



# Morning Club Policy 2026/27

**Approved by:** FGB

**Date:** April 2026

**Last reviewed:** April 2026

**Next review due:** April 2028

## Introduction

At Sedgeberrow C of E First School and Preschool, we are proud to offer a Morning Club that welcomes all children. Our aim is to create a warm, safe, and supportive environment where children can start their day positively. We expect the same high standards of behaviour as we do during the school day so that every child feels happy and secure.

## Our Aims

We aim to:

- Provide a safe, secure, and caring environment for all children.
- Offer enjoyable play and social experiences in a group setting.

To support these aims, we:

- Run Morning Club sessions every day.
- Regularly clean and check all equipment and areas used by the club.
- Ensure a qualified first aider is always onsite.
- Hold regular fire drills so staff and children are familiar with emergency procedures.
- Encourage independence, creativity, exploration, and positive behaviour.

## Opening Hours

**Breakfast Club (Monday–Friday):** 8:00am – 8:45am

**Arrival times:** 8:00, 8:15, and 8:30



Head Teacher: Mr Phil Croke  
🏠 Main Street, Sedgeberrow, WR117UE

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✉ [office@sedgeberrow.worcs.sch.uk](mailto:office@sedgeberrow.worcs.sch.uk)

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## Security

We are committed to keeping all children safe. Staff follow these procedures:

- Children are never left unsupervised.
- Children will only be collected by a recognised parent/carer unless notice has been provided.
- The entrance door remains locked and monitored; children are registered on arrival.
- Parental consent will be sought for any photographs or videos used for promotional purposes.
- All school policies apply during Morning Club.

## Parental Involvement

We value strong partnerships with parents and carers. Working together helps ensure a happy, relaxed environment where each child can thrive.

- We welcome and value parents' views and feedback.
- Staff will communicate regularly with parents/carers about their child's wellbeing, progress, and achievements.
- If we have concerns about a child's progress, health, or behaviour, we will contact parents/carers.
- Likewise, we encourage parents to speak to a member of staff or the manager if they have any questions or concerns—no matter how small.

## Complaints

Morning Club follows the school's Complaints Policy.

If a parent, child, or staff member has a concern:

1. Speak to a member of Morning Club staff, who will listen and aim to resolve the issue.
2. If the matter remains unresolved, please contact the Headteacher.
3. If a complaint involves a member of staff, it will be handled by the Headteacher and Governing Body in line with school policy.
4. All formal complaints will be recorded.



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## Behaviour Expectations

Morning Club follows the school's Behaviour Policy. We have the same expectations as for the rest of the school day.

We aim to offer a caring, stimulating environment with engaging activities for all children. We promote:

- Respect for oneself, others, and property
- Positive behaviour, reinforced through praise and encouragement
- Fair, consistent rules
- Positive role modelling by staff

### Sanctions may be used if a child:

- Displays behaviour that could harm or upset another child or adult.
- Shows disrespect, disrupts play, or damages equipment.

If a child's behaviour is frequently poor, the school may withdraw access to Morning Club.

## Supporting SEND, Behavioural, and Emotional Needs

We aim to meet the individual needs of every child. For children showing withdrawn or anxious behaviour, we may:

- Offer praise and rewards
- Provide extra encouragement
- Give one-to-one support, gradually reducing assistance to build independence
- Include the child in small-group activities and increase group sizes over time

## Safeguarding

Morning Club adheres fully to the school's Safeguarding Policy.

- Children must inform a staff member before going to the toilet. Reception children are accompanied by an older "buddy."
- To protect children, all staff, volunteers, and visitors must store electronic devices (e.g., phones, cameras, USB drives) in a secure area.



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- Parents/carers must not use mobile phones while dropping off children.

## Health and Safety

Health and safety is a high priority. We:

- Carry out regular risk assessments
- Maintain a clean and safe environment
- Ensure a qualified first aider is always present



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