Club:

- Is free to parents
- Is open and available to all children in Year 3 to Year 6
- Is for 30- minutes before the start of the school day
- Provides food that meets the School Food Standards for England
- Is located on the school site

2. Eligibility and Access

2.1 Who Can Attend

The breakfast club is available free of charge to all pupils at Merton Junior School in Year 3 to Year 6. There is no means-testing or eligibility criteria.

2.2 Booking Process and Attendance

- Parents/carers must book their child into the club using the school booking process, which will be shared with parents.
- In extreme circumstances, if a child is not booked then attendance will be at the discretion of staff depending on staff ratios and food available.
- Emergency contact details, dietary requirements, and any relevant medical information are already held in school and parents are asked to update these on an annual basis.
- Places are allocated on a guaranteed basis for all booked pupils.
- All children attending the breakfast club must be registered on the attendance register each morning.
- For safeguarding purposes, parents/carers must inform the school by 7:50am if their registered child will not be attending.
- The school will follow up on any unexplained absences if the child is not in school that day.
- Merton Junior School will encourage attendance at breakfast club and a punctual start.
- Attendance at breakfast club may be used as part of the school's wider attendance support strategy.

3. Operational Details

3.1 Opening Times

The breakfast club operates:

- Days: Monday to Friday during term time
- Times: Merton Junior School Breakfast Club (subject to charge)– 8:00 – 8:15am, DfE free funded Breakfast club 8:15am – 8:45am
- Breakfast service: 8:15am – 8:30am
- In exceptional circumstances (e.g. severe weather, staff shortage), the school may need to close the breakfast club. Parents will be notified as early as possible. The decision to close would be a last resort after exhausting all other possibilities.

3.2 Location

The breakfast club is held in the school hall.

3.3 Drop-off

- Both 8am (for paid breakfast club children) and 8.15 (free breakfast club children) drop off must be via the studio doors

- The school takes responsibility for the child once they have arrived at the breakfast club, been admitted to the building and registered by staff.
- All children will go to their classrooms from the hall at 8:45am
- School will call parents / guardians of children who were registered for the club but have not arrived to assess their whereabouts.

4. Food and Nutrition Standards

4.1 Food Standards Compliance

All food served at breakfast club meets the school food standards as set out in The Requirements for School Food Regulations 2014. This means:

- Fruit or vegetables, or both, are available at every breakfast session
- Foods high in fat, sugar and salt are limited in line with the School Food Standards.

4.2 Menu

Our breakfast menu includes:

- wholegrain cereals, toast with spreads, fresh fruit, yoghurt, milk, water and other healthy options

4.3 Dietary Requirements and Allergies

- We cater for all dietary requirements, including allergies, intolerances, religious requirements, and vegetarian/vegan diets.
- Parents/carers must inform us of any dietary needs on their school admissions forms or as soon as a new allergy / intolerant arises. School records are used for breakfast club provision.
- Staff are trained in food safety and allergen management

4.4 Healthy Eating Promotion

We encourage healthy eating habits by:

- Offering a variety of nutritious foods.
- Providing water and milk as the main drinks.
- Creating a positive mealtime environment.

5. Staffing and Safeguarding

5.1 Staffing Ratios

The breakfast club is staffed by qualified staff members, maintaining appropriate adult-to-child ratios to ensure safety and supervision.

5.2 Staff Qualifications and Training

All breakfast club staff hold enhanced DBS checks and are trained in the following areas:

- Training in line with Keeping Children Safe in Education (KCSIE)
- Food hygiene
- Allergen management

5.3 Safeguarding

- All safeguarding procedures that apply during the school day also apply at breakfast club
- Staff follow the school's child protection and safeguarding policy
- Any safeguarding concerns are reported immediately to the Designated Safeguarding Lead (DSL) or deputy DSL and followed up
- The breakfast club reflects the school's commitment to safeguarding, early help and pupil wellbeing.

5.4 Behaviour Management

- We expect the same standards of behaviour at breakfast club as during the school day
- The school's behaviour policy applies to breakfast club
- Positive behaviour is encouraged and celebrated

6. Activities and Supervision

6.1 Activities Provided

Breakfast club offers a range of activities including:

- e.g., quiet reading, board games, creative activities, card games,
- Activities are age-appropriate and supervised at all times
- Children are encouraged to help and support with serving and clearing up to support development of independence, responsibility and kindness

6.2 Supervision

- All children are supervised from arrival until they are handed over to their class teacher
- Staff always maintain visibility of all children
- A register is taken for each session as children arrive

7. Inclusion Statement

The school is committed to ensuring that the Breakfast Club is inclusive, welcoming and accessible to all pupils. We aim to provide a safe, supportive and positive environment in which every child feels valued and able to participate.

The Breakfast Club will operate in accordance with the Equality Act 2010 and the school's Inclusion, SEND and Equality policies. Reasonable adjustments will be made where required to enable pupils with special educational needs and disabilities (SEND), medical needs or other additional needs to access and participate in the provision.

The School will work in partnership with parents, carers and relevant professionals to understand individual needs and ensure appropriate support is in place. Any dietary, medical, cultural or religious requirements will be considered and accommodated wherever reasonably practicable.

The school is committed to promoting equality of opportunity and fostering an environment that is free from discrimination, harassment and victimisation. All pupils attending the Breakfast Club will be treated with dignity, respect and fairness.

8. Health and Safety

8.1 Risk Assessments

- Risk assessments are completed for all breakfast club activities and are reviewed annually or when circumstances change
- The Free Breakfast Club will be covered by the school's Public Liability Insurance

8.2 Hygiene

Children will be encouraged to have good hygiene habits when eating and around food.

Hand washing will be established as routine and encouraged and promoted by staff.

8.3 First Aid and Medication

- At least one member of staff on duty holds a current schools first aid certificate
- Parents/carers must inform staff of any medical conditions or medication requirements
- Medication is administered in line with the school's supporting pupils with medical conditions policy
- We hold a spare adrenaline auto-injector (AAI) in line with statutory guidance
- We have a defibrillator on site

8.4 Emergency Procedures

- Fire evacuation procedures are displayed and practiced regularly
- In the event of an emergency, staff follow the school's emergency procedures

9. Charging

9.1 Free Provision

As we receive support through the government's free breakfast club programme, we do not charge parents/carers for breakfast club attendance for pupils in Year 3 to Year 6.

Any provision offered before the DfE-funded 30-minute session will be chargeable. Merton Junior School will monitor demand and assess if and when earlier start times and increased staff capacity may be appropriate.

9.2 Chargeable provision

Pupil attending from 8am to 8.15pm will be required to pay a daily charge of £1 per session. An invoice will be sent to parents / guardians on a weekly basis. Unless otherwise agreed payments cannot accrue arrears of more than 1 week and this will result in the offer of the 8am arrival being withdrawn. Non-attendance will still be chargeable if the place has been booked and your child does not attend. This is because we have to employ enough staff to ensure we have adequate supervision.

10. Parental Engagement

We welcome feedback from parents/carers about our breakfast club provision. Parents/carers can provide feedback by contacting the school office.

11. Monitoring and Evaluation

11.1 Quality Assurance

The breakfast club is monitored on a termly basis to ensure:

- High standards of care and supervision
- Compliance with food standards
- Positive outcomes for pupils

Monitoring and Quality Assurance will be shared with Governors termly.

11.2 Review

This policy is reviewed annually by the School Business Manager to ensure it remains relevant and compliant with current guidance.

12. Record Keeping Compliance

Records will be kept in line with recommended retention schedule and available for DfE audit and assurance purposes.

In line with DfE guidance, documents and records relating to the school's accounts shall be open to inspection by the Secretary of State and by the Controller and Auditor General.

13. Related Policies

This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy