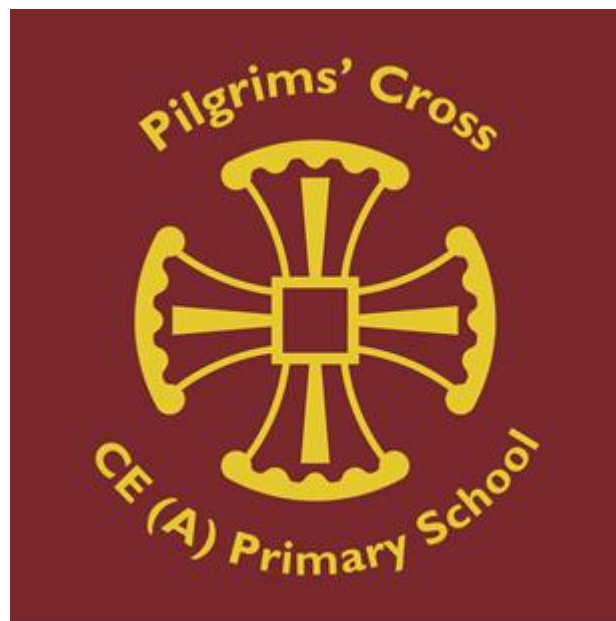


*Learning, to make a difference,
in God's world*

Pilgrims' Cross CE Aided Primary School



Breakfast Club Wrap-Around Care Policy

Date Agreed: 26th June 2025

Review Date: June 2026

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	December 2025	JC	FGB	Wording around inclusion of children with complex SEND/behaviour amended

At Pilgrims' Cross CE Primary School, guided by our mission statement "Love, Courage and Trust" we recognise the importance of providing a safe, nurturing, and supportive environment for our children by providing an early morning breakfast club.

Our Wrap-around Care provision, consisting of a Breakfast Club, is designed to embody this mission by offering high-quality childcare services before the school day.

Our Wrap-around Care provision aims to extend the holistic educational experience of our children while ensuring their well-being and development.

This childcare provision is an extension of Pilgrims' Cross CE Primary School and therefore operates in line with the school's ethos and values and high expectations of child behaviour. The Breakfast Club care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

THE SCHOOL - We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a healthy breakfast
- ensure equality of opportunity in all activities
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values and adhere to the school rules:
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS – We will endeavour to:

- ensure that our child only attends sessions that are booked in advance online (by 6pm the previous evening)- **no on-the-morning admissions will be accepted**
- ensure that our child is dropped off by an adult to the door
- contact the school if our child is going to be absent from a session by email to breakfastclub@pilgrimscross.co.uk (no bookings via this email, please)
- contact the school promptly if there is a change in adult arrangements
- support and demonstrate the school's school rules and Behaviour Policy
- support and adhere to the Breakfast Club Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

Opening Hours and Fee Structure

Breakfast Club:

- Operates Monday to Friday from 7:30am to 8:30am, term time only.
- Pupils will not be accepted earlier and the door will open promptly at 7:30am
- Children who arrive after 8.15am will not be supplied breakfast as they will be required to be in class on time
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is £5 and is inclusive of breakfast consisting of a variety of cereals, toast with butter, jam, honey, yogurt, fruit or similar items along with milk or water.
- Sessions must be booked in advance through Arbor
- 1 week's notice is required to terminate the registration.

Activities

- Quiet time – homework support, reading, colouring

Payments and Refunds

Payment must be made online via Arbor. For all bookings, you are required to make payment in advance.

If the booking is made whereby the first session is less than a month away, then payment will need to be made at the time of booking.

If payment is not received, the booking will be deemed null and void and your child will be unable to attend.

Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these provisions. Fees are non-refundable for non-attendance such as illness, holidays, *ad hoc* events, etc.

Cancellations

Cancellations must be made 48 hours prior to your child attending the session. Failure to inform us within the set timeframe will result in the charge for that session going ahead. For cancellations where payment has already been made, the cancelled session amount will be deducted from your next payment.

Refunds will only be issued where a significant number of concurrent sessions are cancelled by the school due to unforeseen circumstances (i.e. emergency school closure due to snow etc.). On the rare occasion that individual sessions are cancelled, credit will be issued against future bookings.

Refunds *will not* be made for non-attendance at the provision due to child illness, appointments, refusal to attend or late cancellation (less than 48 hours).

If you no longer require the use of Breakfast Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

If the school is forced to close in response to a government, local authority or another statutory body action, as part of a local or national lockdown, charges will still be made, at the full cost if children attend. For those unable to attend, the school will ask for 30% of the fee to ensure the sustainability of the provision.

Debt

If you have a debt owed to the school, we will ask you to pay this off, before booking additional sessions.

Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact the school office team either by phone on 01264 369523 or by email to breakfastclub@pilgrims�cross.co.uk to inform us of your provider, date and value of payment made, so arrangements can be made to update Arbor,

Arrival Policy and Procedure

Pilgrims' Cross CE Primary School Breakfast Club will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival of all children attending these provisions. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Breakfast Club

Arrival to the Breakfast Club

Children of all ages must be dropped off by an adult or person over 16 years of age.

Children in Year 5 & 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children will be handed over to the Breakfast Club staff at the Side Entrance currently used from 7:30am by ringing the doorbell for attention.

Arrival can take place up to 8:00am as breakfast will not be served after 8:15am.

At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the office team who will cross-reference children in attendance at that session against the online bookings made.

Non-Arrival for Breakfast Club

Non-arrival to the Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child following registration for the start of the school day. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence.

Departure from the Breakfast Club into the school day

KS2 children will be released from Grove by the Breakfast Club staff at 8:30am to walk to their classrooms for the start of the day. KS1 children will be escorted to their classrooms by Breakfast Club staff.

Parking

Parking restrictions apply in the school car park. Use of the car park is allowed for Breakfast Club drop-off only and not parents dropping their children off at school at the start of day.

Food Provision

Breakfast club provide food for your child unless directed otherwise by the parent in writing. Our Wraparound Care staff are aware of the School Food Standards and has received the required training in Food Hygiene. The Breakfast club team will provide food that meets the School Food Standards.

Allergies, Intolerances and other food requirements

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Milk and water

Sickness & Medication

Sickness

All wraparound care staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to email the Breakfast Club team (and call the school office) on the first day of their child being absent with illness and give the reason.
- Parents are asked not to bring their child to the Breakfast Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.

- Parents will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the Breakfast Club. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast Club staff follow the school's First Aid policy which includes the management of medical conditions and intimate care.

Medication

The Breakfast Club team is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

Prescribed Medication

The Breakfast Club provision is unable to administer any medication during sessions. Current Individual Health Care Plan details e.g. for asthma, etc. will be shared by the school with the provision staff.

If medicines need to be passed to the School office, these can be handed to the Breakfast Club team, but paperwork needs to be completed and handed in to the school office.

Admissions for Wrap-around Care

Breakfast Club care is available to all children enrolled at Pilgrims' Cross CE Primary School. Once a child leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Registration Forms

Spaces are limited to **15** children per session, booked in advance by parents/carers on Arbor. If Arbor will not accept your booking (due to 15 children already attending on your desired session/day) we will give you the option of being entered on to our waiting list. We will contact you as soon as a space becomes available that meets your requirements.

Parents/carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be returned directly to the school office in a sealed envelope and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

Once registration forms have been completed, the school office will contact parents with the provisions' available spaces and confirm place allocation or waiting list allocation. Parents will be required to set up an Arbor account if they do not currently have one. Bookings can be made session by session (drop in) or as block bookings once your account has been credited. Parents/guardians can make payments for Wrap-around Care using childcare vouchers, providing a convenient and flexible option to manage childcare expenses.

Please be advised that next-day bookings are subject to availability. Bookings for the following morning must be made no later than 6:00pm.

Maximum Numbers and Waiting Lists

Currently our staff/child ratios allow for **15** children to attend Breakfast Club. The Breakfast Club will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / child ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. The waiting list will be maintained for each day of the week for the Breakfast Club. The waiting list will be reviewed annually and whenever a child leaves the provision and a space becomes available.

Specific Individual Needs

Breakfast Club care is open to all children who attend Pilgrims' Cross CE Primary School. Staff who work within the provision are trained to support children of all ages, abilities and need. Many of our children who have Special Education Needs (SEND) access a bespoke and specialised curriculum during their school day to meet their needs. We offer an inclusive approach to wraparound care and are confident that the inclusive nature of the activities planned will be accessible by all our children. The school will liaise with parents/carers to ensure that children with complex needs are given the right provision, where possible, on a case-by-case basis. Children who are in receipt of an EHCP funding or 1:1 support will not be eligible to transfer this support to this provision as it does not form as part of the school day. Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child

Behaviour

It is important that children adhere to these rules to keep our school community safe and welcoming for others. Children will be supported to make positive choices as per the school's Behaviour Policy.

Where children have been unsuccessful in following the school rules, staff will support children by providing them reminders and reflection time. However, if children exhibit behaviour that would typically receive action from a senior member of staff as it puts the safety of children and staff at risk, then the following procedures will take place:

1. In the first instance, the parents will be informed verbally at collection time at the end of the school day
2. If behaviour continues, parents will be informed via a written letter discussing the child's behaviour and the possibility of withdrawal from provisions.
3. Written confirmation will be sent, withdrawing your child from the provision for a set period of time.
4. Further incidents will result in a second and final written confirmation, withdrawing your child from the provision for the remainder of the academic year.

Safeguarding Procedures

- All staff members involved in the Breakfast Club Care programme will undergo appropriate safeguarding training in line with UK statutory requirements.
- Safeguarding policies and procedures, including reporting mechanisms for concerns regarding child welfare, will be clearly communicated and strictly adhered to by all staff members.
- Designated Safeguarding Leads will be readily accessible to respond to any safeguarding concerns or disclosures from children, parents or staff members.
- Robust recruitment procedures will be followed, including the completion of necessary background checks and verification of qualifications, to ensure the suitability of all staff members working with children.