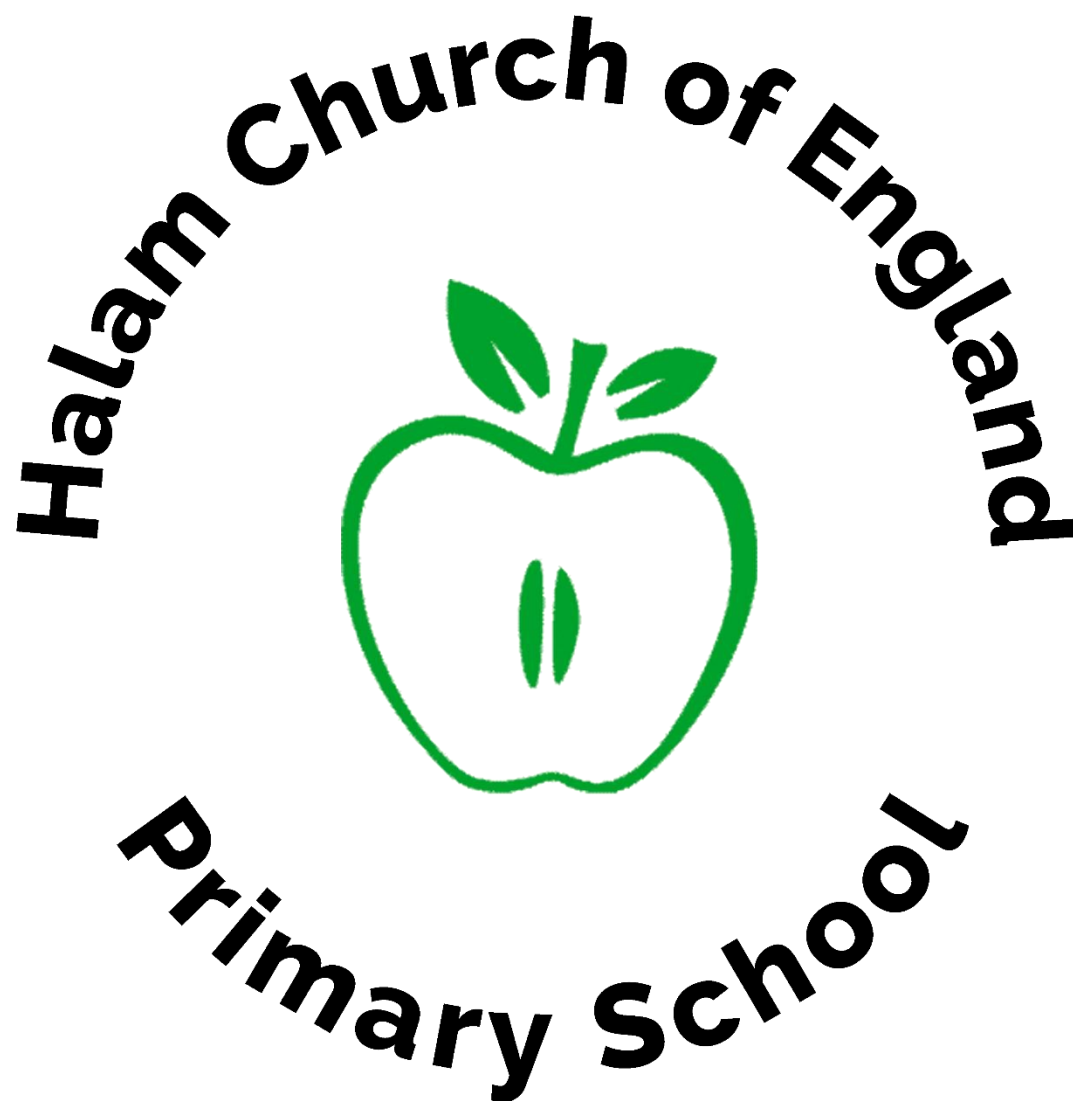




Breakfast and Tea Club Policy

Date: September 2026

Review Date: September 2027

Breakfast and Tea Club – Halam C of E Primary School

Breakfast and Tea Club is open during the school term time. It runs Monday to Friday from 7.30am until 8.50am and from 3.25pm to 5.30pm.

Aims and Responsibilities

The main aim and responsibility of Breakfast and Tea Club at Halam C of E Primary School is to ensure the health, safety, and wellbeing of each child throughout the period of their attendance, until they are escorted into school for registration or returned to their parent or carer at the end of the day.

To achieve this we will:

- Provide a safe and secure environment for the children.
- Provide a variety of stimulating and exciting play opportunities.
- Provide a snack before school at 8.00am and after school at 4.00pm.
- Ensure that drinking water is available at all times.
- Ensure that there is a qualified paediatric first aider on site at all times.
- Ensure that all staff have completed Child Protection training.
- Implement termly fire drills to ensure staff and children are aware and familiar with the procedure.

Policy

All new parents and carers will receive a copy of this policy as part of the 'Induction Package'.

The policy includes the following terms and conditions for Breakfast and Tea Club:

- Places should be booked in advance via the link which will be e-mailed out to parent and carers on a Monday for the following week.
- Bookings should be submitted **by 9.00am on a Thursday** via the form.
- Any alterations to bookings made via the online form must be submitted via email to office@halamprimary.org.uk
- Emergency bookings should be made direct to the school office by telephoning 01636 813062. The office is not staffed before 8.30am or after 1.30pm, so please email Mrs Speed on head@halamprimary.org.uk outside these hours.
- If a child is poorly or has a medical emergency and does not attend school on the booked day there will be no charge for the session and payment will be carried forward. If a child attends school but does not attend a pre booked session without notice, parents or carers may be charged for the session.
- Spaces are limited per session, a maximum of eighteen children can attend at any time. Bookings will be taken on a first come first served basis via the online booking form.
- If Breakfast or Tea Club are oversubscribed and cannot offer the requested booking parents and carers will be contacted by 12noon on a Thursday.

- Bookings will be uploaded onto the school money account ready for online payment.
- Upon arrival at the club, children will be registered by a member of staff.
- Payment should be made via the School Money account.
- Places may be withdrawn if the account goes into arrears unless a prior agreement has been made with the Executive Headteacher or School Office. Charges for extended provision can be found in (appendix 1)
- The school reserve the right, after discussion with the parents or carers, to withdraw a place for a child who does not adhere to our school values and expected behaviour.
- For after school sessions, all children must be collected on time. Late collection will result in extra charges being added to the account (appendix 1)

Breakfast and Tea Club Guidelines

These rules are to ensure the safety of the children whilst attending the club.

- Upon arrival, children will be registered. This is very important due to fire regulations.
- Parents or carers should confirm any health or dietary information prior to their child attending the session.
- It is the responsibility of the parents or carers to let the school office know if their child is not attending a session.
- Children should not bring their own toys to Breakfast and Tea Club.
- Whilst the Supervisor will endeavour to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings left behind. Please make sure that your child's belongings are suitably labelled so that they may easily be returned to them.
- Children are expected to behave appropriately at all times in accordance with the school values and the Behaviour Policy.
- Children must not leave the school site until they are collected by their parents or carers, or another responsible person by prior arrangement.

Behaviour

Whilst children are at Breakfast and Tea Club, they will be expected to follow the positive behaviour expectations below.

- Listen to all staff members and follow their instructions.
- Walk carefully around the club (no running).
- Use respectful language.
- Play kindly.

Bullying is not tolerated at all within school, and this will be dealt with immediately in line with our school policy.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with.

Safeguarding Policy

The welfare of children within our care is of utmost importance to our staff. As such we believe that we have a duty to the children, parent/carers and staff to act quickly and responsibly in any instance that causes us concern.

All Breakfast and Tea Club staff will follow the school's safeguarding policy.

Managing Medicines on School Premises

Wherever clinically possible, medicines should be prescribed by a doctor in dose frequencies which enable them to be taken outside school hours.

If your child is prescribed medicine which requires administration within school hours you must fill in a medical consent form (available from the school office) prior to the medication being given.

School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

School keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.

All medicines and care plans are kept securely in the school office and are accessible at all times to relevant staff.

Accidents

Should your child injure themselves whilst attending Breakfast and Tea Club the procedure is:

- The incident and any treatment will be recorded in the accident book, a copy of which will be sent home with the child.
- If the injury is a minor one to the head, parents or carers will be given a 'bumped head letter' along with a copy of the accident book recording of the incident.
- If the injury is more serious and requires medical treatment, the child would be assessed by the First Aider and if needed an ambulance would be called. Parents or carers would be contacted immediately.

Fire

The club has a fire evacuation plan in case of emergency, which is reviewed regularly. The club has fire extinguishers and recognised fire points.

Complaints

Any concerns regarding the care of the children should be addressed with the Supervisor or the Executive Headteacher. If the concern is not resolved, then the School's complaints policy should be followed, this can be found on the website www.halamprimary.org.uk

Appendix 1

Payment for Breakfast and Tea Club should be made via the School Money account. Bookings will be added to the account on a Friday.

If parents or carers are unable to access their School Money account they should contact the School Office for assistance.

Breakfast Club opening times and charges are as follows:

7.30am - 8.50am	£7.50
8.00am - 8.50am	£5.00
8:30am – 8:50am	£2.50

Tea Club opening times and charges are as follows:

3.25pm – 4.30pm	£5.00
3.25pm – 5.30pm	£7.50

Late collection after 5.30pm for whatever reason will incur a charge of £15 per session.

Children attending an after school club (i.e. sports club) 3.25pm – 4.30pm who require a place in Tea Club afterwards will be charged £5.00 for the Tea Club session, (this is in addition to any charge for the after school club).

Payment should be made in advance for confirmed sessions. If a session is no longer needed this must be cancelled by notifying the School Office. If a child attends school but does not attend their pre booked sessions without giving notice a charge may be made for the session.

If a child is poorly or has a medical emergency and does not attend school on the booked day there will be no charge for the session and payment will be carried forward.