



St George's C E Primary School

Breakfast Club Policy



Aims:

- To support families by providing early morning childcare from 8.00am to 8.45am.
- To offer the children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.

Ground Rules:

- The Breakfast Club will be run by St. George's CE Primary School and operate for children attending St. George's C.E. Primary school only. Membership of the club is available to children when they start in reception.
- The club will provide a healthy breakfast and activities to assist learning e.g. board games, reading, drawing, active games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
- KS2 children will have an opportunity to play games outside with supervision.
- Staff will be responsible for the care and management of children, treating them with respect at all times.
- All children are expected to behave well, show respect and be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
- Children who do not behave well or do not show respect for staff or each other will be excluded from the club – either permanently or temporarily depending on the circumstances.
- The club will comply with environmental health food safety standards.
- Legal guidelines relating to the adult/child ratio will always be adhered to.
- Parents are asked to keep the school informed of any change of emergency contacts via the school office.
- At the start of school children will be released to go to their classroom.

Fees:

- The charge covers the cost of care and a simple breakfast of toast and a drink. Children should not bring in their own food to eat during the session except in the case of food allergies with prior agreement between home and school.

- Parents will be given one month's notice of any increase in fees.

Bookings and Payment:

- All places should be booked 7 days in advance, preferably using the ParentMail system or if not via email / in writing. The school reserves the right to refuse admission to children without booked places.
- All bookings are to be paid through ParentMail. Bookings placed through Parentmail will require immediate payment. **When places are booked via email/in writing fees must be paid within one week after the children have attended the sessions.**
- If a child is unable to attend one of their booked breakfast club sessions, a refund will be offered in the event the school was informed in writing, email or via a telephone message no later than 8.00am on the day of the booking.
- Unpaid fees of over four weeks may be written off by the school and passed to the Local Authority for collection. The school reserves the right to exclude a child if fees are not paid.
- If an arrears balance of greater than £25 is generated, the school reserves the right to refuse admission to children until the balance is paid in full.

In the event of a parent wishing to make a complaint they should contact the Headteacher.

Date of Policy: February 2026

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