



**Lime Tree  
Primary Academy**

BRIGHT FUTURES EDUCATIONAL TRUST



## **BREAKFAST CLUB POLICY (FOR PARENTS AND CARERS)**

**September 2021**  
*(REVIEW DATE: Sept 2022)*

### **LIME TREE PRIMARY ACADEMY BREAKFAST CLUB**

**Manager:** Mrs L Stone

**Sessions:** Monday to Friday from 7.45 a.m. to 8.50 a.m. during term time

**Age Range:** Nursery to Year 6

**Cost:** £5.00 per session  
Pupils in receipt of income-based FSM: No charge

**Telephone:** 0161 905 0790 during school hours

**e-mail:** [treehouse@ltpa.bfet.uk](mailto:treehouse@ltpa.bfet.uk)

**OUR OFSTED REGISTRATION NUMBER IS 140877**

## **CONTENTS:**

**1 Introduction & Aims**

**2 Booking Arrangements**

**3 Payment Arrangements**

**4 Registration**

**5 Dropping off children**

**6 Breakfast Club Menus/ Dietary Requirements**

**7 Behaviour**

**8 Breakfast Club Activities**

**9 Staffing**

**10 Health & Safety/ Risk Assessments**

Lime Tree Primary Academy Breakfast Club was established in January 2015 to serve the whole school community (Nursery to Year 6) and to provide a secure and friendly out of school hours environment. Play and learning are at the heart of our ethos.

The key aims of the club are:

- To provide the highest possible standard of care in a secure, caring and supportive environment, where children feel comfortable and happy before starting the school day
- To enable children to eat a varied, healthy breakfast before school in a pleasant, relaxed environment
- To help children remain aware of the importance of a healthy breakfast
- To create opportunities to support learning
- To employ caring, qualified and supervisory staff

## 2. BOOKING ARRANGEMENTS

Bookings for Breakfast Club are made via the school office by completing a booking form (available on the school website, or from the school office), with the correct payment in advance via ParentPay. The completed form can either be handed in to the school office or sent via the dedicated e-mail account – [treehouse@ltpa.bfet.uk](mailto:treehouse@ltpa.bfet.uk)

Please note that Breakfast Club is very popular and therefore a place cannot be guaranteed. Places will be strictly allocated on a first come first served basis. Bookings can be made on an on-going recurrent basis (same day(s) every week) or on a half termly basis. For recurrent bookings please state on the booking form which day(s) of the week your child will attend Breakfast Club and the school office will load these patterns onto ParentPay.

We will always endeavour to offer ad-hoc or emergency provision if at all possible, however due to high demand please be aware that this can in no way be guaranteed. There is also a waiting list for sessions, if you would like to be added to it please contact the office. Any available places for a session or sessions will be offered to those on the waiting list on a first come first served basis.

**The deadline for booking is 3pm on the last Thursday of the current term (for sessions commencing the following half term)** – this is to ensure that our team can put the appropriate staffing levels in place to supervise children, maintain adult: child ratios and also to order the appropriate stock levels of food. The 3pm Thursday deadline also applies to any changes to bookings or cancellation of bookings.

Payment for Breakfast Club sessions is made via ParentPay or by childcare vouchers (see "payment arrangements" below for further details). You do not have to pay for all half-termly sessions booked in advance, however payment must be made a week in advance of a session (by 3pm on the Thursday of the week prior to all sessions of the following week).

The Breakfast Club team will not be permitted to allow a child to attend who has not booked and paid for a place in advance as per this policy – this is to ensure safeguarding compliance with adult: child ratios and other health and safety requirements.

Sessions missed, including those through illness, will be chargeable. Sessions cancelled during term time will be chargeable. The deadline for amending or cancelling bookings for the following half term is by 3pm on the last Thursday of the current half term.

### **3. PAYMENT ARRANGEMENTS**

You can pay for sessions as follows:

#### **a) ParentPay**

You can pay for Breakfast Club with your credit/debit card through a secure online portal. A charge is recorded each session your child attends so you can manage your child's account effectively. You should maintain a credit balance on your child's account at all times. You will be provided with ParentPay activation information when your child enrolls in school.

#### **b) Childcare Vouchers**

You can pay for Breakfast Club using childcare vouchers. If you wish to pay using this method please contact the school office who can confirm whether we have an account set up with your childcare provider – if not we can set one up but will require reasonable notice for this. Voucher payments are credited to your child's ParentPay account so you can manage the account effectively.

#### **c) Tax Free Childcare scheme**

You can pay for the club using the Government's tax free childcare scheme. For every £8 you add to your account the Government will add a further £2. Please visit [www.gov.uk/get-tax-free-childcare](http://www.gov.uk/get-tax-free-childcare) for more details.

#### **d) FSM Pupils**

A charge will not be made for pupils in receipt of an income-based free school meal. However, booking procedures will still apply and entry will be refused if a place has not been booked in accordance with the procedures and timeframes in this policy. Charges will not be waived retrospectively – pupils must be on the free school meal list issued by the Local Authority on the date of attending Breakfast Club.

### **5. DROPPING OFF CHILDREN**

Children should be handed over to a member of staff at the fire door entrance to the dining room from 7.45am. Their attendance will be marked on the register which is produced from the booking system – children who do not have a pre-booked place will be refused entry as legally required adult: child ratios must be maintained at all times.

Last entry to breakfast club is 8.20am to ensure the staff have time to deliver a breakfast to all children and carry out planned activities.

Children are escorted to their classes by a breakfast club worker at 8.40am.

## **6. BREAKFAST MENUS**

Lime Tree Primary Academy is a 'Healthy School', therefore the club will be run in line with this policy, providing a healthy menu (see appendix 1).

We provide a wide choice of healthy options for breakfast, with 'special' menus to mark special occasions. Children can choose from the following every day; wholemeal toast, crumpets/bagels, a large selection of healthy cereals, yoghurts, and fresh fruit. We do not provide sugar as part of our breakfasts and instead we promote healthier alternatives eg. dried fruits. Children will be provided with fresh water or milk to drink.

Specific dietary requirements or allergies should be advised on the booking form and the Breakfast Club Manager will ensure that these are catered for.

## **7. BEHAVIOUR**

Our aim is to create a fun, caring environment where children are expected and encouraged to act kindly and considerately towards their peers and the staff. To achieve this the club has its own behaviour policy based upon the Academy's behaviour policy.

Incidents of inappropriate behaviour at Breakfast Club will be reported to the Head Of School and the Breakfast Club Manager will speak to the parents/ carers of the child(ren) involved.

Breakfast Club reserves the right to refuse bookings for children who persistently breach the behaviour policy.

## **8. ACTIVITIES**

Play and learning are at the heart of our ethos. Activities are child-led, helping children to develop positive attitudes to independent learning through play and positive relationships with the children and adults.

The club offers a wide range of activities. Following consultation with the children, our team of staff will meet regularly to plan and finalise a programme of activities. The programme takes into account the time of year, incorporating special occasions and multi-cultural celebrations.

Resources such as arts, crafts, board games, books and construction toys are readily available on a daily basis. Weather permitting, we also supervise children outside in the safety of the school grounds so that they get plenty of fresh air, fun and exercise before their learning day starts.

## **9. STAFFING**

Breakfast Club is run by a team of experienced staff, who are highly qualified in children's care, learning, development and play work. They and the Academy's management are all committed to attending training to help them to continually develop their skills and knowledge even further, benefitting the children in our care.

All staff are in possession of an Enhanced DBS certificate and conform to all of the Academy's employment requirements. Staff are suitably qualified in First Aid and Food Hygiene.

Appropriate adult: child staffing ratios will be strictly maintained at all times.

## **10. HEALTH & SAFETY/ RISK ASSESSMENTS**

The club operates under the Academy Health & Safety Policy and appropriate risk assessments have been undertaken for all activities carried out within the club. Pupil registration forms, including allergies and emergency contact information are held by the Breakfast Club Manager who has use of a school phone when necessary.

In the event of a fire, Breakfast club staff will escort pupils out of the dining hall and vacate the building via the nearest fire exit, after which they will assemble in the nearest fire assembly point. Appropriate fire evacuation signage is displayed in the dining hall.

## **APPENDIX 1 – BREAKFAST CLUB MENUS**

### **Daily food examples:**

- Bread/ toast (wholemeal/ multigrain)
- Crumpets/ bagels/ pancakes
- Potato waffles with beans or spaghetti
- Beans or spaghetti on toast
- Hot Porridge
- Boiled or poached eggs
- Low fat margarine/ spread
- Jams and honey
- A large selection of healthy cereals
- Semi-skimmed milk
- Natural/ fruit low fat yoghurts
- Fresh fruit
- Dried fruits eg. sultanas, apricots

### **Daily drinks:**

- Water
- Milk