



Agreed By Governors -June 2026

From September 2026, Merridale Primary School will provide a free breakfast club for Merridale children in Reception to Year 6 from 8am-8.30am each day. This club runs each day that school is open. In order to access this club, children must be registered and places must be booked in advance using the Arbor app.

About the Breakfast Club offered at Merridale Primary School:

AIM:

To provide a secure, welcoming, before school facility for children to eat a healthy breakfast, improve their social skills and have a positive impact on improving their learning.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment. To develop their social skills to an age appropriate level in a positive way;
- To provide a calm 'learning through play' environment for those pupils by the planning and delivery of a range of different age-appropriate learning opportunities;

The Breakfast Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

We will provide a daily Breakfast Club in a safe, clean, secure and nurturing environment, for the children of Merridale. We will promote a culture of safety and well-being, where risks are regularly managed and first aid is continually available, if required. Our bespoke provision focuses on opportunities for pupils to enjoy a healthy breakfast the is compliant with the food safety standards as well as participate in fun, engaging activities in a relaxed, safe and social environment.

We will build strong foundations with parents and pupils, based on honesty and collaboration. We will scaffold and nurture quality - first learning opportunities, whilst celebrating and

supporting diversity, in order to foster quality-first before and after school provision, that nurtures and supports the individual child.

ORGANISATION

- Breakfast club is open to all children from Reception to Year 6 from 8.00 am to 8.30 am. It is held in the school hall.
- Pupils enter the building through the main school entrance, between 8.00am and 8.10am. Parents must leave their children at this point.
- Children take their coats and bags into the hall and are registered on entry.
- Younger children are assisted with their outer clothing and bags.
- Pupils are asked what they would like to eat and drink. Breakfast is served in a buffet style, where the children are able to see and self-select the foods that are on offer to them.
- Pupils are encouraged to have sufficient to drink to ensure adequate hydration at the start of the day.
- Children then decide what they would like for breakfast and take it to the table.
- As each child finishes their breakfast they clear away their crockery and cutlery then leave the table where activities are laid out.
- Emphasis is laid on good table manners and calm, safe behaviour throughout.
- Children must use the KS1 or KS2 toilets as appropriate if necessary.
- All activities are cleared up at 8.25 am so that the children may leave the hall and go to their classrooms at 8.30am when school starts
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office and can be accessed on Arbor by school staff.

Booking Arrangements

- All parents/carers are required to complete a registration form.
- The registration form will remain active for the duration of the pupil's time at Merridale Primary, but the need for a place at the club must be re-stated at the end of the academic year, in good time for the start of the next year.
- Once registered, places must be booked in advance using the booking form on Arbor.
- Parents/carers wanting an occasional day must notify Merridale office at least 24 hours in advance to check on availability of spaces.

Staffing

- There are a minimum of two members of staff on duty at for Merridale's Breakfast Club provision.
- The Head Teacher and/or other members of school staff are on site from approximately 7.30 am onwards.
- The staff are employed by the schools and have undergone all the necessary safeguarding checks.
- All staff are committed to on-going training and development.
- If a member of staff is absent, they must inform the Head Teacher before 7.00 am and cover will then be arranged.
- There are other members school staff who may be called to cover at short notice.

Communication and Information Sharing

- Verbal communication with parents/carers bringing children must be positive – the intention being to ensure that children have a calm and enjoyable breakfast experience.
- A club file with the daily registers, medical and dietary requirements and contact information will be maintained by the office staff and locked away in the school office, on a daily basis, to ensure confidentiality.
- The school telephone is to be used, if required, to contact parents.

Safety and Safeguarding

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No pupil will be left unsupervised in the club at any time.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible.
- Entrance to the club will be monitored to ensure security at all times. Registers will be taken at the start of each session.
- In case of an emergency, all staff and pupils will evacuate the building. Staff will escort the pupils to the designated lining up area on the KS2 playground and the register taken.
- The pupil's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office.
- A risk assessment is carried out on an annual basis.

Illness

The school has the right to exclude any pupil with an infectious disease from the wraparound provision, for example, sickness and diarrhoea, for a period of up to 48 hours or until the pupil is no longer infectious.

Medication

This will be administered in line with Merridale School policy for administering medication.

Children who require medication e.g. asthma inhalers, epi-pens will have these available in school and staff will be aware of who these children are.

First Aid

First aid will be administered in line with Merridale school procedures, with reference to the Health and Safety Policy. At least one member of staff holds a current first aid qualification.

Complaints Procedure

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Breakfast Club, the school procedure for Complaints should be adhered to which is available on the School website.

Behaviour and conduct

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising positive behaviour. The pupils are encouraged to respect themselves, each other, adults and property.

Food and Hygiene

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be swept/mopped if any debris is on the floor.
- Pupils should be encouraged to wash their hands on a regular basis and before and after eating food.
- Pupils must not be allowed in food preparation areas.
- All utensils should be kept clean and stored correctly.
- The double sink procedure should be used for washing.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned after each session.
- All spillages must be cleaned up promptly and wet floor signs used appropriately.
- All equipment, resources and tables to be cleared away at the end of each session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff preparing food will always adhere to personal hygiene recommendation.

Nutritional Food

In Breakfast club we aim to provide pupils with a nutritional breakfast to help aid concentration and learning throughout the school day. On a daily basis we aim to provide rice, oat, wheat and corn based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these, we will serve toast daily (wholemeal or 50/50). We will also provide seasonal fruits for the pupils.

Nuts are never served. Merridale is a nut-free school. Dietary requirements and allergies are always checked before serving children food.

Water and milk are served as drinks. Fruit juice is served occasionally.

Missing Pupils

In the event of a pupil should go missing in club/school premises the Headteacher/Deputy Head should be informed immediately. A thorough search should be made of the premises both internally and external. The local police should be contacted if necessary.

