



# **Breakfast Club Policy**

**Implementation Date – February 2026**

### **1.) Introduction:**

The Breakfast Club is run by St Michael's Community Academy and their staff aimed at providing high quality, affordable care for working parents. It is an extended school activity designed to allow children to be in school before the school day, Monday to Friday during term time only. Children are offered a choice of food and drink at breakfast time. They are encouraged to be independent and to make decisions for themselves about their choice of food, drink and informal activity. We also encourage the children to develop social skills through play together as a whole group or and in small group, table top activities.

### **2.) Organisation:**

Breakfast Club is open to pupils attending St Michael's Community Academy. **Our club is free of charge** to all pupils and no pre-booking is necessary.

The club opens from 7.45am until 8.30am, with breakfast served until 8.15am. Our selection of food aims to offer a healthy balance. Children should arrive no later than 8.20am to enable staff to clear food and clean before the start of the school day. Our club is held in the school hall. At 8.30am children will then be taken to their classrooms ready for the start of the school day. Children will be signed into the club by an adult as soon as they arrive.

**In case of an emergency where children have to be evacuated from the building, the register will be taken with the children to the emergency assembly point.**

### **3.) Staffing and Supervision:**

The children are adequately supervised at all times in accordance with recommended ratios.

Breakfast Club is run by:

**Mrs Sam Jones**

**Mrs Michelle Sharp**

**Miss Chloe Whalley**

All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

### **Hours:**

#### **Breakfast Club:**

Monday to Friday 07.45 – 08.30. Term time only.

Breakfast stops being served at 08.15am.

#### **4.) INSET Days:**

Breakfast Club will not operate on Inset Days.

#### **5.) Admissions:**

Breakfast club is fully inclusive for children from Reception to Year 6.

#### **6.) Behaviour:**

The school policy and rules with regard to behaviour are followed to ensure consistency for the children at Breakfast Club.

#### **7.) Parental and Pupil Feedback:**

St Michael's Community Academy values any parental or pupil opinions and welcome feedback about how the club is run. Feedback forms can be provided by the school office.

#### **8.) Cancellation of Club:**

The main cause for cancellations would normally be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure a member of school staff will endeavour to contact individuals by text or phone by **7.30am**.

Unpredictable events may occur during the working day that will result in the club needing to be cancelled. The school Principal will take this decision after considering all possible alternatives.

#### **11.) Fire Procedures:**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked.

#### **12.) Equal Opportunities:**

Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value. Please see the school **Equality and Diversity Policy** for more details on the whole-school approach taken at the academy (available on the school website).

#### **13.) Policies and Procedures:**

Breakfast Club will follow the school's own policies and procedures and these are available from the school office or on the school website. This includes existing health and safety policies and safeguarding/child protection.

#### **14.) Medication:**

If your child requires medication while they attend club, this will be administered according to the existing school policy on medications.

#### **15.) Policy Review:**

This policy will be reviewed and evaluated by the School's Senior Leadership Team every two years.