



# EXTENDED SERVICES BREAKFAST CLUB GUIDANCE

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<b>Division:</b>	<b>Extended Service in and around Schools</b>
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## **ABOUT THIS BOOKLET**

This guidance is for Head Teachers, Teachers, Teaching Assistants, and any other staff involved in the setting up or running a Breakfast Club. It may also be of interest to parents and pupils who wish to use a Breakfast Club. The guidance includes issues to consider whilst thinking about setting up a Breakfast Club as well as practical day-to-day advice on running the club.

The booklet provides guidance on activities that can involve pupils, parents, staff, governors and the wider community, working in partnership towards developing as an Extended School.



## **WHAT IS A BREAKFAST CLUB?**

Breakfast Clubs are an example of out-of-hours school provision for children, offering pupils social and learning opportunities before lessons begin.

Breakfast Clubs are children-centred and provide a safe environment for pupils. Children can enjoy social opportunities and something to eat at the beginning of the school day; parents can feel secure in the knowledge that their children are receiving childcare.

Clubs are normally based in schools but can be set up in community settings, which support a number of schools. They may run every day of the week or just on selected days.

Typically Breakfast Clubs last between 45 minutes and 1 hour 15 minutes and provide food and/or additional activities and support for pupils.

They can be run by school caterers, other school staff, private childcare providers or volunteers and often take place in school dining halls or other communal spaces within the school.

Breakfast Clubs provide enormous opportunities to promote healthy eating through providing a balanced breakfast and advice on healthy eating.

## **WHAT ARE THE BENEFITS OF A BREAKFAST CLUB?**

The benefits of a Breakfast Club are immense and extremely varied. The setting up of a Breakfast Club can have a positive impact on pupils, staff, parents and the wider community and facilitate relationships between different groups within the school.

A Breakfast Club can :

- Provides an opportunity for pupils and staff to eat breakfast, in a stimulating environment.
- Have a positive effect on pupil's concentration and performance throughout the day.
- Engage pupils in making healthier choices about their diet by providing them with encouragement, knowledge and support.
- Improve pupil attendance and punctuality.
- Lead to better social interaction and skills between pupils.
- Increase the contact between parents and teachers.
- Improve pupils' motivation and self confidence through relationships with adults other than teachers

- Create a renewed interest in curriculum subject and increase curriculum time for learning.
- Benefit low income families by providing a low cost breakfast.
- Provide extended childcare for families who work.

### **IS A BREAKFAST CLUB NEEDED IN YOUR SCHOOL?**

Before you go ahead and set up a Breakfast Club in your school it is important that you think about the needs that you hope to meet and whether having a Breakfast Club is the best way of addressing these needs. For example, if you are worried about the eating habits of your pupils, a Fruit Tuck Shop or a chat with the school caterers may meet this need more effectively than a Breakfast Club. If after you have surveyed parents/carers and it is felt that a conventional Breakfast Club is not required, you may look into offering a different Extended School activity e.g. Family Learning which could be accessed by families from other schools. In any event it is advisable to consult with the Extended Schools Team who will have an overview of local provision and what is on offer at other schools in your community. See **'Who can Help'**

### **IS THERE A DEMAND?**

Having a Breakfast Club in your school may sound like a great idea. However, in order for the club to be successful you need to ensure there is a demand for the service. If you are not sure what the take up will be, it may be useful to carry out some kind of survey with pupils and parents. This can be done in the playground before school, at a parent's evening or via a newsletter.

Examples of possible pupil and parent surveys can be found at the back of this booklet.

### **DO YOU HAVE SUFFICIENT SPACE?**

Do you have suitable space in which to prepare and serve breakfast? Will it be available at a desirable time each morning? If you have queries about the amount of space that you need to run a childcare facility, contact your Childcare Development Officer. See **'Who can Help'**

### **HAVE YOU THOUGHT ABOUT THE TIMING OF THE CLUB?**

Clubs vary in the length of time they run, from less than 30mins to over an hour and a half. Remember to allow staff time either side for setting and clearing up.

## **WHAT TYPE OF BREAKFAST CLUB IS SUITABLE FOR YOUR SCHOOL?**

As with all Extended School activities, the school may run the club itself or contract an outside agency to run the club.

There are 3 main types of Breakfast Club, the one that suits your school will depend on the needs of your school and the local community.

### **'Tea and Toast' Clubs**

This type of club is useful where access to catering facilities is limited, but where you are able to set up an area for food preparation. It is ideal for serving cereals, toast, fruit, juice and hot drinks. You would need to ensure that staff have appropriate training and qualifications in basic food hygiene. Make sure the facilities include adequate storage and an area for preparing and clearing away food. This includes access to a fridge, hot water and rubbish disposal.

The advantages of running a club like this are:

- You can be flexible in where you hold it.
- You can create a relaxed atmosphere.
- You can be more responsive to the needs of the pupils with food choices and menu variety.
- You have greater control over the type of breakfast foods on offer, as you are not tied into contracts or set menus.

### **'Canteen and Server' Clubs**

These clubs use professional catering staff and resources, in most cases they are staffed by Barnet Catering Service personnel, often as an extension of the school's standard catering contract. You may also be able to negotiate to employ a minimum number of school catering staff and supplement these with alternative staff including lunch time supervisors, parent and volunteers. These clubs operate either a server style self service buffet or a canteen style service with staff serving pupils at the counter.

### **'Activity' Breakfast Clubs**

Some clubs provide activities to run alongside of this, one example being the 'Barnet Schools Sports Partnership' who run in partnership with schools to provide sports activities. However you do need to think about the time you have available, as the pupils need enough time to join in the activities as well as eat the breakfast. In addition, it is important that the social aspects of eating together are not neglected, as Breakfast Clubs can be an important way of promoting social and emotional well being at school.

Additional activities for Breakfast Clubs:

- ICT, developing an Internet Café ;
- Homework club, giving pupils catch up time for their studies;
- Music, where pupils can listen to music, sing, make their own music;
- A reading area, where pupils can read, make up stories and poems and produce their own books or listen to story tapes;

- Newspapers for the older children to read;
- Board Games;
- Physical activities, including football, basketball, aerobics and yoga;
- Hobbies, where pupils can follow their own interests in school.
- A maths challenge, where maths puzzles and logical problem-solving activities are available.

The type of school, the style of service and the resources available will dictate the additional activities a Breakfast Club includes. Be realistic and choose what works best for your school.

If you have a contract with Barnet Catering Services you may be in a position to extend this to include your Breakfast Club. See **'Who can Help?'**

### **WHAT ARE THE AIMS?**

Once you have established there is a need for a Breakfast Club, a space in which to hold it and some staff to run it, you need to decide what are the aims of your Breakfast Club and which families you are going to target, some clubs have specific aims for example:

- Providing childcare for working parents;
- To support and encourage pupils to be on time for registration and/or attend school;
- Increase levels and enjoyment of physical activities;
- To provide a nutritious start to the day;
- To offer extra curriculum activities to enhance children's education.

It is important to be clear what your aim of the club is and why you wish to offer this service as this will affect what you offer and how effective it is. It may help to write a 'mission statement'.

### **WHAT EQUIPMENT DO YOU NEED?**

It is possible to set up a Breakfast Club without spending a huge amount of money on equipment. Listed below are essential equipment needed and a list of desirable/optional equipment.

#### **Essential**

- A suitable room
- Tables and chairs
- Cutlery and crockery
- Use of a fridge
- Storage cupboard
- Toaster
- Kettle
- Air tight containers for storing cereals
- Use of a sink
- Cleaning materials
- Register/signing in book

- Secure money box

### **DESIRABLE/OPTIONAL EQUIPMENT**

- Microwave
- Blender/juicer

Home comforts such as.....

- Table clothes
- Quiet area with cushions
- Books, comic and newspapers
- Radio/CD player and CD's
- Posters/pictures on the wall
- Board games, puzzles and drawing equipment

### **WHAT SHOULD YOU SERVE?**

Ensure that the choices available reflect the healthy eating messages. When producing breakfast menus take advice from health professionals, the caterers and involve the children/parents/carers by sending out a simple questionnaire. Gain recognition through the Healthy Schools Programme. Engage the school Council and other relevant groups to discuss the planning of breakfast club menus.

In terms of offering a healthier breakfast, clubs should try and provide each of the following every day:

- A good portion of starchy food, e.g. low salt/sugar breakfast cereals, bread, toast, sandwich or bagels;
- Plenty of fruit and vegetables choices, e.g. orange juice, fruit (fresh, canned or dried), cooked tomatoes or baked beans;
- A portion of milk or dairy food e.g. semi skimmed milk on cereals or a low fat yoghurt;
- A choice of drinks, e.g. water, fruit juice, semi skimmed milk.

### **WHAT ABOUT STAFFING?**

The staff that greet the pupils and parents should be welcoming and professional. They will be expected to provide a safe and controlled environment and encourage pupils to have a healthy, sociable start to the day. It might be advisable to get people who are already employed by the school and are known by the pupils to run the club.

You will need at least two people to run the club with one of them taking a lead position and being present every day as this provides routine and continuity.

If pupils under the age of 8 are to attend the club and it is to be registered with OFSTED then there is a requirement to have one member of staff for every 8 pupils. In reality most clubs will attract pupils of a variety of different ages, if you have any queries about staff/pupil ratio's contact your Childcare Registration Officer. See **'Who can Help?'**

Volunteers can also be a great help . Can you identify any parents /governors/ older pupils who may be able to help run activities on one or more days of the week? Perhaps you could link with a local secondary school or college to find volunteers.

Staff may be employed directly by the school or by a private provider . If a private provider recruits and employs staff and runs the club then both partners should ensure that a management/steering committee is set up to facilitate communication between the provider and the school on issues about the Breakfast Club. The staff should be given copies of the following policies on Behaviour and Equal Opportunities and Lease/Licence agreement.

### **WHAT ARE THE RESPONSIBILITIES OF THE STAFF?**

The responsibilities of the different members of staff involved in running the Breakfast Club need to be made clear. As well as setting up, serving and clearing away, staff will be involved in purchasing, storing food, stock keeping, budgets and organising activities.

Staff should also:

- Encourage healthy food choices
- Monitor and evaluate the effectiveness of the club
- Welcome parents to attend the Breakfast Club and keep them informed
- Help to identify children who may be vulnerable
- Be responsible for Health & Safety

### **MEETING THE COSTS OF YOUR BREAKFAST CLUB**

There may be funding available to start up and run your Breakfast Club. However, services will need to be developed in such a way as to ensure affordable and sustainable. This will involve devising a clear charging policy for those activities that should attract a fee, for example, childcare. Some parents may be eligible for the Working Tax Credit to help support some of the costs of the childcare.

The budgeting for your Breakfast Club depends on the type of club. Charging helps to mainstream the service and contribute to its continuation.

#### **Health/Social Care/Education Need**

The majority of Breakfast Clubs make a charge, although some offer free breakfasts to families on a low income. The price you charge depends upon your costs; if you have a grant to cover staff costs then you only need to charge pupils for food and running costs for the premises. If food is provided through fundraising or local sponsorship, costs will be minimal.

You could consider discounts for families who have more than one member attending the club e.g. second child half price or a discount for regular users e.g. pay for 4 days get 5th free. You may need to decide whether you want payments in advance or paid on a weekly/daily basis.

## **Childcare**

Clubs operating under the childcare umbrella would need to draw up a Business Plan which can be used as a point of reference for a wide range of functions including:- aims and objectives; training; marketing; cash flows and budgeting. When setting up a childcare club you need to ensure that your running costs can be met from your income.

The Business Support Officer from the Early Years Development Team can advise you on financial business planning issues for childcare.

See '**Who can Help?**'

## **Catering Service**

If the Barnet Catering Service is offering the service they will set the price of the breakfast. See '**Who can Help?**'

If the Barnet Catering Service are not providing the food or taking the money, it is important that the Breakfast Club has a separate budget and that somebody takes responsibility for the accounts. **If the school is running the club you need to set up a separate bank account.**

## **HOW CAN YOU MAKE YOUR BREAKFAST CLUB SAFE, LEGAL AND INCLUSIVE?**

### **Food Safety**

Hygiene awareness is recommended for all staff running a breakfast club. There is training available in Barnet. See '**Who can Help?**'

### **Health & Safety**

Generally health and safety precautions for breakfast clubs are the same for the rest of the school. You will also need to ensure that the Breakfast Club complies with the relevant Food Safety Regulations . This is quite straight forward if you provide basic breakfast items such as toast and spreads, cereal and milk and hot/cold drinks, however if you are cooking raw foods, it is recommended that you obtain further information and advice from your local Environmental Health Team. For further information please request a copy of the supporting guidance 'Breakfast Club Health & Safety' from the Extended Services Team. There is also training available in Barnet. See '**Who can Help?**'

### **First Aid**

It is essential to identify a named First Aider at your Breakfast Club. There is training available in Barnet. See '**Who can Help?**'

Where Childcare is provided the OFSTED requirement is attendance at a 12 hour Paediatric First Aid course.

### **Insurance**

The Breakfast Club may be covered by the school insurance (private providers will probably not be covered but should have insurance of their own), this needs to be checked and amendments/further arrangements should be made.

## **Registration**

Due to the impending changes to Ofsted Regulations it is advisable for all childcare providers to inform Ofsted of new groups or changes in services. For more information and regular updates phone the Childcare Registration Officer. See **'Who can Help'**

## **Child Protection**

All settings which work with children must have policies and procedures on Child Protection. If Breakfast Club staff are school employees, the school policy should be adopted. All Breakfast Club staff should take time to read these policies and should know who the school Child Protection Co-ordinator is.

## **Supervision**

There should be a minimum of two staff running the Breakfast Club at all times.

## **Employing Staff**

Staff must have CRB clearance from the Criminal Records Bureau. All staff should be provided with a job description for their duties at the Breakfast Club. This applies whether staff have been previously working with the school or whether they are newly appointed. If staff are employed by a voluntary or private company it is important to have mechanisms in place for communicating with the school management team about staffing, particularly on issues such as CRB clearance and Health and Safety.

If new staff are being appointed consider having pupils or parents involved in the recruitment process. Contact your schools Personnel Advisor for advice on pay scales, alterations to contracts and other personnel issues.

## **Working with Volunteers**

Anyone with unsupervised access to children under the age of 18 should have clearance from the Criminal Records Bureau. Volunteers who have not been cleared must be supervised by a cleared adult at all times. If clubs are operating as private organisations it is the responsibility of the club (not the school) to ensure that these procedures are followed

## **Inclusion**

Breakfast Clubs are covered by the school policy on Equal Opportunities; all staff should be aware and follow the policy.

By taking steps towards making your Breakfast Club more inclusive, you can increase the participation of all children in the activities and learning that you provide. Inclusion means equally valuing everyone in the club and putting those values into action. Inclusive procedures can range from adapting games and activities so all the children can take part, writing your newsletters in larger font to cater for parent/carers/staff with visual impairment or employing an extra member of staff to care for a child attending the club. For more support and advice on running an inclusive club contact the: Inclusive Play Opportunities Project. See **'Who can Help'?**

## **HOW TO PROMOTE YOUR BREAKFAST CLUB?**

Before you begin, publicise the club to pupils, staff, parents and the local community. Make sure that everyone knows when it will start, where it will be held, who can join in, the menu and how much it will cost.

Promotion can also include:

- Displaying posters around the school, perhaps designed by the pupils, maybe have a poster designing competition;
- Keeping parent/carers up to date in the school newsletter/website;
- Invite the local press to cover the opening and to take photographs;
- Talking about the opening of the club in assembly or at the school council;
- Sending special invitations to parents/pupils for the opening day;
- Have a 'countdown-to-opening' calendar prominently displayed in the entrance hall;
- Running an open day raffle.

Promotion of the club should be continuous, not just a one off. Special events, theme days and family days when the whole family is invited add interest and help sustain the club.

## **KEEPING YOUR CLUB GOING?**

If your club is fun and the food is tasty and well presented you should find the number of pupils attending stays the same or increases. Attract new members to the club by;

- Setting up a reward scheme linked to attendance;
- Offer vouchers towards the cost of the breakfast for achievement in other areas of school;
- Have an award for breakfast member of the week/month;
- Offering a free breakfast to any member who brings someone new to the club;

It is important to review and monitor the club regularly to evaluate its success and establish whether it is meeting its original aims, such as improving attendance or improving concentration in the class. This may include recording attendance numbers, surveying opinions from the school community and discussing the operation at school council. Surveys might be carried out by the pupils as part of the formal school curriculum e.g. in food technology or PSHE lessons.

## **Funding**

It is important that you start applying for additional funding in advance of you needing it. Getting funding together can seem daunting, however there are many sources from which you can obtain money if you have the time to devote to fundraising. Below are a few fundraising tips;

- Charging for breakfast is a good way of sustaining the Breakfast Club;
- When looking for funding, you need to match the needs of the beneficiaries with the aims of the donors;
- Keep your proposal as simple as possible;
- Approach local businesses as they may want to have opportunities for good PR, or be keen to build links with schools.
- Wherever your funding comes from, you will need to account for how it has been spent;
- Keep current funders informed and invite them to events, so that they will see that they are getting a return on their investment and may be more likely to continue to fund you in the future.

## PARENT BREAKFAST CLUB SURVEY

We are considering setting up a Breakfast Club which would provide a nutritious low cost breakfast to pupils before school.

In order to help us decide whether this would be popular, please could you complete the following questionnaire?

1. Do you think it would be a good idea to have a Breakfast Club in our School?

**YES**

**NO**

2. Would your child/children use the club?

**YES**

**NO**

3. How often do you think your child/children would use the Breakfast Club?

4. What do you think would be a reasonable price to pay for Breakfast Club?

5. What foods/drink do you suggest the club could serve?

6. What would most attract you to use the club?

- |  |                          |
|--|--------------------------|
| A healthy breakfast                        | <input type="checkbox"/> |
| Value for money                            | <input type="checkbox"/> |
| A sociable start to the day for your child | <input type="checkbox"/> |
| Childcare so you can study/work            | <input type="checkbox"/> |
| Other activities offered at breakfast time | <input type="checkbox"/> |

Please include any other comments or suggestions below:

**THANK YOU FOR YOUR HELP**

## CHILDREN'S BREAKFAST CLUB SURVEY

If everyone thinks it is a good idea we would like to start a Breakfast Club. This is a chance to come to school early and have breakfast with your friends. Please can you answer these questions to help us decide?

1. Do you think it would be a good idea to have a Breakfast Club in our school?

**YES**

**NO**

2. Would you use the club?

**YES**

**NO**

3. Tick the thing you think would be the best bit about a Breakfast Club?

Eating breakfast with my friends

Not having to rush my breakfast at home

Having a choice of healthy breakfast food

Please write any other reason you would like a breakfast club:

4. Tick the food and drink you would like to have at breakfast time

Toast

Cereal and Milk

Porridge

Fruit Juice

Fresh Fruit

5. How often would you think you would use the breakfast club?

**THANK YOU FOR YOUR HELP**

## **WHO CAN HELP YOU?**

### **London Borough of Barnet**

Extended Services Team  
North London Business Park  
Building 4  
Oakliegh Rd South  
N11 1NP

Extended Services Co-ordinator – Rebecca Franklin  
020 8359 7604  
[Rebecca.franklin@barnet.gov.uk](mailto:Rebecca.franklin@barnet.gov.uk)

Extended Services Co-ordinator – Tina Candler  
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Extended Services Development Officer – Marion Young  
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020 8359 7614/7605  
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Business Support Officer - Zahid Parvez  
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[zahid.parvez@barnet.gov.uk](mailto:zahid.parvez@barnet.gov.uk)

Senior CIS Marketing Officer - Fiona Keaveney  
020 8359 7386  
[Fiona.keaveney@barnet.gov.uk](mailto:Fiona.keaveney@barnet.gov.uk)

Barnet Children's Information Service  
Freephone: 0800 389 8312  
[www.barnet.gov.uk/cis](http://www.barnet.gov.uk/cis)

Barnet Catering Services  
Barnet Catering Service Manager - Teresa Goodall  
020 8359 5140  
[teresa.goodall@barnet.gov.uk](mailto:teresa.goodall@barnet.gov.uk)

Education Development and Consultancy (Training for School Staff)  
Education Development and Consultancy Manager – Richard Griggs  
[www.cpd.barnet.lgfl.net](http://www.cpd.barnet.lgfl.net)

Workforce Development Officer - Trish Thorpe  
(Training for private/volunteer staff)  
Childcare Development Team  
020 8359 7602  
[trish.thorpe@barnet.gov.uk](mailto:trish.thorpe@barnet.gov.uk)

### **Other Organisations**

Inclusive Play Opportunities Project (IPOP)  
Salisbury Rd  
Barnet  
EN5 4JP  
020 8441 0404

Barnet Play Association  
4 Plantagenet House  
Plantagenet Rd  
New Barnet  
EN5 5JQ  
020 8344 2755

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