Free Breakfast Club Policy

Welsh House Farm Community School and Resource Base

“Inspired to grow and flourish”

Item	Detail
Policy Owner	Headteacher
Approval Body	Governors
Review Cycle	Annual
Next Review	October 2027
Linked Policies	Safeguarding, Health & Safety, SEND, Attendance, Medical Needs, Behaviour, Equality, Charging & Remissions

1. Policy Statement

Welsh House Farm Community School & Resource Base is committed to providing a safe, inclusive and welcoming Free Breakfast Club that supports pupils' wellbeing, attendance, punctuality and readiness to learn.

The Breakfast Club provides children with access to a healthy breakfast and a positive start to the school day. The provision aims to remove barriers to learning, support working families and contribute to improved attendance, punctuality and educational outcomes.

The school operates a universal breakfast offer in accordance with the Department for Education (DfE) Free Breakfast Club Programme requirements for eligible primary-aged pupils. Funding under the programme applies to pupils in Reception to Year 6. ***Nursery provision is operated separately and funded independently of the DfE.***

2. Aims

The Breakfast Club aims to:

- Provide access to a healthy breakfast.
- Promote positive attitudes towards healthy eating.
- Improve attendance and punctuality.
- Support children's readiness for learning.
- Reduce barriers to participation for disadvantaged pupils.
- Support families through a reliable morning provision.
- Promote inclusion and equal access.
- Provide a calm and structured start to the school day.
- Improve educational outcomes through increased engagement and attendance.

3. Eligibility

The Free Breakfast Club is available to:

- All pupils in Reception to Year 6.
- Pupils attending the school's Resource Base.

Although Nursery pupils are not eligible for funding under the DfE Free Breakfast Clubs Programme, Welsh House Farm Community School & Resource Base is committed to ensuring an equitable and inclusive breakfast offer.

Nursery-aged children attending the school will therefore be offered breakfast alongside other pupils. The cost of breakfast provided to Nursery children will be met from the school's delegated budget and will not be charged to the DfE Free Breakfast Clubs Grant.

4. Operation of the Breakfast Offer

The Free Breakfast Offer operates on every school day during term time.

A designated breakfast service area is located near the main entrance to the school. Pupils arriving between **8:15am and 8.45am** will be offered a free breakfast upon arrival before proceeding to their classrooms.

The provision is designed to ensure that all pupils have access to a healthy breakfast at the start of the school day and does not require advance booking.

5. School Day Arrangements

Available every school day at Welsh House Farm Community School & Resource Base (8.15am – 8.45am).

Chill & Chat
Enjoy breakfast, calming activities and relaxing music in the hall.

Grab & Go Breakfast
Collect a breakfast item and head straight to class for reading, maths and other morning learning activities.

Have you signed your child up? Please visit the school office to register.

Nursery children do not miss out. Although DfE funding only applies to Reception to Year 6 pupils, Nursery children are welcome to attend our Soft Start session from 8:30am – No need to sign up.

6. Roles and Responsibilities

Headteacher

The Headteacher will ensure that:

- DfE Compliance Monitoring
- Daily attendance records are maintained.
- Required DfE returns are submitted on time.
- Records are retained for audit purposes.
- Funding is used only for approved expenditure.
- No duplicate funding is claimed.
- Inclusive access arrangements are in place. Breakfast Club provision remains compliant with programme requirements

Breakfast Club Lead

The Breakfast Club Lead will:

- Manage daily operations.
- Maintain attendance records.
- Liaise with parents.
- Monitor food provision.
- Support vulnerable pupils.

7. Funding and Financial Management

Funding received through the DfE programme must only be used for:

- Breakfast food and drink;
- Delivery of breakfast provision;
- Staffing costs;
- Administration and operation of the Breakfast Club.

Funding must not be used for:

- Lunch provision;
- Other childcare activities;
- Nursery provision;
- Non-breakfast club expenditure.

The school will maintain auditable records of:

- Income;
- Expenditure;
- Attendance;
- Staffing costs;
- Procurement decisions.

Records will be retained for seven years.

8. Food and Nutrition

The school will provide a healthy breakfast offer that may include:

- Wholegrain cereals;
- Toast and bagels;
- Fruit;
- Milk;
- Water.

The school will:

- Promote healthy eating;
- Minimise foods high in sugar;
- Accommodate medical needs;

- Accommodate cultural and religious dietary requirements.

9. SEND and Inclusion

Welsh House Farm is committed to ensuring Breakfast Club provision is fully inclusive.

Reasonable adjustments will be made for:

- SEND pupils;
- EHCP pupils;
- Resource Base pupils;
- Pupils with disabilities;
- Pupils with medical conditions.

Breakfast Club provision will support the school's trauma-informed and attachment-aware approach and reflect the values of the Purple Heart Strategy.

10. Safeguarding

Breakfast Club forms part of the school's safeguarding provision.

All staff working within Breakfast Club will:

- Hold safeguarding training.
- Follow Child Protection procedures.
- Report concerns immediately.
- Follow medical and first aid protocols.
- The Designated Safeguarding Lead retains overall safeguarding responsibility.

11. Medical Needs and Allergies

The school will maintain:

- Allergy register;
- Healthcare plans;
- Emergency medication procedures.

Staff will be informed of:

- Allergies;
- Dietary restrictions;
- Medical conditions.

Emergency medication will be readily accessible where required.

12. Behaviour Expectations

Breakfast Club follows the school's Behaviour Policy.

Children are expected to:

- Respect others.
- Follow staff instructions.
- Use equipment safely.
- Demonstrate positive behaviour.

Persistent unacceptable behaviour may result in review of Breakfast Club arrangements.

13. Attendance and Punctuality

Breakfast Club supports:

- Improved attendance.
- Improved punctuality.
- Reduced persistent absence.
- Engagement of vulnerable pupils.

Attendance will be recorded daily.

The school will retain attendance records and submit information required under the DfE programme.

Appendix A
Funding

If your school starts delivering from September 2026

You will receive the start-up grant and the upfront daily payment for the autumn term, in late October 2026 for maintained schools or early November 2026 for academies.

The per-pupil payments for autumn term and the upfront daily payment for spring, will be paid in late February or early March 2027.

The per-pupil payments for the spring term, and the daily payment for the summer term, will be paid in late May or early June 2027.

Appendix B
Data & Attendance Codes

The Government is committed to rolling out free breakfast clubs in all state funded schools with primary-aged children.

By reporting free breakfast club attendance data, you are helping monitor and assess the impact of the programme and continue to learn what works in delivering free breakfast clubs.

In autumn term 2026, this data will be used for monitoring and evaluation purposes only. We will assess the quality and robustness of the data before we consider using it for any other purposes, including to inform funding allocations. Schools will be required to continue to report the number of pupils attending the free breakfast club over a one-week period through the grant monitoring form once a term. This data will continue to be used to determine their in-arrears per pupil funding.

In autumn term 2026, schools will be required to report the number of pupils attending the free breakfast club over a one-week period through the grant monitoring form once a term. This data will continue to be used to determine their in-arrears per pupil funding; the data recorded in MIS and reported through the census will not be used to inform funding allocations. However, this information may be used for assurance purposes.

Free breakfast club attendance and absence codes

Schools should use the appropriate code to mark the attendance of pupils in reception to year 6 at the free breakfast club or record the partial or full closure of the free breakfast club.

Schools do not need to record non-attendance at the free breakfast club when the club is fully or partially open. Pupils without a code (or a 'blank' mark) will be considered not to have attended and be coded as **FBC0 (not present at the free breakfast club)**. Reasons for non-attendance do not need to be recorded in the register.

The codes enable schools to record, in a consistent way, pupil attendance at the free breakfast club and cases where free breakfast club provision was not available to all or some pupils.

Attending the breakfast club

Code FBC1: Present at the free breakfast club

The pupil has attended the free breakfast club before the start of the school day.

The aims of the universally accessible free breakfast clubs are not only to provide pupils with a breakfast ahead of the school day, but to provide pupils with a soft start to the school day and to reduce financial burdens of childcare on parents and carers. Schools should record only those pupils whom they judge to arrive in time to benefit from an earlier start to the school day. See the 'Reporting pupil numbers' section of the free breakfast club guidance for further information.

Full or partial closure of the free breakfast club

As set out in the free breakfast club guidance and conditions of grant, schools participating in the Free Breakfast Club Programme are expected to run a free breakfast club open to all pupils in reception to year 6 daily. The following codes should be used in exceptional circumstances where the free breakfast club is not available for any pupils or is available for some pupils but not others. Schools facing significant challenges in delivering their club should seek support from the Department.

Where the club is fully or partially closed for the reasons below, the appropriate code should be used at a whole-school level. Marks are not needed against individual pupils.

Where the club is partially closed, pupils who attend should be marked as attended as normal.

Where the school is closed in full on a planned basis (for example, during half term), free breakfast club attendance closure does not need to be recorded for that day.

Full closure

Code FBC2: The free breakfast club is fully closed due to staff shortages

All pupils are unable to attend because the free breakfast club is fully closed due to staff shortages, such as where the school has judged that there is an insufficient number of staff to meet the needs of all children and ensure their safety to open the club.

Code FBC3: The free breakfast club is fully closed due to unsuitable space or premises

All pupils are unable to attend because the free breakfast club is fully closed due to unsuitable space or premises, such as where part of the school premise is unavoidably out of

use and the breakfast club cannot practicably be accommodated in those parts of the premises that remain in use.

Code FBC4: The free breakfast club is fully closed due to other reasons
All pupils are unable to attend because the free breakfast club is fully closed due to other reasons, such as the school is closed unexpectedly (e.g., due to adverse weather).

Partial closure Code FBC5: Unable to attend the free breakfast club due to staff shortages
Some pupils are unable to attend because the free breakfast club is partially closed due to staff shortages.

The staff-to-child ratios of the free breakfast club depend on the age of the children and the qualification levels of staff. Staffing arrangements must meet the needs of all children and ensure their safety. Schools and providers must ensure that children are adequately supervised, especially while eating, and decide how to use staff to ensure children's needs are met.

When EYFS children are eating there should always be a member of staff in the room. The staff member must have a valid paediatric first aid certificate for a full course, consistent with the criteria set out in Annex A of the EYFS statutory framework.

Code FBC6: Unable to attend the free breakfast club due to unsuitable space or premises
Some pupils are unable to attend because the free breakfast club is partially closed due to unsuitable space or premises, such as where space or facilities are unavailable to meet a child's needs and safely allow the child to attend.

Code FBC7: Unable to attend the free breakfast club due to other reasons
Some pupils are unable to attend because the free breakfast club is partially closed due to other reasons.

Appendix C
The school food standards

The school food standards were designed by government to help children and young people develop healthy eating habits, and ensure that they have the energy and nutrition they need throughout the entire school day. The Standards specify which types of food should be served and how often.

The school food standards apply to breakfast clubs.

- Since staff are usually unaware of what is on the lunch menu each day, pastries and starchy foods cooked in oil (for example, hash browns) should not be served at breakfast club.

- No cakes, biscuits, or confectionary should be served at breakfast. This means nothing chocolate coated, and no chocolate, biscuit or marshmallow spread.

- Baked beans are a great option where possible, but should be low- sugar, low-salt options and served no more than once a week.

- Watch out for high-sugar foods - choose low-sugar jams, plain yoghurts, and cereals without added sugar or honey.

- Serve honey as a topping no more than twice a week.