



Holy Trinity Breakfast Club

Rooted in Christ, growing together

Breakfast Club Parents' Handbook



ABOUT THE CLUB

Holy Trinity Primary School has its own Breakfast Club in order to provide a seamless transition between Breakfast Club and school. It will offer the following benefits:

- Only Holy Trinity Primary School pupils will be allowed to attend
- Children will be able to go straight into school from breakfast club without leaving the school premises
- Continuity of behaviour policy – the same policy will be used as in school
- The same Christian ethos as the school will underpin the club
- The club will be run following Playwork Principles as we recognise that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities
- Only school staff members/Holy Trinity Church members will run the breakfast club
- Childcare vouchers will continue to be accepted
- Online booking and payment system (via ParentPay as for school payments)

The Breakfast Club is registered by Ofsted under our existing registration (No: 109249), and is based within the school premises, utilising the Library/ICT area, the outdoor play area and the school play equipment, as planned by the leaders. The club is open from 8.00am until 8.45am weekdays, during term time. Our last very successful Ofsted Inspection was in October 2019. You can download our last inspection report here: <https://reports.ofsted.gov.uk/provider/21/109249>

Aims

At Breakfast Club we aim to provide a safe, secure, and relaxed environment, offering a range of activities to reflect the interests of the children in our care. All of the policies referred to in this document are available on our school website.

What we offer

- Our club follows the Playwork Principles, so the children are free to choose activities and resources as they wish (<http://www.playengland.org.uk/playwork-2/playwork-principles/>)
- There will be a selection of creative activities and resources available

What we provide

We will provide the children with a range of cereals, fruit, toast and fruit juice for breakfast at no additional cost. Drinking water will be freely available throughout the session. We use fresh ingredients and follow statutory guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

The club is managed by the school's Headteacher and all staff are employed by the school governors. By providing our own Breakfast Club on our own premises, we aim to provide a seamless transition between school and club. All of our staff have experience of working with children and are suitably trained. All members of staff are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you drop off your child. If you prefer to arrange a more convenient time for a meeting please contact the Headteacher either via a member of the Breakfast Club or via the school office.

TERMS AND CONDITIONS (Revised January 2026)

Admission

Our Club is accessible to all children and families who attend our school. Admission to the club is organised by the school and where necessary, we will utilise a waiting list system. The waiting list will be operated on a first come-first served basis, apart from siblings who will have priority for the same days as a sibling already attending.

We require a completed registration form for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Booking Sessions and Payment of fees

Parents are to book the required sessions in Arbor, and we are asking that you book your sessions for each month in advance. The current fees are £4.50 per child per breakfast club session.

Fees must also be payable in advance every month through Arbor or with childcare vouchers (If you wish to use childcare vouchers, please make sure you quote which provider you use on your registration form so that we can make sure we are registered with them). The price per session per child applies to all children.

Last minute bookings can be arranged in an emergency by contacting the school office in advance. We do not charge for bank holidays and professional training days as the ASC will not run on these days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the office.

Changes to days and cancelling your place

If you need to change the days that your child attends, please contact the school office as soon as possible. We try to accommodate such changes where we can.

If you wish to cancel a session you must notify the school office as soon as possible. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

No refunds will be available except in exceptional circumstances, but credits will be provided for cancellations as follows:

- 100% credit for 48 hours' notice, from day of change
- 0% credit for less than 48 hours' notice.

This includes short term sickness and last-minute holidays or absences without sufficient notice.

Arrival

Children should arrive for breakfast club with a parent who should be present as the children sign in. Children should enter through the main entrance to the church. They will then be escorted by a member of staff through the church area and into the school hall.

Child protection

As during the school day, we are committed to safeguarding the children in our care and ensuring that they are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. (Please see our Safeguarding and Child Protection Policy for details.)

Equal opportunities

Our club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We respect and value the different racial origins, religions, cultures and languages in our school community so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practice. We will not tolerate any form of racial harassment. (Please see our Equalities Policy.)

GENERAL INFORMATION

Behaviour (children)

The benefit of running our own Breakfast Club is that we will follow the same behaviour policy during the club as the children are familiar with during the school day. This policy is based on the positive reinforcement of good behaviour and clear sanctions. A copy of our behaviour policy is available on the school website.

Children are expected to behave well at Breakfast club and follow the instructions of staff at all times. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor any bullying, aggressive, confrontational or threatening behaviour or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected. Please inform the Club Leader of any infectious illness your child contracts. If your child has had sickness or diarrhoea the same rule will apply as for school, he or she will not be able to attend the club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and staff are trained in first aid to an appropriate level. If your child has an accident whilst in our care, you will be informed.

(For details see our Health, Safety and Wellbeing Policy and Medical Needs Policy.)

Medication

Please let the school know if your child is taking prescribed medicine.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club staff or the school's headteacher. (All complaints will be dealt with in accordance with our Complaints Policy).

Insurance

Insurance cover is provided by the school's insurance arrangements with the local authority.

Loss of Property

The Breakfast Club will not be liable for the loss of property brought onto the premises by parents/carers and/or children attending the club.

CONTACT INFORMATION

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