



St Michael's
C.E. Primary School

Breakfast Club Policy

Last reviewed: September 2026
Next review due: September 2027



"Courage to Flourish in the Love of God"

Our Theologically Rooted Christian Vision



Courage to Flourish in the Love of God

"I have come that [you] may have life, and have it to the full" (John 10:10)



*"Be strong and courageous... the Lord your God will be with you
wherever you go." (Joshua 1:9)*

These biblical texts underpin our vision summary, 'Courage to Flourish in the Love of God'. Jesus' words from the New Testament describe his desire for everyone to be a full and flourishing version of their created selves, experiencing life in all its vibrant fullness, individually and in community. Our ambition is for everyone to encounter this fullness through the life and work of the school, whatever their background, beliefs or circumstances. God's words to Joshua from the Old Testament illustrate how life, and learning, can be challenging, bringing setbacks and discouragement. These words inspire us to keep on going in those circumstances, confident that God watches over us and walks beside us.

The joining of these biblical texts is meaningful for the particular circumstances of our school community. It gives coherence to our aspirational vision that will grow courage and resilience as enablers of 'life in all its fullness' for everyone. To support our vision, we have seven overarching Christian values:

COURAGE



Phillippians 4:13

"I can do all things
through him who
strengthens me."

HOPE



John 1:5

"The light shines in
the darkness, and the
darkness has not
overcome it."

LOVE



1 Corinthians 13:4-8

"Love is patient and kind...
it does not rejoice at
wrongdoing but rejoices
with the truth."

FORGIVENESS



1 John 1:9

"If we confess our sins,
he is faithful and just
and will forgive us"

TRUST



Proverbs 3:5-6

"Trust in the Lord with all your
heart and lean not on your own
understanding; in all your ways
submit to him, and he will make
your paths straight."

COMMUNITY



Hebrews 10:24

"Let us be concerned for
one another, to help
one another to show
love and to do good."

THANKFULNESS



1 Thessalonians 5:18

"Be thankful in all
circumstances, for
this is God's will for you"

1. Aims

St Michael's Church of England Primary School provides a Breakfast Club to support pupils to have a safe, healthy and positive start to the school day.

The Breakfast Club aims to:

- provide a safe, welcoming and inclusive environment before school;
- provide pupils with access to breakfast;
- support pupils' wellbeing, attendance and readiness to learn;
- provide a calm and positive transition into the school day; and
- ensure that pupils are appropriately supervised and safeguarded at all times.

The provision reflects the school's vision, Courage to Flourish in the Love of God, by providing a caring and inclusive environment in which every child is welcomed and supported.

2. Organisation of the Provision

Breakfast Club operates each school day in the school dining hall and is available to pupils in Reception to Year 6.

Nursery pupils are not eligible to attend Breakfast Club.

The club operates from 8:00am until 8:35am, when pupils are safely handed over to their class teachers, teaching assistants or other designated members of staff.

Breakfast Club is available free of charge to pupils in Reception to Year 6.

Parents and carers should book places in advance through Arbor so that the school can plan staffing, supervision and food provision appropriately. However, children are welcome on the day.

3. Arrival and Registration

Pupils enter Breakfast Club through the school office entrance.

Parents and carers remain responsible for their child until the child has been handed over to a member of Breakfast Club staff.

All pupils attending Breakfast Club must be registered on arrival. A register is maintained for safeguarding and attendance purposes and every child entering the provision must be accounted for.

Pupils must not enter or leave the provision without the knowledge of a member of staff.

At 8:35am, pupils are safely handed over to the appropriate class teacher, teaching assistant or other designated member of staff.

4. Food and Drink

The Breakfast Club currently provides a simple breakfast offer, including:

- toast;
- sunflower spread;
- water.

The provision may be reviewed or adapted by the school according to need and availability.

Food is stored, prepared and served in accordance with appropriate food hygiene procedures and the principles of the Food Standards Agency's Safer Food, Better Business approach.

Staff follow procedures including:

- appropriate handwashing before handling food;
- two-stage cleaning of food preparation surfaces;
- safe storage and rotation of food;
- checking that food is within date;
- disposing of damaged or unsuitable food;
- keeping chemicals away from food preparation and storage areas; and
- ensuring equipment is clean and safe to use.

Where toast is prepared, it is cooked to a golden colour and burnt toast is discarded.

5. Allergies and Dietary Requirements

Parents and carers are responsible for ensuring that the school has accurate and up-to-date information about their child's:

- allergies;
- intolerances;
- dietary requirements;
- medical conditions; and
- emergency medication.

Relevant allergy information is made available to Breakfast Club staff and is checked when food is served.

An allergy list is available on Arbor, and staff follow individual healthcare plans and emergency procedures where required.

Where necessary, reasonable adjustments will be considered to enable pupils with dietary or medical needs to access the provision safely.

6. Safeguarding

The school's Child Protection and Safeguarding Policy applies fully during Breakfast Club.

All staff have a responsibility to safeguard and promote the welfare of pupils.

Breakfast Club staff will:

- maintain appropriate supervision;
- ensure that all pupils are registered;
- follow the school's procedures for reporting safeguarding concerns;
- report concerns immediately to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead;
- ensure pupils do not leave the provision unsupervised; and
- ensure pupils are safely handed over to school staff at the end of the session.

Pupils' movement around the school is supervised appropriately.

7. Staffing and Supervision

The Breakfast Club will be staffed appropriately according to the number and needs of pupils attending.

Staff will:

- provide active and appropriate supervision;
- maintain a safe and calm environment;
- be aware of relevant medical, SEND and safeguarding information;
- encourage positive social interaction;
- supervise movement around the school appropriately; and
- ensure pupils are safely transferred into the school day.

A trained first aider will be available on site and a first aid kit will be accessible.

8. Behaviour and Activities

The school's Positive Relationships and Behaviour Policy applies during Breakfast Club.

Pupils are expected to:

- treat others with kindness and respect;
- follow staff instructions;
- remain seated while eating;
- move safely around the dining hall;
- respect equipment and resources; and
- participate safely in the provision.

Suitable calm activities may be provided, including reading, colouring and puzzles.

Running and unsafe play are not permitted within the Breakfast Club environment.

Staff will promote positive behaviour through clear expectations, encouragement and praise.

Where there are ongoing concerns about a pupil's behaviour, staff will work with the pupil, parents or carers and relevant school leaders to identify appropriate support.

9. Inclusion and Additional Needs

Breakfast Club is an inclusive provision for pupils in Reception to Year 6.

The school will make reasonable adjustments, where appropriate, to support eligible pupils with:

- SEND;
- medical needs;
- disabilities; or
- other additional needs.

Relevant information will be shared with Breakfast Club staff on a need-to-know basis to enable pupils to be supported safely and effectively.

Parents and carers should discuss any specific support needs with the school.

10. Medical Needs and First Aid

The school's Supporting Pupils with Medical Conditions Policy and First Aid procedures apply during Breakfast Club.

Staff will follow individual healthcare plans and emergency procedures where relevant.

Parents and carers must ensure that the school has current information about their child's medical needs and emergency contact details.

Accidents, injuries and significant medical incidents will be recorded and reported in accordance with school procedures.

11. Health, Safety and Risk Assessment

Breakfast Club operates in accordance with the school's Health and Safety Policy and a specific Breakfast Club risk assessment.

The risk assessment covers areas including:

- food safety and hygiene;
- allergens;
- electrical and equipment safety;
- burns from hot equipment;
- slips and trips;
- supervision and security;
- toilet use;

- medical needs and first aid;
- cleaning and waste;
- food storage and deliveries; and
- pupil behaviour and activities.

Industrial toasters and other hot or electrical equipment are operated by staff only and are positioned away from pupils.

Spills are cleaned promptly and the environment is checked before and after each session.

12. Daily Checks

Staff complete appropriate opening, operational and closing checks to support the safe running of the provision.

Opening checks include ensuring that:

- the dining hall is safe and ready for use;
- tables and surfaces are clean;
- equipment is positioned safely;
- food and drink are in date;
- handwashing supplies are available;
- allergy information is available;
- first aid equipment is accessible;
- designated toilets are clean and ready for use; and
- the register is prepared.

During the session, staff monitor:

- registration;
- allergies;
- safe eating;
- spills;
- pupil behaviour; and
- appropriate supervision.

At the end of the session:

- pupils are handed over safely;
- electrical equipment is switched off;
- food is stored appropriately;
- equipment is cleaned; and
- the dining hall is left ready for the school day.

13. Toilets

Pupils attending Breakfast Club use the designated school toilets.

These are checked before and after the provision and pupil movement to and from the toilets is supervised appropriately.

14. Attendance and Booking

Breakfast Club places are available to pupils in Reception to Year 6 only.

Parents and carers should book places in advance through Arbor.

Where a booked place is no longer required, parents and carers should cancel the booking or notify the school as soon as possible.

This helps the school to maintain accurate attendance information and plan appropriate staffing and food provision.

15. Communication with Parents and Carers

Important information about Breakfast Club will be communicated through the school's usual communication systems, including Arbor and the school website.

Parents and carers should notify the school of any changes to:

- contact details;
- medical information;
- allergies;
- dietary requirements; or
- other information that may affect their child's safe participation.

Concerns or complaints relating to Breakfast Club will be managed in accordance with the Trust Complaints Policy.

16. Monitoring and Review

The provision will be monitored by school leaders to ensure that it continues to operate safely and effectively.

Monitoring may include:

- attendance and uptake;
- safeguarding and welfare;
- food safety and hygiene;
- staffing and supervision;
- pupil behaviour;

- feedback from pupils and families;
- daily operational checks; and
- review of the Breakfast Club risk assessment.

The Breakfast Club risk assessment will be reviewed regularly and following any significant incident or change to the provision.

This policy will be reviewed annually, or sooner where there is a significant change to the provision, legislation or school procedures.