



New Horizons Children's Academy

PART OF THE THINKING SCHOOLS ACADEMY TRUST



Breakfast Club Policy

Date of Policy: February 2026

Review Date: February 2027

Aims

- To provide a welcoming, safe and secure environment for pupils before the school day.
- To provide children with a nutritious breakfast at the start of the day.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Timings

- Breakfast club operates between 7.30-8.20am, the cut off for admission into breakfast club is **8.10am** to ensure all children have the time to eat breakfast.

Menu

- The breakfast menu includes: cereal, toast or fresh fruit alongside water, juice or milk. Children also have a choice from 'The Daily Special' eg beans on toast (this will vary from day to day).
- Children who attend breakfast club must not bring their own food and drink (other than water). Only food served during breakfast club is permitted.

Admissions and bookings

- Children **must** be booked into breakfast club in advance of attending by using Arbor. For any help with this please go to the school office.
- Ad-hoc users are welcomed provided bookings are made through Arbor.
- Children's attendance is recorded on Arbor.

Arrivals

- Parents/Carers are required to bring their child directly to the brown gate and use the doorbell, to ensure their child is signed in by a member of staff.
- Children **must** arrive by **8.10am**. The doorbell is not in use after **8.10am**.

Safeguarding

- All staff undertake regular training in safeguarding and the club operates in line with Keeping Children Safe in Education, alongside the schools Safeguarding and Child Protection policy and procedures.

Behaviour

- Our Breakfast Club follows the Behaviour policy and Anti-Bullying policy of the school.
- Any child who shows poor behaviour parents/carers will be informed. Persistent poor behaviour may result in short or long term exclusion from breakfast club.

First Aid

- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during breakfast club will be contacted immediately.
- All accidents will be recorded. Accident records will give details of the time, date and nature of the accident, details of the child involved, location of the injury and action taken.

Payment of fees

- If a parent/carer is experiencing difficulty with payment of breakfast club fees, they should contact the school office staff as soon as possible.
- Use of breakfast club may be restricted if payment is not received.