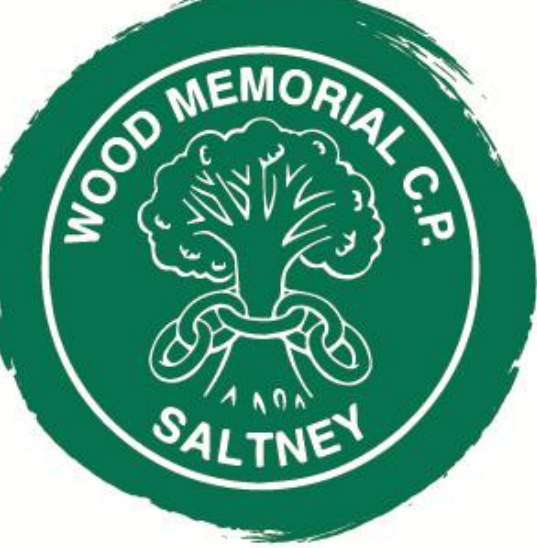




# Ysgol Gynradd Wood Memorial Wood Memorial C.P. School

*'From little acorns, mighty Oaks grow'*

## Breakfast Club Policy September 2025

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Date of last revision               | September 2025                  |
| Author                              | Andrew Johnson, Melanie Spencer |
| Date approved by Headteacher        | September 2025                  |
| Date approved by Board of Governors | September 2025                  |
| Summary of changes                  | N/A                             |
| Review undertaken by                | SLT                             |

Learners Way, Off Boundary Lane, Saltney, Flintshire, CH4 8LN

01244 671807

[wmmail@hwbbmail.net](mailto:wmmail@hwbbmail.net)

@WoodyCPSaltney

[www.woodmemorial.co.uk](http://www.woodmemorial.co.uk)



Kindness



Determination



Nurture



Respect



Integrity

# Breakfast Club

Breakfast club is an extended school activity designed to allow pupils to be in school from 7:50am onwards, to 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.

Pupils are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills. We aim to:

- provide a welcoming, safe, secure environment for pupils before the beginning of the school day
- enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment
- employ caring supervisory staff
- provide a calm play environment for those pupils
- provide an additional provision to assist working parents

## Opening Hours

We operate a daily breakfast club and children can come and enjoy a range of lovely food and drinks and then play games before being taken to class at the start of the school day. Places must be booked in advance via the School gateway app. Breakfast Club costs £3 per day to access the early session, but is free from 8:20am.

- Paid for Session: 7:50 – 8:20 (£3 per day)
- Free Session: 8:20 – 8:50 (Last drop off is at 8:30am – doors close at 8:30am)

Children arriving after 8:30am will not be admitted and will remain the responsibility of the parent/ carer until the school doors are open at 8:50am

Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained.

Breakfast club will not run on INSET (Staff Training) days.

## Booking System

Places are limited due to staff/pupil ratios. The staff/pupil ratio for our breakfast club is 1 adult : 12 children therefore places will be limited to 24 pupils from 7:50-8:20, and 36 pupils from 8:20-8:50.

Places must be booked via our online School Gateway, this will be on a week by week basis. There is no cost to breakfast club after 8:20 and parents are encouraged to only book spaces when required and cancel any booking if the need arises. Once a place is booked the expectation is that your child will attend. Failure to attend after booking a place persistently may result in you being unable to book future places.

**In the event of your child not being able to attend due to illness or other reason please email [masonh59@hwbcymru.net](mailto:masonh59@hwbcymru.net)**

Children will only be admitted to Breakfast club if their place is secure on the Gateway App. The

child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone numbers will need to be provided. It is the responsibility of the parents to ensure that the breakfast club is informed of any changes to contact details.

## **Nursery/Early Entitlement**

Nursery/Early Entitlement children can attend Breakfast club after an initial trial period of 5 sessions. This is to ensure they are settled and can follow the routines. Staff within breakfast club will decide if the children are developmentally ready to access breakfast club safely. Due to the ratio of staff all children **must** be toilet trained to attend Breakfast club.

## **Behaviour**

Children will follow our school behaviour policy and positive behaviour will be praised. Any concerns regarding behaviour during breakfast club hours will be communicated with parents. In the event of persistent disruptive or unacceptable behaviour, parents will be contacted and a meeting arranged to agree the best way forward. As a result, it may be necessary to withdraw the child's place at Breakfast Club.

## **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. There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

## **Health and Safety**

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

## **Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.