



BREAKFAST CLUB POLICY

INFORMATION FOR PARENTS/CARERS

Northfield Primary School provides extended childcare provision via the Breakfast club.

AIMS

To provide high quality childcare that meets the needs of parents/carers.

To provide a happy, welcoming, safe and secure place where all children are valued.

To foster good relationships between the children encouraging cooperation and providing help and support.

To work in close partnership with parents/carers.

To provide children with breakfast before school.

To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

PRICES

Each session costs £3.00 per child per day. The Governing Body reserves the right to increase charges as appropriate. **PLEASE note we do not offer a sibling discount.**

We are members of the Tax Free Childcare Scheme. For every £8 you pay into your tax free childcare scheme account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as 15 or 30 hours free childcare if you're eligible for both.

For more information on the scheme follow the link below:

[Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Our breakfast club runs from 7.45am until 8.45am. The children are provided with cereals and/or toast and a drink-fruit juice/milk/water.

Children will be admitted into school via the main gate. **We will not admit any child before 7.45am. Breakfast will be served up until 8.15am. (Children arriving after 8.15am will not receive a breakfast).**

The children will have access to different activities and will then be escorted to their classroom.

Breakfast club is **BOOKABLE IN ADVANCE via EDUSPOT.**

We have to have the correct ratios of pupils/staffing so it is vital that the process for booking is followed.

If you need a place at short notice, please ring the school either the day before or on the morning to check availability. **WE CANNOT ACCEPT CHILDREN WITHOUT PRIOR BOOKING OR PAYMENT.**

Breakfast Club operates during Term time only excluding INSET days.

After the children have eaten breakfast they will have the opportunity to be involved in a number of quiet fun activities. We aim to give the children the best possible start to prepare them for the school day.

If you wish to cancel a session, please either ring the school office or send an email to the school office on office@northfield.notts.sch.uk before 4pm the day before. If notice is not received the session will be charged. If your child is absent due to illness you will not be charged.

For all correctly cancelled sessions, payment will be carried forward.

PAYMENTS

Parents/carers should make sure their balance does not fall into arrears. If payment is not received we will be unable to confirm any booking requested. If families are having difficulty making payments on time we recommend that they speak to the school office as soon as possible.

ADMISSIONS POLICY

We are a fully inclusive, open to all pupils at Northfield Primary School. Should your child have any additional or special needs, or dietary requirements please speak to the school office to ensure your child can be appropriately supported during their time with us.

Before your child(ren) can attend Breakfast Club you will be required to complete a registration form and return this to the school office. (please see appendix 1)

Please remember that we cannot take children without booking and payment in advance as we need to ensure that staffing ratios are in place.

SAFEGUARDING AND HEALTH & SAFETY

The Breakfast club follow the required safeguarding policies and procedures regarding Safeguarding & Health & Safety, in line with school policies & procedures.

BEHAVIOUR

Children will be expected to maintain acceptable levels of behaviour in line with the schools behaviour policy. If staff have concerns about your child's behaviour, they will discuss this with you. If your child's behaviour does not improve and jeopardises the safety and enjoyment of other children, this may result in your child being unable to attend the provision.

ACCIDENTS & ILLNESS

In the event of a child becoming ill or having an accident, first aid provision will be available and parents will be contacted if necessary. Basic first aid will be administered by a qualified member of school staff, a bump or injury note sent home and a record kept.

Policy written by: Mrs Slater

Reviewed by: S Smith June 2025

Policy approved at: Finance and Personnel 02/07/2025

Policy to be reviewed: June 2026



Northfield Primary & Nursery School

Appendix 1

Breakfast Club Registration Form

I agree to my child

Child's name _____ Class _____

attending Northfield Breakfast Club as and when they are booked in.

Any information we need to know about your child?

Any medical conditions e.g. asthma, allergies, recent illness/dietary requirements etc. that breakfast club staff need to be aware of

Emergency contact numbers

I may be contacted by telephoning the following numbers

Home: _____ Work: _____ Mobile: _____

My home address is: _____

If I am not available please contact:

Name _____

Telephone number and address: _____

It is a condition that good behaviour is displayed at all times or you will be asked to come and collect your child which may result in him/her no longer being able to attend Breakfast Club.

Date _____ Signed _____

Full name (CAPITALS) _____