Our Lady of Walsingham Catholic Primary School

Breakfast Club Policy

Adopted by Governors: Autumn 2026

Date for renewal: Autumn 2027

Our Lady of Walsingham Catholic Primary School is a learning community based on Gospel values. We aim to develop our pupils by encouraging their growth as spiritual and moral individuals who have the confidence to make the best choices. We encourage them to aspire to achieve and to realise their full potential. We nurture our children as they grow into responsible members of our community and to develop a lifelong love of learning.

Hand in hand with God, we love, live and learn.

Breakfast Club Terms and Conditions

General

1. The Breakfast Club is open to children attending Our Lady of Walsingham Catholic Primary school and is supervised by staff from the school.

2. The club is open from 7.30am until the beginning of the school day, Monday to Friday, term-time only.

3. The club provides a balanced, healthy breakfast and games for the children to play before school begins.

4. The last breakfast will be served at 8.15am. Any child arriving after this time cannot be guaranteed a breakfast.

5. Children and an accompanying parent/carer must enter the Breakfast Club through the door to the KS1 building. Parents/carers must leave the Breakfast Club by the same route.

6. Children from EYFS to Year 4 must be accompanied by an adult. Children in Years 5 and 6 can arrive unaccompanied by an adult.

7. At 8.40am children in Years 2 to 6 will be allowed onto the playground, where members of staff will be on duty. Children in EYFS and Year 1 will be taken to their classrooms where a teacher or a teaching assistant will receive them.

8. Children must not bring their own toys, electronic devices, games or any items of value onto the site. We are unable to accept responsibility for such items.

9. It is the responsibility of the parent/carer to ensure that Breakfast Club staff are informed of any changes to contact/medical details.

10. Children in Years 5 or 6 who arrive with a mobile phone must hand it in to their teacher before entering their classroom and must not use it during their time in Breakfast Club.

Booking

11. Enquiries regarding Breakfast Club should be made via the school office.

12. Bookings must be made on the My Child at School app at least 24 hours before the booking is required.

13. If your child will not be attending a session that they are registered for, please inform the school office giving as much notice as possible.

Payments

14. The charge for each Breakfast Club session is £5 per child. Payments must be made online through the My Child at School app.

15. Half a term's notice will be given by the school to parents/carers when there is to be an increase in cost for attendance at Breakfast Club.

Dietary Needs and Medical Conditions

16. It is the parent/carers responsibility to disclose any special dietary needs or medical conditions to the school office.

17. Children are not permitted to bring their own food to Breakfast Club.

18. **Parents/carers are asked to remember we are a 'Nut Free School'.**

Withdrawing an Offer of a Place

The Headteacher reserves the right to withdraw an offer of a place in the following circumstances:

19. Unacceptable behaviour resulting in distress or disruption to children or adults running the club.

20. Where payment is not made and arrears are accumulating, the Headteacher reserves the right to cancel the booking with immediate effect.