

Gossops Green Primary School



The Collegiate Trust
Exceptional Education for All

Breakfast Club Policy



Last Reviewed on: September 2025

Next review due by: September 2026

Staff Member Responsible: Assistant Principal

OUR VISION

'Delivering equity through education, nurture and ambition'

At Gossops Green Primary School, we believe that every child has the right to succeed, to meet their full potential and to understand that high aspiration and dreams are rightfully theirs to own and pursue, whatever their starting point in life might be.



1. Aims

- To provide an affordable, early drop off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day, so that they are ready to learn for the start of the formal school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

2. Introduction

The Gossops Green Primary Breakfast Club is run by Gossops Green Primary School and exists to provide high quality out-of-school hours childcare for our parents/carers. The children have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves, through their choice of food and drink, and to participate in activities with each other, developing social and interactive skills. The club operates from 7.45am – 8.30am daily, term time only, (excluding INSET days), and current costs for each session are set out below. A copy of this policy is available on the school website.

3. Communications

- **All** communications regarding Breakfast Club **must** be made via the dedicated childcare@gossopsgreen.org.uk email address. These emails are checked and responded to daily between 3:10pm and 4pm by members of the wraparound care team. This includes:
 - Requests to access the Breakfast Club booking system
 - Notifications to cancel a pre-booked session (notifications must be made at least 24 hours prior to the start of the club)
 - Requests to add a child to a waiting list for a full session
 - Queries regarding which sessions have been booked already – these are available for parents to see on the Arbor App
 - Finance queries relating to Breakfast Club - these will be answered by our Finance Manager, who may respond outside of the times above
 - Information or queries relating to your child's place at Breakfast Club
- For urgent messages regarding Breakfast Club between 7:45am and 8:30am, the wraparound care team can be contacted by phoning the school office
- **Please do not phone or come to the school office for any queries relating to Breakfast Club after 8:30am, as the office staff will not be able to action any queries and will direct you to the childcare@gossopsgreen.org.uk email.**

4. Admissions

- Only children attending Gossops Green Primary School from EYFS to Year 6 are eligible to attend the club.
- To access the booking system for the club, parent/carers need to email childcare@gossopsgreen.org.uk and a member of the wraparound care team will assign the parent/carer access.
- Personal details for each child, including medical conditions, dietary requirements, consents and pick up information is taken from Arbor. It is the parent/carer's responsibility to ensure that this is up to date.

5. Booking Places

- All places are subject to availability; these spaces are booked on a first come, first served basis.
- Places must be booked by 11:59pm on the Thursday of the previous week as food is ordered on the Friday for the week ahead.

- **If the club is full on a particular day, it will not show on the booking system.** Parents/carers can email childcare@gossopsgreen.org.uk with their child's name and the dates they need – before the 11:59pm Thursday cut off time. If a space becomes available, the parent/carer will be informed via email or phone. Please note that the waiting lists will also close at 11:59pm on the Thursday of the previous week.
- Unfortunately, the Arbor system does allow online bookings until 48 hours before the club session. However, any booking on Arbor after the 11:59pm Thursday cut off for the following week cannot be honoured and you may still be charged for the session.
- Fees can only be paid online, using the school online payment system on Arbor.
- Payment needs to be made when booking the club, except for termly bookings, which will be invoiced, and payments made using childcare vouchers.

6. Pricing Policy

- The cost is £5 per session, per child.
- Children in receipt of Pupil Premium funding are entitled to free Breakfast Club provision and will not be charged.
- No paying child can attend the club without payment being made first, unless there is an arrangement in place with the school Finance Manager for payment to be made through childcare vouchers.
- If Breakfast Club is booked but the child no longer requires the place, e.g. due to carer work changes or sickness, the place can be cancelled and the parent's Arbor account will be credited. The school requires at least 24 hours' notice, before the start of the club in order to cancel the place. Parent/carers must email childcare@gossopsgreen.org.uk in order to cancel their child's space.
- Refunds will not be provided for children who do not attend the club without prior notice as described above. Any communication not through the childcare@gossopsgreen.org.uk email may result in the place not being cancelled and the place therefore being charged.
- Parents/carers will always be given at least a half term's notice of any change in fees.

7. Pupil Premium

Children in receipt of Pupil Premium Funding are not charged for Breakfast Club. However, parent/carers still need to book their children into the club as outlined above. The Arbor system will allow you to book without being charged.

If a child in receipt of Pupil Premium fails to turn up on three occasions, with no reasonable explanation from the parent/carer, their parent/carer will be phoned and asked if they want the places that are booked. If the child fails to turn up a further time, their free place may be revoked.

8. Staffing

- The Breakfast Club Leader will be suitably qualified to take all ages attending the club.
- The club will be staffed at the ratio of 1 adult for every 15 children. At all times the Breakfast Club Leader will be present; in addition, members of the Senior Leadership Team are in the building from 7.45am onwards.

9. Arrival and Departure at Breakfast Club

- Parents/Carers are required to bring their child to the main front door where they will be ticked off the register.
- Parents of children in Yr4 or below must wait with their child if they arrive before the start of the club at 7:45am

- All children will be sent directly to their classrooms at 8.30am.
- If a child does not arrive at the club and their parent has not contacted the school with an explanation, office staff will call the parent/carer to ascertain their child's whereabouts.
- Should a child arrive at Breakfast Club who has not had a place reserved, admittance will not be allowed and parents/carers will need to arrange alternative childcare.

10. Daily Routine

- From 7.45am onwards, parents/carers bring their children to Breakfast Club, using the main pedestrian entrance gate. The club is situated in the school small hall where a range of activities are set out.
- Children must be in the Breakfast Club by 8.10am to receive breakfast. Any child arriving later than this will be unable to have breakfast.
- In the remaining time, children will be engaged in a range of provided activities.
- 8.20am is tidy up time, encouraging the children to take responsibility for their environment.
- At 8.30am, children collect their coats and bags. Children are sent directly to their classrooms.

11. Food

- Breakfast Club children will be offered a breakfast, in line with the [Standards for school food in England - GOV.UK \(www.gov.uk\)](http://www.gov.uk) which will include:
 - Fruit juices, milk or water
 - Cereal
 - Wholemeal toast with jam/honey/marmite
 - Yoghurt
 - Fresh fruit
- Staff will encourage all children to eat a breakfast that will enable them to be successful in their learning throughout the morning. Parents will be advised if their children do not eat appropriately. Breakfast will be served to children until 8.10am and any child wishing to have breakfast must have arrived by this time.
- Any special dietary needs must be recorded on Arbor by parents/carer so that these can be catered for.

12. Behaviour

Whilst attending Breakfast Club, children are expected to:

- use socially acceptable behaviour
- respect one another, accepting differences of race, gender, ability, age and religion
- choose and participate in a variety of activities
- ask for help if needed
- enjoy their time at the club

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and informing parents about individual achievements.

Dealing with inappropriate behaviour: The Breakfast Club will follow the school's Behaviour Improvement Policy. Any child that persistently disrupts the smooth running of the Breakfast Club may forfeit his/her place.

13. Policies

The Breakfast Club will follow all relevant policies of the school (see website).