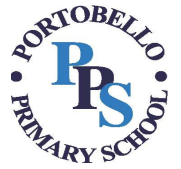
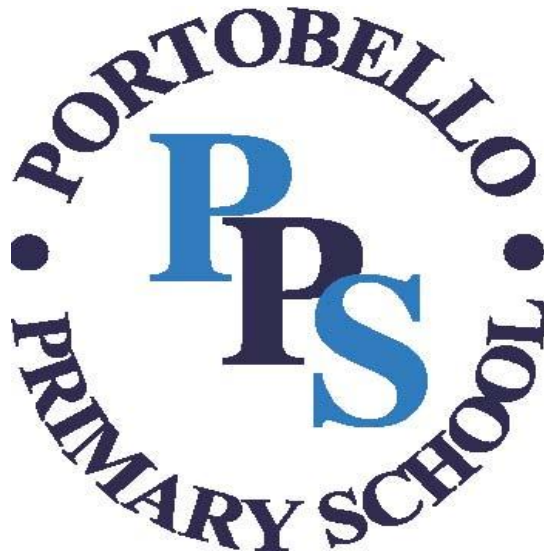




Portobello Primary School



# Portobello Primary School



## Breakfast Club Policy

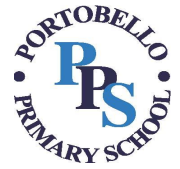
2025 - 2027

**Ratified by Governors: March 2025**

Review date: March 2027



# Portobello Primary School



## Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.
- To provide an affordable, early drop off childcare facility for parents/carers.
- To continue to build positive links/relationships with parents.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

## Procedures

### **Staffing**

There will always be a minimum of two Breakfast Club Supervisors at each session. Further to this, staffing will follow the ratio of 1:13. Staff will be on site to set up ready to open at 7:45am. A member of staff qualified to administer First Aid will be available at each session.

In addition to Breakfast Club staff, the caretaker will be on site from 7:00am and the Headteacher, Deputy Headteacher or School Business Manager will be on site from 8:00am.

### **Contingency Arrangements for Staff Absences and Emergencies**

If a member of Breakfast Club staff is absent, they must ring the Headteacher who will arrange cover. Cover will be provided by a named member of staff. Standard contingency plans will be implemented should the caretaker be unable to attend school.

### **Booking Arrangements & Charges**

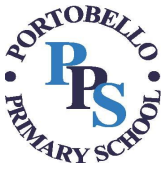
Bookings ideally to be made by a Friday for the following week ahead to ensure staffing to be put in place accordingly. In exceptional circumstances bookings can be made at least one day in advance, if necessary, parents/carers to inform the school office by email or telephone to request as the booking system may need reopened to allow the booking/payment to be made.

Bookings can be made for regular sessions or one-off occasions using School Gateway. Sessions cost £3.00 per child and should be paid for at the point of booking via School Gateway.

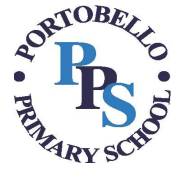
Reports are printed off daily for breakfast club staff to take the register, pupils who have not been booked onto a session online will be added to the daily booking whereby payment will be required. Mrs Lister is responsible for ensuring all breakfast club bookings/payments are logged correctly according to the daily register taken. This also allows school to plan staffing for the number of pupils expected on site.

### **Use of Registers**

Children will be registered as they are admitted by the main door by one of the Breakfast Club staff on duty. The register will then be kept in the main school office.



# Portobello Primary School



## **Cooking and Serving Facilities:**

- Only Breakfast Club staff will operate the toasters.
- All electrical equipment must comply with school risk assessments.
- Breakfast Club staff will oversee preparation and serving of food, all dishes will be washed and stored, also ensuring staffroom kitchen facilities are left tidy.
- School will request "breakfast club" allergy information via a google form at the start of each academic year, Breakfast Club staff will have access to the outcomes of this data request, information available within the register file.

## **Organisation**

- Breakfast club will be open to pupils from Early Years, KS1 through to Year 6 from 7:45a.m. - 8:50a.m.
- Children will be admitted and registered at the main entrance and should then proceed to the school hall.
- Breakfast will be served from the main hall as soon as the children arrive. Drinks will be made available upon order.
- Once children have finished their breakfast, the dishes are then removed by breakfast club staff from the table area and children can enjoy a range of tabletop activities or watch TV via the Hall screen.
- Children will use their Key Stage toilets.
- "Tidy up time" All children will assist with tidying up equipment used at 8:35a.m. then at 8.40a.m. KS2 children will head to their classrooms independently and KS1 children will line up in the hall, whereupon a Breakfast Supervisor will lead children to their classrooms for the start of the school day.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office.

## **Resources**

Breakfast club resources are kept in the school hall and within the main office cupboard.  
NB: Any electrical equipment must be PAT tested before use.

## **Behaviour**

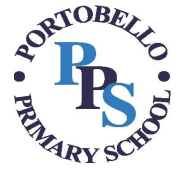
Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

## **Communication with Parents/Carers**

- ALL MESSAGES SHOULD BE DIRECTED TO THE SCHOOL OFFICE EITHER VIA Tel: 0191 4104571 or Email: [portobelloprimaryschool@gateshead.gov.uk](mailto:portobelloprimaryschool@gateshead.gov.uk)
- Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teachers.
- Written notes to parents from the Breakfast Club Staff will be passed on via the child's classroom teacher.
- Parents/Carers may make appointments with a member of Senior Leadership Team to discuss matters/issues pertaining to the Breakfast Club.



# Portobello Primary School



## Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity will have current DBS clearance. Details are held on the school single central record.
- Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

## Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest and safest exit.
- They will congregate in the infant school playground, or the junior playground whichever staff feel is safer to exit onto.
- The club register should be taken outside, and all names checked.

## Medication

- Inhalers are kept in the children's classrooms. If a child needs an inhaler, a member of the Breakfast Club Staff will escort the child to their classroom, and a First Aider will observe that the medication has been taken correctly.
- All other medication administered will follow the existing school policy.
- Any new food allergies throughout the school year? Parents/Carers must inform school at the earliest opportunity, if necessary, following the Local Authority guidelines re allergies and special dietary requirements application, details can be found on the school website:

[https://www.portobelloprimaryschool.co.uk/school\\_meals](https://www.portobelloprimaryschool.co.uk/school_meals)

## Cancellation

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. Should parents have made bookings via School Gateway and school closes the payment will be credited to the parent/carer account.

In the event of closure:

- A member of school staff will endeavour to contact individuals by text before 7:30am.
- During Adverse weather conditions school closure will be reported via normal procedures.

## Complaints

All complaints notified in writing by a parent regarding the breakfast club will be investigated by a member of the Senior Leadership Team and a record kept of the outcomes.

## Breakfast Club Staff

Mrs N Bradford (First Aider)  
Mrs L Johnson

## Volunteers/First Aiders

Mrs S. Duffy (M to W)  
Mrs T Morgan-Darnell (M to F)

**SLT** Mrs J Humphrey (Headteacher), Miss C West (Deputy Headteacher), Mrs J Lister (School Business Manager)