

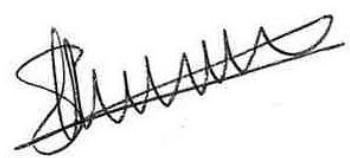


WEAVERS FEDERATION PRIMARY SCHOOLS

Stewart Headlam and Hague

BREAKFAST CLUB POLICY 2025 - 2027

Document edition	Section	Details of Change
Colour Change	All sections	Change all the writing with color to black

Reviewed by Curriculum Cttee	Date 9th Oct 2025
Chair of Resources & Finance Paul Gardner 	
Ratified by Chair of Governors	Date 3rd Dec 2025
Sophie Fanning -Tichbourne 	

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Purpose and Vision

- The Weavers Federation Primary Schools Breakfast Club offers breakfast and child care for parents who need a friendly, caring and relaxed environment where their children can enjoy their first meal of the day with stimulating enrichment activities before school starts.
- Breakfast Club promotes healthy eating choices for all and plays a key role in safeguarding children's health and well being.
- Governors and teachers believe Breakfast Clubs promote good attendance and make a significant difference to attendance and concentration in class which have a longer term impact on effective learning, progress and attainment.

Equal Opportunities and the Single Equality Scheme

Breakfast club is open to all from Reception to Year 6. We encourage pupils who qualify for pupil premium funding to attend. The schools work with parents to make the Breakfast Club as accessible as possible within the schools' resources.

Given the DfE principle of 'free breakfasts' governors aim to provide breakfast for those wishing or needing to attend. If pupil numbers rise above 20 pupils each day or the need for staffing ratios increase, governors will need to review Breakfast Club for affordability. The aim is to keep costs low and affordable particularly for working families who may not be eligible for pupil premium funded places. Governors are mindful of the real costs of private childminding/child care. The Breakfast Club is predominantly Pupil Premium Funded. The contribution from non-pupil premium families is currently suspended and under review. . Charges are reviewed annually by the Finance and Resources Committee then ratified by Main Governors.

Where is the Breakfast Club?

- **Breakfast Club is at Stewart Headlam Primary School, Tapp Street. E1 5RE**
- Stewart Headlam has a ground floor dining hall with access to the playground.
- Stewart Headlam School is a short 2-minute walk from Hague school,
- There is a "Walking Bus" for Hague pupils. The breakfast club staff escort the children to Hague School

Opening Times, Booking Places - We have capacity for up to 20 children

- The Breakfast Club is open term time only Monday to Friday from: **8:00 – 8:45 am**
- The school is only open to pupils who attend Breakfast Club at this time.
- Breakfast is served from 8:00 – 8:30am. We recommend children arrive between 8:00am and 8:20am for breakfast so that there is time to eat and take part in the extra activities.
- **Parents must register their child/ren the week before so that breakfast orders can be managed by the Breakfast Admin Team.**
- **School gates open at 8:45am for pupils not attending Breakfast Club.**
- **Each school's playground is supervised from this time.**

Contribution to Child Care Cost and Payment - currently suspended until further notice

Costs per Day and per Week Payable to the Stewart Headlam School Office – Working Parents

£1.00 per day £5.00 per week per child

Payment for child care will still be required even if the child has had breakfast at home.

Children who are registered eligible for pupil premium funding, have a social worker or vulnerable circumstances have free places.

Payment represents a nominal contribution towards the cost of childcare for working parents before school hours.

It does not include the cost of food this is sponsored for all pupils through pupil premium funding.

Payment should be made preferably for the term or week in advance but should be made by the end of every week at the latest.

Any days that the child is ill or not attending will be credited if paid in advance.

Payments can be made by cash or cheques made payable to Stewart Headlam Primary School with the child's name written on the back).

The Breakfast Menu

The 'Healthy Breakfast' menu includes: a range of cereals including, porridge, bread, low fat spreads, yogurt, fruit, milk, water and juice. Special days or breakfast events will include other foods appropriate for the occasion.

Reception - Year 2 children have the national benefit of universal free school meals. In Tower Hamlets, children in KS2 also receive free school meals. This way the local authority ensures all children are well nourished and encouraged to choose healthy food options.

Food Allergies and Medical Needs

Children with food allergies or medical needs have Health Care Plans. Please let the office and breakfast club supervisors know. Your child should have a food allergy badge as part of their Health Care Plan. It should be worn during Breakfast Club.

Location, Routines and Expectations

- The Breakfast Club meets in the bottom hall of Stewart Headlam Primary School.
- Parents bring the children to the Green Gate entrance to Stewart Headlam School on Tapp Street, E1 5RE
- Food is prepared in the School kitchen and served at tables.

- Once the club members have eaten breakfast, they will be offered a range of indoor and outdoor activities on rotation.
- From 8:30 am onwards it is expected that pupils have a short period of time for the above activities.
- At 8:45am, Stewart Headlam pupils will go from the hall to their classrooms ready to start the school day.
- Hague pupils will be part of the, 'Walking Bus' where the Breakfast club staff will escort them back to Hague School.
- All children are expected follow Stewart Headlam and Hague's Golden rules to keep everyone safe, healthy, happy. Children should expect to try a range of healthy food options.
- We expect parents to make sure pupils are on time.

Allocation Process

Breakfast Club has 20 spaces.

We prioritise places for

- **Working parents who need child care**
- **Vulnerable children - i.e with social worker / additional identified needs**
- **Pupil Premium Children**

Food Security to support safeguarding and well-being.

We encourage parents and children to talk to the SHH Federation Learning Mentor, John Waters or Family Liaison Officer Motiur Rahman if you have any concerns about having enough food at home. The Learning Mentor works with Felix Trust and other charitable organisations for families to access Food Banks and open tables. John will prioritise access for families who indicate there is a need.

Staff

All staff and volunteers are DBS checked and have safeguarding and supervision/food handling training. The ratio of staff to children is in line with Government recommendations for EYFS/ KS1/KS2. The office will keep a list of all members of the club and a register of attendance will be taken daily.

Health and Safety

- Children will be taught breakfast routines, to be responsible for setting up and clearing up from breakfast by the staff club leaders.
- Older children will be encouraged to support younger pupils and for all to make healthy choices.
- Staff will comply with food hygiene expectations and understanding of children's food allergies.
- The Risk Assessments for food management/ allergies and activities are reviewed and evaluated with the Headteacher, Premises Manager and Inclusion Manager.

Policies and Procedures

School Policies relevant to the Breakfast Club include Safeguarding and Child Protection, Equal Opportunities, Health and Safety, Tower Hamlets Food Policy, Health Care Plans, Behaviour and Anti Bullying Policies.

Parental/Pupil Feedback

The school values parental and pupil opinions and will actively welcome feedback about the breakfast club experience through surveys and informal conversations.

Complaints procedure

In line with school policy if you have any concerns about your child attending the club, please discuss with the Learning Mentor in the first instance. Hopefully it can be quickly resolved. If not, the concern will be referred to the Deputy or Head teacher.

Guidelines for Parents/Carers

Breakfast club fees must be paid promptly by the end of each week. If there is a problem paying the fees or circumstances have changed, the parent/carer will need to speak to admin at Hague or Stewart Headlam who will refer it to the Headteacher. All matters will be dealt with as quickly as possible and with discretion.

Inappropriate Behaviour

In the event of child's inappropriate behaviour choices the school policies for conduct apply. The parent/carer will be contacted. If a child does not follow Stewart Headlam or Hague behavior expectations, then after consultation with the child and due warning including a behaviour support plan, the child's place will be forfeited if the behaviour puts themselves or others at risk.

A Breakfast Club Consent Form (see appendix 1) must be completed with dietary requirements specified by every parent/carer– it is important the school is made aware of any allergies. Children cannot be dropped off earlier than 8am. Parents should book breakfast club in advance.

Monitoring and Evaluation of this Policy

This Breakfast Club provision will be monitored by the Senior Leadership Team, this will include drop in observations and surveys with children and families.

The finance governors will monitor; use by families, costs, value for money, impact on attendance and attainment.

School will be looking to see if attendance at Breakfast Club has a significant impact on pupils behaviour, attainment, progress and learning.

Weavers Federation Primary Schools RESERVE THE RIGHT TO HOST BREAKFAST CLUB AT EITHER Stewart Headlam or Hague School SUBJECT TO PUPIL NUMBERS AND STAFFING RESOURCES PARENTS WILL BE NOTIFIED OF ANY CHANGES.

THE SCHOOL HOUSE AT HAGUE SCHOOL IS THE ALTERNATIVE VENUE accessible via Finnis Street Gate. Should it need to change, parents drop-off at Hague. A walking bus would then be provided for Stewart Headlam pupils from Hague to Stewart Headlam.

Appendix 1

Breakfast Club Consent Form – 1 form per child

1. Name of Child: _____

2. Class: _____

3. Dietary Requirements:

4. Any Allergies:

5. How many children in your family will be attending Breakfast Club?

6. Tick which days they will they be attending

Monday Tuesday Wednesday Thursday Friday

7. Does your child have a statement of Special Educational Need? Yes No

Do you have any other external support agencies working with the family ie
social worker/family health visitor? Yes No

8. School needs to know if your family is eligible for Free School meals to secure Pupil Premium Funding for the Provision. Have you completed the FSM eligibility form? Yes No

Having registered my child for Breakfast Club I will ensure that:

- I confirm weekly attendance in advance and pay as per policy.
- My emergency contact details are kept up to date with the school office.
- My child/children attend on time to take breakfast and take part in the activities.

Parents Name: _____

Signature: _____

Date: _____

Once complete please hand to the person running Breakfast Club or the School Office.

Appendix 2

Breakfast Club Planning Form

6-7 Sessions per half term

Name of Adults Planning:
Plan the activities at the start of the half term – Resources needed and any additional costs <i>Please describe briefly what the children will be doing each week – <u>recommend the plan is agreed with pupils to reflect their interests and weather permitting.</u></i>
Targeted Group: KS1 /KS2
Week 1
Week 2

Week 3
Week 4
Week 5
Week 6
Week 7

Appendix 3

ACTIVITY: Breakfast Club – Stewart Headlam				
			DATE OF ASSESSMENT: October 2024 Judy Knappett Executive Headteacher Cyndi Fahme and Ellie Cole – Breakfast Club Leaders & Walking Bus	
WHO MIGHT BE HARMED? Pupils/staff attending the Breakfast Club				
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Parental consent	● Have parents provided formal consent for their child to attend the club?	✓	Letters of consent to be signed by first day of attendance.	low
	● Are parents’ up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)?	✓	Parent responsibility to keep school office informed of any changes	low
Security	● Is the means of access to the club area security access controlled, including visual control over visitors?	✓	Children enter via main entrance Green Gates of Stewart Headlam School which has CCTV recording. Visitors have to be buzzed in. Visitors have to pass reception	low

			before entering the club location through another set of entry doors.	
	Is a communication link / phone available in the area used by the club?	✓	No but next to the office and Heads office.	low
	Is a register kept daily of pupils attending the club?	✓	Yes	low
	✓ Are arrangements in place for the safety of pupils being 'dropped off' from the club?	✓	Register is taken by staff after entry is made in the office as to who is attending.	low
Selection of rooms for breakfast club use	✓ Are all rooms used by the breakfast club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.	✓	The bottom hall is sufficient for up to 20 children	low
Supervision	✓ Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)?	✓	Breakfast club supervisors x2 at Stewart Headlam	low
	✓ Have supervising staff been CRB checked?	✓	All current staff at Hague and Stewart Headlam	low
Information relating to pupils	✓ Are suitable arrangements in place for club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, dietary, behavioural or other special needs, i.e. allergies?	✓	Consent form and school medical forms	low
Use of school's own equipment	✓ Has prior agreement been established as to what school equipment may / may not be used by the club?	✓	Breakfast club plates, cutlery, toaster, kettle etc all purchased for specific use.	low

Emergency Procedures	✓ Are all club staff familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.	✓	Staff and children participate in termly fire drills. Premise Manager to include an early morning drill each year.	low
First Aid / Administration of Medication	✓ Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?	✓	Both Breakfast club supervisors are first aid trained.	low
	✓ Is refresher training provided every 3 years?	✓		low
	✓ Are there sufficient numbers of first aid kits available?	✓		low
	✓ Is there a policy for the administration of medication? and are club staff familiar with the policy?	✓	Policy Reviewed – Autumn 2024	low
	✓ Is parental consent obtained prior to medication being administered to pupils?	✓		low
Electrical Safety	✓ Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually?	✓		low
	✓ Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical?	✓		low
	✓ Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.	✓		low

Inspections	✓ Are arrangements in place for the rooms used by the club to be inspected prior to use?	✓	Cleaning the night before and Premises Manager opens up	low
	✓ Is there a formal system for reporting health and safety defects?	✓	LA procedure form	low

Welfare Facilities	✓ Are adequate toilet facilities available for pupils attending the club?	✓	Separate girls and boys toilets on the bottom floor next to the hall. Adult toilets located in the EYFS	
Food Safety	✓ Have staff responsible for preparing or handling foods appropriate food safety knowledge / food hygiene training?	✓	Staff have an Online food Safety course certificate.	low

	✓ Are there suitable arrangements for the storage of club food, including chilled / perishable foods?	✓	Only refrigerated products i.e milk, margarine, yoghurts, fruit to be stored in fridge. All other products are dry storage i.e fruit/ cereals, bread, low fat spreads including jams	low
	✓ Are foods known to cause allergies to pupils avoided?	✓	Pupils with allergies already known to school for school dinners. Allergy Badges Same Healthcare plans to be followed. SENCO keeps Breakfast Club staff aware of allergies	low
Indoor Activities	✓ Planned by Breakfast Club Leaders – games and art activities. Bug Club/Timestable Rockstars to support learning	✓		low
Outdoor activities	✓ Supervised. Ball games and climbing frame at Stewart Headlam	✓		low
Walking Bus	✓ Staff and pupils know the route between schools,	✓	Staff know and understand how to organise a safe 'Walking Bus' so that accidents ie. Trips and falls, getting split up are at a minimum. First aid available at each school. 250m between schools.	low
	✓ 2 adults who keep the group together for walking and crossing the roads	✓		
	✓ Have both school phone numbers for emergency contact	✓		
Staff Absence	✓ Cover arranged from Stewart Headlam or Hague support teams.	✓		low

ASSESSED BY (Print name) Judy Knappett	SIGNED	DATE 7th October 2024
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ACTIVITY: Breakfast Club – Stewart Headlam				
			DATE OF ASSESSMENT: October 2025 Judy Knappett Executive Headteacher Ellie Cole and Ruheli Beugm – Breakfast Club Leaders & Walking Bus	
WHO MIGHT BE HARMED? Pupils/staff attending the Breakfast Club				
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Parental consent	● Have parents provided formal consent for their child to attend the club?	✓	Letters of consent to be signed by first day of attendance.	low
	● Are parents’ up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)?	✓	Parent responsibility to keep school office informed of any changes	low
Security	● Is the means of access to the club area security access controlled, including visual control over visitors?	✓	Children enter via Finnis Street which has CCTV recording. Visitors have to be buzzed in. Walk across the playground to the school house	low

	Is a communication link / phone available in the area used by the club?	✓	Yes – can access the school office and the Head of School/Executive Head as needed.	low
	Is a register kept daily of pupils attending the club?	✓	Yes	low
	✓ Are arrangements in place for the safety of pupils being ‘dropped off’ from the club?	✓	Register is taken by staff after entry is made in the office as to who is attending.	low
Selection of rooms for breakfast club use	✓ Are all rooms used by the breakfast club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.	✓	The bottom hall is sufficient for up to 20 children	low
Supervision	✓ Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)?	✓	Breakfast club supervisors x2 at Stewart Headlam	low
	✓ Have supervising staff been CRB checked?	✓	All current staff at Hague and Stewart Headlam	low
Information relating to pupils	✓ Are suitable arrangements in place for club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, dietary, behavioural or other special needs, i.e. allergies?	✓	Consent form and school medical forms	low
Use of school’s own equipment	✓ Has prior agreement been established as to what school equipment may / may not be used by the club?	✓	Breakfast club plates, cutlery, toaster, microwave etc all purchased for specific use.	low

Emergency Procedures	✓ Are all club staff familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.	✓	Staff and children participate in termly fire drills. Premise Manager to include an early morning drill each year.	low
First Aid / Administration of Medication	✓ Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?	✓	Both Breakfast club supervisors are first aid trained.	low
	✓ Is refresher training provided every 3 years?	✓		low
	✓ Are there sufficient numbers of first aid kits available?	✓		low
	✓ Is there a policy for the administration of medication? and are club staff familiar with the policy?	✓	SENCO updates staff as new children start with allergies or medical needs identified from the registration form.	low
	✓ Is parental consent obtained prior to medication being administered to pupils?	✓		low
Electrical Safety	✓ Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually?	✓		low
	✓ Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical?	✓		low
	✓ Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug	✓		low

	damage, etc.			
Inspections	✓ Are arrangements in place for the rooms used by the club to be inspected prior to use?	✓	Cleaning the night before and Premises Manager opens up	low
	✓ Is there a formal system for reporting health and safety defects?	✓	LA procedure form	low

Welfare Facilities	✓ Are adequate toilet facilities available for pupils attending the club?	✓	Adult toilet located on ground floor. 1 toilet for girls and boys use on ground floor	
Food Safety	✓ Have staff responsible for preparing or handling foods appropriate food safety knowledge / food hygiene training?	✓	Staff have Online food Safety course certificate.	low
	✓ Are there suitable arrangements for the storage of club food, including chilled / perishable foods?	✓	Only refrigerated products i.e milk, margarine, yoghurts, fruit to be stored in fridge. All other products are dry storage i.e fruit/ cereals, bread, low fat spreads including jams	low
	✓ Are foods known to cause allergies to pupils avoided?	✓	Pupils with allergies already known to school for school dinners. Allergy Badges Same Healthcare plans to be followed. SENCO keeps Breakfast Club aware of allergies	low
	✓ Kitchen separate but next to the Breakfast club room	✓		

Indoor Activities	✓ Planned by Breakfast Club Leaders – games and art activities. Bug Club/Timestable Rockstars to support learning	✓	2 adults- will need one in each room kitchen and breakfast room	low
Outdoor activities	✓ Supervised. Ball games and climbing frame at Stewart Headlam	✓		low
Walking Bus	✓ Staff and pupils know the route between schools,	✓	Staff know and understand how to organise a safe 'Walking Bus' so that accidents ie. Trips and falls, getting split up are at a minimum. First aid available at each school. 250m between schools.	low
	✓ 2 adults who keep the group together for walking and crossing the roads	✓		
	✓ Have both school phone numbers for emergency contact	✓		
Staff Absence	✓ Cover arranged from Stewart Headlam or Hague support teams.	✓		low
ASSESSED BY (Print name) Judy Knappett			SIGNED	DATE 3rd October 2025

