




# The Kite Primary Federation

## Breakfast Club Policy and Parent Agreement

**Approved by:** Policies Committee **Date:** 15/12/25

**Last reviewed on:** 11/12/25

**Next review due by:** Autumn 2027

Executive Headteacher	
Chair of Governors	K Smith

## **1. Introduction and Aims**

The Breakfast Club provides flexible, affordable childcare to support working families, while ensuring children have a safe, calm, and positive start to the school day. The club promotes the Christian values of the Kite Primary Federation, ensuring that every child is known and loved as an individual. This policy applies to Breakfast Club provision for pupils attending both Welford & Wickham CE Primary School and Stockcross CE Primary School.

## **2. Organisation**

- Venue: Welford CE Primary School
- Times: 8:00am – 8:35am (children escorted to classrooms or minibus)
- Staffing: Breakfast Club is led by a trained member of staff, with another member of staff always on site
- Pupil Numbers: The club is open to all pupils of Welford and Stockcross CE Primary Schools

## **3. Booking and Payment**

Sessions are £5 per child, including breakfast.

Payment is made at the point of booking via parentmail.

Bookings must be made online by the Thursday afternoon of the week before.

Refunds are not normally available for cancellations.

Due to staffing and supervision ratios, Breakfast Club places are limited and are allocated on a first-come, first-served basis. Places should only be booked when genuinely required, and the school reserves the right to refuse entry once capacity has been reached.

### **Childcare vouchers or tax-free childcare bookings**

Bookings are made half-termly in advance via the Welford school office and an invoice will be issued. Additional or adhoc bookings must be made and paid for via parentmail. Full settlement of the invoice is due within 7 days of the date of invoice.

A registration form and parent agreement must be completed before a pupil can attend the Breakfast Club. These are updated annually.

[BREAKFAST CLUB REGISTRATION & PARENT AGREEMENT 2025 2026 – Fill in form](#)

## **4. Cancellations**

Parents/carers must inform the school as soon as possible if their child is unable to attend a pre-booked Breakfast Club session (e.g., due to illness or unforeseen circumstances). This ensures that staffing and supervision arrangements can be adjusted accordingly.

For Stockcross pupils, timely notification is essential as cancellations directly affect the planned minibus collection route. Failure to notify the school may result in unnecessary travel and operational disruption.

All cancellations should be reported to the Welford & Wickham School office at the earliest opportunity, so that information can be relayed promptly to the Breakfast Club Leader and, where relevant, the minibus driver.

## **5. Arrival and Collection**

- Parents/carers must escort children to the front door and buzz them in
- At 8:30am, children from the club for the school minibus for transfer to Stockcross will be collected
- At 8.35am children from Welford & Wickham will go to their classes

### **Late Arrival**

Parents/carers must ensure children arrive in time to access breakfast and, where relevant, minibus travel. Children arriving after the minibus departure time cannot be transported to Stockcross by school staff, and alternative arrangements will be the responsibility of the parent/carer. Breakfast will not be available after 8.20am.

## **6. Breakfast**

- A healthy breakfast is provided (e.g. cereal, toast, milk, water)
- Parents must inform the school of any dietary needs or allergies
- Children are expected to eat appropriately and respectfully

## **7. Staffing and Ratios**

- A member of staff with paediatric first aid training is always available on site
- The club normally operates with a ratio of at least one adult to fifteen children
- Reception children are supervised in line with the statutory EYFS framework
- Where numbers or individual needs require, additional staff will be allocated

All personal information collected for the purposes of Breakfast Club is processed in accordance with the Kite Primary Federation Data Protection Policy.

## **8. Behaviour and Expectations**

Breakfast Club is part of the school day and children are expected to follow the federation's behaviour policy, code of conduct, and christian values but will be managed within the club using a three strike process.

Behaviour Procedure:

1. First incident (strike one): Parents informed by the Breakfast Club Lead, behaviour logged.
2. Second incident (strike two): Meeting with the Deputy Headteacher to discuss

strategies.

3. Third incident (strike three): Referred to the Executive Headteacher, who may withdraw the place.

- A withdrawn place will normally be for a fixed period of two months. Parents may request, in writing, a review with the Executive Headteacher at the end of this period.
- In cases of serious or unsafe behaviour, the Deputy Headteacher reserves the right to withdraw a place immediately.

## 9. Safeguarding and Health & Safety

Breakfast Club follows all Kite Federation safeguarding, child protection, and health and safety policies. Medical conditions and dietary requirements must be declared on the registration form.

## 10. Late Payment and Charges

- All bookings must be paid for at the point of booking.
- Where payment is not received within **7 calendar days**, a **£5 late payment charge** will be added to the account.
- If payment (including the late fee) is not settled promptly, the school reserves the right to withdraw access to Breakfast Club until the balance is cleared.
- Families who incur **two or more late payment charges within a term** may be required to meet with the Executive Headteacher to review ongoing access to the provision.
- The late payment charge is intended to cover the administrative time involved in monitoring, chasing and processing overdue payments.

## 11. Complaints and Contact

Complaints should follow the Federation's Complaints Policy.  
For further information, please refer to the policy:

<https://kiteprimaryfederation.org/wp-content/uploads/2024/07/complaints-policy-and-procedure-Feb-2024.pdf>

# BREAKFAST CLUB REGISTRATION

One form per child

CHILD'S DETAILS	
<b>FULL NAME</b>	
<b>HOME ADDRESS</b>	
<b>SCHOOL AND CLASS</b>	
<b>DATE OF BIRTH</b>	

PARENT 1		PARENT 2	
<b>FULL NAME</b>		<b>FULL NAME</b>	
<b>HOME ADDRESS</b> <small>(state 'as above' if same as child)</small>		<b>HOME ADDRESS</b> <small>(state 'as above' if same as child)</small>	
<b>PHONE NUMBERS</b>		<b>PHONE NUMBERS</b>	
<b>EMAIL ADDRESS</b>		<b>EMAIL ADDRESS</b>	

EMERGENCY CONTACTS	
Please ensure you notify us immediately of any changes to contact information.	
<b>Name:</b>	<b>Relationship to child:</b>
<b>Address</b>	<b>Emergency Contact Telephone Numbers:</b>

<b>Name:</b>	<b>Relationship to child:</b>
<b>Address:</b>	<b>Emergency Contact Telephone Numbers:</b>
<b>MEDICAL INFORMATION</b>	
<b>Please state all relevant medical information (allergies, pre-existing injuries etc.):</b>	
<b>Does your child need to take medication whilst attending the club? (if yes, a request to administer medicines form must be completed):</b>	
<b>Are there any foods or drinks your child is not allowed to consume? If yes, please list:</b>	
Due to (please circle or highlight):   preference      religion      allergy      other	
<b>CONSENT</b>	
<b>Drop off</b> I will buzz the school front door on arrival and wait for my child to be admitted by a member of the Breakfast Club.	<b>YES/NO</b>
<b>Medical Treatment</b> I give my consent for 1 <sup>st</sup> aid to be administered to my child.	<b>YES/NO</b>
<b>Hospital Treatment</b> In the case of an emergency, if the school is unable to contact me, I give my consent for my child to be taken to hospital for treatment.	<b>YES/NO</b>
<b>School Minibus</b> I agree for my child to be transported to Stockcross Primary School on the school minibus.	<b>YES/NO</b>
<b>Other</b> Please use the space below to provide any further information on your child/family circumstances that staff should be aware of.	

Signed: .....

Date: .....

## Breakfast Club Parent Agreement

Child's Name: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Date: \_\_\_\_\_

I understand and agree to the following:

- My child will follow the school rules, behaviour policy, and Christian values while attending Breakfast Club
- I will notify the school of any allergies or medical needs
- I understand that disruptive behaviour will be managed using a three-strike system, and that the Executive Headteacher or Deputy Headteacher, may withdraw my child's place if behaviour does not improve
- I understand that withdrawn places are normally for two months, after which I may request a review meeting
- I agree to the booking and payment arrangements as set out in the policy

Signed (Parent/Carer): \_\_\_\_\_

## **Template Letter – Withdrawal of Place**

Dear [Parent/Carer],

Following ongoing concerns about [Child's name]'s behaviour during Breakfast Club, and in line with the Breakfast Club Behaviour Procedure, I am writing to inform you that [Child's name]'s place at Breakfast Club has been withdrawn with immediate effect.

This decision has not been taken lightly. While we value offering flexible childcare provision to our families, the safety, wellbeing, and positive experience of all children must remain our priority.

The withdrawal will remain in place for two months, until [insert date]. After this time, you may request a review meeting with me to consider whether [Child's name] can return to Breakfast Club.

If you have any questions or wish to discuss this matter further, please contact the school office to arrange an appointment.

Yours sincerely,

Joanna Lagares  
Executive Headteacher