



# Woodrow First School

## Breakfast Club Policy

2025-26

|                           |                                 |
|---------------------------|---------------------------------|
| <b>Signed by:</b>         |                                 |
| <b>Reviewed by</b>        | Linda Hall                      |
| <b>Head Teacher</b>       | Richard Kieran                  |
| <b>Chair of Governors</b> | Reg Moore                       |
| <b>Date Adopted</b>       | 23 <sup>rd</sup> September 2025 |
| <b>Date of Review</b>     | September 2026                  |

## Background

Our Breakfast Club was founded on 12<sup>th</sup> February 2013 and is sponsored by The Greggs Foundation. The Greggs Foundation scheme has been running since 1999 and is designed to provide a simple, nutritious breakfast to children in primary schools, typically with over 40% free school meals.

The school is provided with free bread from the local Greggs shop and termly funding for other food stuffs.

In return the school agrees to:

- Promote participation in the breakfast club with parents and the community
- Target children who would most benefit
- Ensure the club is provided free of charge to all
- Take responsibility for maintaining voluntary support
- Staff the breakfast club throughout hours of operation
- Source and shop for food for the breakfast club
- Monitor attendance so that The Greggs Foundation can develop an understanding of the impact that the club is having
- Provide a simple and nourishing breakfast (see Appendix A for Sample Menu)
- Ensure that the club is run in a safe and hygienic environment

Our Breakfast Club is registered with Worcestershire Regulatory Services, Environment Health & Licensing.

In accordance with our school policy Breakfast Club is a Nut Free Environment.

## Funding

We receive annual funding from the Greggs foundation. Payment is made termly, 3 times per year upon submitting a completed cashflow sheet online detailing all expenditure.

## Staffing/Children ratio

Breakfast Club is available upon request to all children from Reception to Year 4, free of charge but is dependent on available places.

The Governors have agreed the following staffing/children ratio with effect from September 2025

4 paid staff members = Maximum of 75 children per session

A number of spaces will be reserved for vulnerable children or emergency situations that arise. All such requests should be referred to and agreed by the Attendance and Pastoral Support lead. Once places are agreed either on a temporary or permanent basis these must be added to the register and must not exceed the agreed maximum of 80

Mrs Bernadette Coldwell is the Breakfast Club Lead member of staff. In her absence a deputy should be appointed.

All staff are responsible for the supervision of the children attending the breakfast club and for providing the children with a simple and nourishing breakfast.

The breakfast club is available Monday to Friday from 8am until 8.45am when the children are escorted to their classes. Arrival must be between 8am – 8.10am. If children arrive after this time, on a regular basis, parents will be notified in writing and the place may be withdrawn.

If staff are unable to attend due to sickness etc. they should let Mrs B Coldwell know at the earliest opportunity so that she can arrange cover if required. **It is also the responsibility of individual staff to ensure that the School Business Manager is aware of their absence.**

All staff are DBS checked.

### **Allocation of Places**

The Breakfast club is extremely popular and numbers continue to increase. Parents are asked to email a request form via the school website indicating the days /sessions required. School will contact you about availability and with a start date. An attendance register is held by the school and if there are spaces available a place will be allocated and a start date agreed with the parents/carers.

If there are no available places, then names will be placed on a waiting list.

At the start of each academic year the places of Year 4 and other school leavers are allocated, firstly to siblings of children already attending breakfast club that are entering our Reception. Remaining places are allocated on a first come, first served basis. Applications for September 2026 will not be taken until June 2026. If there are more applications than places then names will be added to the waiting list.

Attendance is monitored regularly. If children do not attend their allocated sessions for two consecutive weeks then their place maybe withdrawn and offered to children on the waiting list.

### **Behaviour**

We expect the same standards of behaviour in Breakfast Club as within school and in accordance with our Positive Behaviour Policy. Our main aim is for everyone to act with courtesy and consideration to others at all times.

Places may be withdrawn if behaviour is unacceptable or where the safety of other children and staff is at risk

## **Safeguarding**

All Breakfast Club staff are fully compliant with Safeguarding procedures and record incidents in accordance with our Safeguarding Policy.

## **Disqualification under the Childcare Act 2006**

It is a requirement that we ask all Breakfast Club staff to complete a self-declaration form to ensure that they are not disqualified to provide care for pupils under the age of 8, under the Childcare (Disqualification) Regulations 2009.

## **Daily Register**

A register of children attending the breakfast club is taken on a daily basis. Parents should accompany their child/children to the door and hand them over to a member of staff.

Staff must be aware which children are in attendance in case of an emergency situation.

There may be occasions when a one off or short term place in Breakfast club is requested. Any such requests for attendance will be considered on an individual basis in consultation with the Headteacher.

## **Medical Needs/Allergies**

All staff are aware of any children with medical needs or allergies and all members of staff have Basic First Aid knowledge.

One member of staff will be Paediatric First Aid trained

## **Emergency Contact details**

Emergency contact details are held for all children in attendance.

## **Mandatory Training**

All paid Breakfast Club staff complete Basic First Aid training. Those dealing with food preparation or food storage complete a Food Hygiene course.

All staff should read the following policies:

- Safeguarding Policy
- Code of Conduct – Social Media Protocols
- Positive Behaviour Policy
- Asthma Policy
- Whistleblowing Policy
- Allegations of Abuse against Staff
- Allergy Policy



## Breakfast Club Menu

### Selection of cereals:

- Malt Wheaties
- Rice Crispies
- Multigrain hoops
- Wheat Biscuits
- Cornflakes
- served with semi-skimmed milk

### Selection of Greggs breads toasted

- Brown / white bread
- Low fat spread
- Low sugar jams
- Honey

### Drinks

- Water
- Milk (semi-skimmed)
- No added sugar orange squash
- No added sugar apple
- No added sugar blackcurrant squash
- No added sugar lemon squash

### Friday specials

- Beans on toast
- Scrambled egg on toast

