Waterton Academy Trust

Cherry Tree Academy Breakfast Club Policy

2026-2027

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Purpose and Aims

The purpose of this policy is to outline Cherry Tree Academy's approach to providing a high-quality Breakfast Club for our pupils. The Breakfast Club is designed to offer a calm, nurturing, and inclusive environment where children can start their day positively. By providing a nutritious breakfast, we promote healthy eating habits, support pupil wellbeing, and enhance readiness for learning. The club also fosters positive relationships among pupils and staff, helping children feel settled and supported before the school day begins. Additionally, the Breakfast Club supports families by offering affordable, accessible childcare.

This initiative aligns closely with Cherry Tree Primary School's vision of fostering growth and excellence every day. It reflects our core values of being considerate, healthy, honest, inclusive, and resilient. Through this program, we ensure that every child starts the day well-nourished, ready to learn, and equipped to build positive relationships, helping them achieve their best and grow as individuals.

Operational Procedures

Breakfast Club Hours and Attendance

- The Breakfast Club will operate from 08:00 am to 8:45 am on all school days.
- Parents/carers must register their child for the Breakfast Club and pay the required fees in advance.
- Pupils are expected to arrive at the Breakfast Club by 8:15 am to ensure they have time to eat their breakfast and participate in activities before the start of the school day.
- Attendance at the Breakfast Club will be recorded and any absences followed up with parents.

Booking

Bookings for Breakfast Club are made and paid for in advance on a weekly basis, with each session costing £3.00 per child. All bookings are completed through the MCAS system. Once applications have been reviewed, confirmation of a place will be sent to parents/carers in writing.
As the school employs staff specifically to run Breakfast Club, it is essential that pupil numbers are consistent and planned for. This ensures that staffing ratios are appropriate for different age groups and that the right amount of food can be purchased, which allows us to keep costs as low as possible.
Wherever possible, the school will accommodate all applications made through the booking system. However, as Breakfast Club is often oversubscribed, places are allocated carefully to maintain consistency in numbers. A clear rationale is in place to support fair allocation when demand is higher than available capacity.

When Breakfast Club is oversubscribed, places will be allocated according to the following priority order:

Priority 1 – Children requiring full-time places (every day, every week).
Priority 2 – Children requiring part-time but permanent sessions (the same days each week, subject to availability).
Priority 3 – Children who already attend the club and require permanent extra sessions.
Priority 4 – Siblings of children who already attend the club.
Priority 5 – Children requiring irregular sessions.

At each stage of allocation, pupils who meet the criteria are considered on a first come, first served basis before moving on to the next priority group. Once ratios are reached, the club is considered full and the allocation process will cease. For example, if all available spaces are taken after Priority 1 applications, pupils in later categories may not be offered a place. In addition to the set priority criteria, the school may choose to allocate places to families who meet the definition of *exceptional circumstances*. These places may be allocated for a fixed or limited period of time. Within each priority category, the worker status of parents will also be considered, particularly those working in health and social care, education, public safety, or emergency services, which may influence allocations.
Pupils for whom the school receives Pupil Premium funding may be able to access Breakfast Club free of charge. Parents wishing to explore this should speak to the school office in the first instance.

In the event of oversubscription, a waiting list will be maintained and families will be notified when a place becomes available.

Breakfast Menu and Nutrition

The Breakfast Club will provide a range of healthy and nutritious breakfast options that may include:

- Cereals (low in sugar)
- Toast with a variety of toppings (e.g., butter, jam, honey)
- Fresh fruit
- Yoghurt
- Pastries (Monday and Friday only)
- Milk, water, and fruit juice

The school's catering team will work closely with the Breakfast Club staff to plan the menu and ensure it meets the School Food Standards. Pupils with specific dietary requirements or allergies will be catered for provided the boking is made in advance. Parents/carers will be asked to provide relevant information upon booking.

Activities and Enrichment

The Breakfast Club will offer a variety of activities and games to engage pupils, including:

- Physical activities (e.g., indoor sports, dance, yoga)
- Creative and craft activities
- Board games and puzzles
- Quiet reading and homework support

Pupils will have the opportunity to participate in these activities, as well as free play and socialisation. The Breakfast Club staff will plan and deliver a balanced programme of activities to support the physical, social, and cognitive development of pupils.

Behaviour and Safeguarding

Pupils attending the Breakfast Club are expected to follow Cherry Tree Academy's Behaviour Policy and the expectations of Breakfast Club staff. Staff will promote positive behaviour through clear expectations, praise and appropriate responses where behaviour does not meet the school's expectations.
The Breakfast Club follows Cherry Tree Academy's safeguarding policies and procedures at all times and operates in accordance with Keeping Children Safe in Education 2026. All Breakfast Club staff receive appropriate safeguarding and child protection training and understand their responsibilities for identifying, recording and reporting concerns. Any concerns about a pupil's welfare or safety will be recorded and reported promptly to the school's Designated Safeguarding Lead (DSL), or a Deputy Designated Safeguarding Lead (DDSL), in accordance with the academy's safeguarding procedures.

Fees and Financial Management

The school will set the fees for the Breakfast Club, taking into account the cost of staffing, resources and food. Fees will be reviewed annually to ensure the Breakfast Club remains affordable and accessible for families. Parents and carers are required to pay Breakfast Club fees in advance at the time of booking. The Senior Admin Officer will manage the financial records, including income, expenditure and any outstanding payments.

Where fees remain unpaid, the school office will contact the parent or carer and request that the outstanding balance is brought up to date. If payment is not made, or an agreed payment arrangement has not been put in place with the school office, further Breakfast Club sessions cannot be booked until the outstanding balance has been resolved. Families experiencing difficulty with payments are encouraged to contact the school office at the earliest opportunity to discuss their circumstances and agree appropriate arrangements.

To ensure that the Breakfast Club at Cherry Tree Academy is safe, inclusive, and financially sustainable, the school will implement several key strategies. Safety will be prioritised by adhering to rigorous health and safety protocols, maintaining appropriate staff-to-student ratios, and providing ongoing staff training in safeguarding and first aid. Inclusivity will be ensured by welcoming all pupils, regardless of background or needs, and by creating a supportive environment where every child feels valued. Financial sustainability will be achieved through careful budgeting, securing funding or subsidies where possible, and setting affordable fees for families, while regularly reviewing costs to maintain quality and accessibility.

Roles and Responsibilities

Governing Body

- Approve and review the Breakfast Club policy.
- Monitor the quality and effectiveness of the Breakfast Club provision.
- Ensure the Breakfast Club is financially viable and sustainable.

Headteacher and Senior Leadership Team

- Oversee the strategic direction and operational management of the Breakfast Club.
- Ensure the Breakfast Club is adequately staffed and resourced.
- Monitor the quality of the Breakfast Club provision and make improvements as needed.
- Communicate with parents and the wider school community about the Breakfast Club.
- Recruit, train, and supervise Breakfast Club staff.
- Ensure the Breakfast Club meets all relevant legal and safeguarding requirements.
- Maintain accurate records of attendance, finances, and any incidents or concerns.
- Liaise with the school's catering team to plan and prepare nutritious breakfast options.

Breakfast Club Staff

- Provide a warm, welcoming, and inclusive environment for all pupils.
- Ensure the safety and wellbeing of pupils attending the Breakfast Club.
- Deliver a varied programme of activities and games to engage and stimulate pupils.
- Promote healthy eating habits and model positive behaviours.
- Communicate effectively with parents and the school's leadership team.

Pupils

- Adhere to the school's behaviour policy and Breakfast Club rules.
- Treat others with respect and consideration.
- Provide feedback to staff on their experiences and suggestions for improvement.

Parents/Carers

- Register their child for the Breakfast Club and pay fees promptly through MCAS.
- Inform the Breakfast Club staff of any relevant medical or dietary requirements.
- Support their child in following the Breakfast Club's rules and expectations.
- Provide feedback to the school on the quality and effectiveness of the Breakfast Club.

Evaluation and Review

The Breakfast Club provision will be regularly monitored and evaluated to ensure it is meeting the needs of pupils and families. Any issues or concerns will be raised by Breakfast Club staff to a member of the SLT. This should be done in a timely manner.

Pupil and parent/carer feedback will be gathered through surveys and informal conversations to inform ongoing improvements. The Breakfast Club policy will be reviewed annually by the Governing Body to ensure it remains fit for purpose and aligned with the school's priorities.

The school will review this policy annually and update accordingly to include changes in the law and guidance on good practice. The policy will be promoted throughout our academy communities and shared with outside agencies and partners as required.

Document Detail	
Document Name:	CTA Breakfast Club Policy
Version:	1
Chief Officer Signature:	
Effective From:	October 2024
Approved by:	
Approval Meeting Reference:	
Next Review Date:	

Version Control

Version	Date	Author	Change/Reference
1	October 2024	S Cannon	
2	July 2025	S Cannon	Yearly review, updated to align with other policies.
3	September 2026	S Cannon	Updated to align with KCSIE 2026.