



Breakfast Club Policy

"Everyone who works with children should do what is in the best interests of the child."

Article 3 United Nations Rights of the Child

Trinity School is pleased to be able to provide a self-funding Breakfast Club for children whose parents require before school care. We have space for 16 Foundation Stage children and 30 Key Stage 1 and 2 children on a daily basis. The Breakfast club is led by Mrs Galvin (KS1/KS2) and Mrs Brookfield (Foundation Stage). Our provision is registered with the Government of Jersey Child and Early Years Service (CEYS).

The Breakfast Club provides children with supervision from **7.45 am** until the child's staggered start time in school. A member of staff will open the main school gates at this time.

Children will meet the Breakfast Club supervisor from 7.45 -7.50 am at the relevant school door.

- Year 2 through to Year 6 at the Intervention Room door where they will be signed in and go on up to the Community Room
- Foundation Stage at the KS2 door at the end of the lower playground where they will gather with staff and go up at 7.45 am

Children must be handed over to staff and must not be left unaccompanied.

The doors will be locked at 7.50 am. We cannot have children arriving at different times as we do not have the capacity for staff to remain at the entrance doors. Therefore, all children need to be at the door and signed in at 7.45 am.

We cannot make exceptions to this, and parents/carers accept the place at Breakfast Club knowing our policy at this time.

Vehicles must be parked at the Riley Field and families must walk across to the school; parents/carers are asked not to park by the school gates as this area is where the children will be waiting to enter the school grounds.

The Breakfast Club start time is 7.45 am and parents/carers must meet the Breakfast Club supervisor at this time. After 7.50 am the gate is closed until 8.25 am and **pupils cannot enter the school**. If a parent/carer arrives after this time, they must not attempt to enter the school building through the office. They parent/carer will need to wait with their child until 8.25 am.

Places for Breakfast Club are limited, and the provision of a Breakfast Club for Trinity School will be evaluated on an annual basis and parents will be requested to make their intentions known for the following year by completing the relevant Breakfast Club application form that will be sent home to parents during the Summer Term.

The application form will run in accordance with this policy and parents/carers agree and accept a Breakfast Club place in agreement with these terms and conditions.

Parents requiring full time places will take priority. If Breakfast Club is full, a waiting list will be held centrally at the office. The criteria for the allocation of places is as follows:

- Parents needing 4 days or more
- Parents needing 3 days or more
- Other needs
- Allocation of places is at the discretion of the Headteacher.

For ad hoc sessions, parents are asked to email clubs@trinity.sch.je to request an additional session for their child. Due to the popularity of Breakfast Club, ad hoc sessions are rare.

Please note that an offer of a place at Breakfast Club will be withdrawn for non-payment of a half termly invoice. The School Business Manager will notify parents one week before the payment due date to give notice of an invoice being due.

Termination/Notice

A Half Term's written notice must be given to cancel a place at Breakfast Club. Please email this notice to clubs@trinity.sch.je.

Payments

The Breakfast Club is a self-funding provision and needs to be able to cover its costs in order to run. The cost per day is used for:

- Cost of staffing
- Cost of breakfast (fruit, cereal, jams, milk, juice etc)
- Crafts and activities for children to use (art materials, pencils, pens, paper, games, board games etc)
- Cleaning products (dishwasher, surface cleaners, cloths etc)
- Replacement of items when needed (cutlery, fridges, toasters, toast racks, plates/bowls/cups, plastic containers etc)

Parents/carers will be invoiced each half term in advance for the amount of sessions that their child is scheduled to attend. We do ask parents/carers to pay promptly as we are not a profit-making Breakfast Club and the income is required to fund food and staff for the following weeks.

Payment should be made by bank transfer the payment details and terms will be stated on the invoice. Payments need to be identifiable. Please use your surname and invoice number on bank transfer payments for this purpose.

Please note that there are no refunds for authorised/unauthorised absences/illnesses as the provision has already been provided for the children in advance. At present we are unable to offer a sibling reduction for parents who require more than 1 place.

The charges for September 2025 are as follows:

7.45 am start - £4.00 per day for Nursery and Reception children

7.45 am start - £3.00 per day for KS1/2 children

Welfare of the Child – Parental/Carer Authority

The Parents/Carers authorise Trinity School to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to the use of such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order.

Parents/Carers will be contacted in an emergency on the emergency contact details provided for the Schools Information Management System. The Headteacher or Deputy Headteacher will authorise emergency medical treatment if the parents/carers cannot be contacted in time.

Safeguarding

Breakfast Club staff will be informed of any sensitive matters concerning the child on a “need to know” basis.

Parents/carers agree to inform the school of any information necessary to safeguard or promote their child’s welfare or avert the risk of harm to their child or other person.

Behaviour

The children are always expected to behave in an appropriate manner and follow the instructions of the Breakfast Club leader. As Breakfast Club is staffed solely by Support Staff, we have the right to withdraw a place if a child’s behaviour is challenging. Parents/carers will be contacted if there are any concerns with behaviour.

Food

Food is served to children booked into Breakfast Club and this typically includes toast, cereal, yoghurts and fresh fruit.

We request that any allergy concerns and dietary requirements are noted on the Breakfast Club application form at the time of booking.

All dietary requirements are catered for and taken into consideration when preparing food and providing option for the children to choose from.

Accidents and First Aid

All accidents, that staff are made aware of, are documented and report to Parents/Carers where required. If first aid is administered, the treatment is given in line with the School’s First Aid policy.

Fire and Evacuation Procedures

Children should follow instructions provided by the Breakfast Club supervisors and exit the classroom and follow the same procedures as those adopted in school.

General Conditions and Information

Terms and Conditions: of Breakfast Club are reviewed regularly by the School Business Manager, including fees and these may be amended from time to time under advice to parents/carers.

Data Protection: please refer to our privacy policy, which is available on our website.

Insurances: Breakfast Club undertakes to maintain those insurances which are prescribed by law. Breakfast Club is covered by the school’s insurance.

Severe Weather: In the event of Breakfast Club closure due to severe weather parents/carers will be informed via the School Information Management System. A refund of session fees would not be made under these circumstances.

Loss of property: Breakfast Club will not be liable for loss of property brought onto the premises by a parent/carer or child.

Equal treatment: Breakfast will welcome staff and children from many different ethnic groups and

backgrounds. Similarities and differences are valued and respected and all children are treated equally. We will comply with the Special Educational Needs and the Jersey Disability Law and will do all that is reasonably practical to accommodate the needs of children with disabilities.

Staff and Supervision: The children are always adequately supervised, with staff who are all appropriately background checked. Staff members on duty will hold current First Aid, Safeguarding and Food Hygiene qualifications.

Complaints: We work hard to ensure that our Breakfast Club delivers a quality experience for our children. Whilst we hope that things will run smoothly, there may be times when our service falls short, and parents/carers will need to share a problem with us. We make every effort to be approachable and welcome feedback which we will try to resolve quickly, efficiently and informally.

If parents/carers feel the need to escalate the matter formally, then please contact the School Business Manager in the first instance by emailing clubs@trinity.sch.je.

Policy Documents

Breakfast Club will follow these relevant policies of Trinity School, which are available on our website:

- Safeguarding Policy
- Positive Behaviour Policy
- Food Preparation and Hygiene Policy
- Allergens Policy
- Administration of Medicine Policy
- First Aid Policy
- Intimate Care Policy

Policy Written: November 2017

Policy rewritten September 2020

Updated: October 2018 /April 2019/June 2019/May 2022/July 2023/May 2024/March 2025