



Breakfast Club Policy

**This policy was reviewed in Term 1 2025 and
will be reviewed Biennially**

Introduction

Heron Primary School's Breakfast Club is run by the school and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Our club operates between 7.45am-8.35am – current costs for each session can be obtained from the School Office or Breakfast Club staff. A copy of this policy is provided to all parents/carers of children attending the club and is also available on the school website.

Please be aware that all parents/carers must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Heron Primary School are eligible to attend the Club
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the Club
- All parents will receive a paper copy of this policy, and this policy is available to view on our school website
- All club staff are made aware of the details of a new child
- Children's attendance is recorded in a register

Arrival and Departure

- Parents/Carers are required to bring their child ***directly to the club*** and sign them in you should enter via the Jubilee Hall entrance, where staff will be waiting to welcome you. Please do not use the school main reception entrance
- All children will stay with club staff until 8.35am. Club staff will then take the reception class children to their classrooms, other children make their own way to their classrooms, ready for the school day.

Daily Routine

- 7.45am parents bring their children to Breakfast Club situated in the Jubilee Hall where a range of activities are set out.
- 7.45am children wishing to have their breakfast wash their hands.
- 8.30am tidy up time encouraging children to take responsibility for the Jubilee Hall environment.
- 8.35am children who are in Reception Class will be taken to classroom. All other children make their own way to their classrooms.

Menu

Each day children will have the choice of breakfast cereals, toast with jam or honey and fresh fruit, together with water, semi-skimmed milk, children in Year 1 and above will also be offered apple or orange juice.

Occasionally we will offer seasonal items such as pancakes, pastries, crumpets or fruit yoghurts.

Please let us know on the registration form if your child has any dietary requirements.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion

They will be encouraged to:

- 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

Dealing with inappropriate behaviour:

The Breakfast Club staff team will follow the school's Behaviour Policy (a copy of this can be found on the school website)

First Aid

- Breakfast Club staff will follow school first aid protocol and all incidents will be dealt with by a trained First Aider
- Parents of any child who become unwell during Club will be contacted immediately.
Please be aware that you will still need to telephone school to report an absence from school.

Missing children

In the unlikely event that a child goes missing, the following procedure will be undertaken:

- A member of the SLT and/or Headteacher will be informed immediately.
- A member of Breakfast Club staff will inform the School Office, and search the inside of the building. The office staff will search the outside of the building. If the child remains missing school protocol will be followed and the emergency services contacted.

Payment of Fees

Parents/carers will be required to pay at least weekly for their child's place at Breakfast Club.

You should pay for your child's Breakfast Club sessions on ParentMail. Each session costs £4.00. Your balance will show in the ParentMail app under the Breakfast Club register.

Your ParentMail account must be in credit at the beginning of each week to the value of a weeks charges, you can top up your account as often as you wish. We will tick each session booked for your child(ren) every day and this will then be deducted from your ParentMail balance. *Please be aware that you cannot transfer any balances from the Dinner Register to the Breakfast Club Register.*

If you are unable to pay via ParentMail you can contact the office who will help with an alternative method of payment.

If you pay by Childcare Vouchers, we will update your balance when we receive notification from your chosen Childcare Voucher scheme that you have made a payment.

It is a requirement of the club that parents/carers pay their fees in advance. Fees are to be paid for all contracted sessions, even if your child is unable to attend their booked session.

The parent/carer signing the club's registration form is known as the 'contracting parent' and is responsible for the payment of all fees.

If you are experiencing difficulty with payment of fees you should contact the school office as soon as possible. Staff will treat all matters confidentially and can arrange for discussion in private if preferred.

Related Whole School Policies:

- Breakfast Club Debt Policy
- Child protection policy
- Behaviour Policy

- Health & Safety policy
- Keeping Children Safe in Education



Heron Primary School Breakfast Club Agreement

Iparent/carer of ,.....,,
class.....have read and accept a copy of the
 Breakfast Club policy and agree to abide by the terms within it.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Heron Primary School at least weekly via ParentMail or via separate arrangement.

I agree to provide the school with up to date contact details and relevant medical information about my child.

The sessions times within this contract are 7.45am – 8.35am

Parent/Carer Signature.....

Print name.....

Date.....

Please note that in line with the school privacy notice and in accordance with the GDPR, Heron Primary School does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and we will not share any information with any parties other than those specified within the notice. A copy of this privacy notice is available on the school website or from the school office.

We will keep the information contained within this document for the duration of the period that your child attends Breakfast Club. The information will be stored securely and will be securely disposed of after six months of your child ceasing to be a member of Breakfast Club.



**Heron Primary School
Breakfast Club**

Pupil Registration Form

Required Sessions – please state the days you require your child to attend club:

Pupil Information:

Surname	Forename	Class
Home address:		
Postcode:	Telephone:	

Parent/Carer Information:

Contact 1:

Title	Forename	Surname

Phone number during Breakfast Club		
Phone number	Home:	
	Mobile:	
	Work	

Contact 2:

Title	Forename	Surname
Phone number during Breakfast Club		
Phone number	Home:	
	Mobile:	
	Work	

Other contact if contact 1 & 2 not available

Title	Forename	Surname
Phone number during Breakfast Club		
Phone number	Home:	
	Mobile:	
	Work	

Pupil Medical Information

Medical Practice Address:	
Doctor's Name	
Phone number	
Is there a Health Care Plan in school Y/N	

Allergy and Dietary Information:

Please give details of any allergies or dietary requirements:

.....

.....

.....

.....

.....

Please add any other relevant information:

.....

.....

.....

.....

.....



September 2025

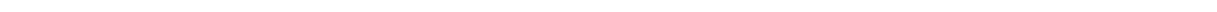
Dear Parents/Carers

Photo Permissions for Breakfast Club

At Breakfast Club we like to include some of the activities that pupils take part in on our website and on Dojo. To do this we need your permission to take their photograph and to use it on these platforms. Please complete the form below and return to the school office.

Yours sincerely

Celeste Smith
School Business Manager



Name of child:.....Class:.....

I give my permission for my child's image to be used for the following:

- Heron DoJo
- Heron School website (www.heronprimaryschool.co.uk)

Signed by:.....(parent/carer) Date:.....