

BREAKFAST CLUBS

A HOW TO...GUIDE



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AND

Kellogg's

FOREWORD

I am delighted to introduce this guide. I am aware that many of us have long believed that breakfast clubs can be good for children's education, health and development. The evidence in this guide supports this view, but it also provides the advice and practical tips to give more children the chance to benefit from breakfast clubs.

The Government has a wide ranging strategy to improve educational standards and to increase childcare opportunities for working parents. Breakfast clubs can support this strategy by offering before-school learning activities and by providing breakfast or early morning care for children.

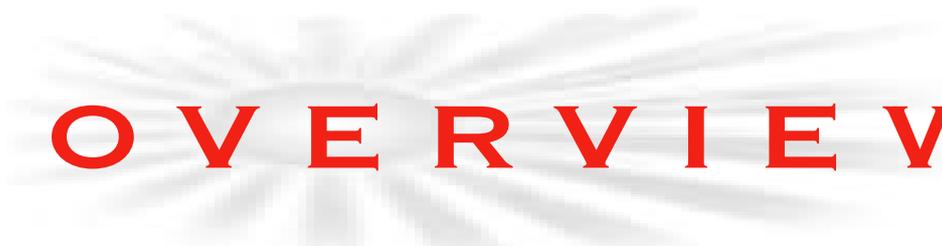
We have already issued a number of general guidance documents dealing with out-of-school-hours learning activities - study support - and childcare. This guide, being specifically written for breakfast clubs, complements the existing guidance. We are grateful to the New Policy Institute and Kellogg's, and the schools involved in the research, for helping make the guide widely available. I am sure it will be a valuable addition to schools and others involved in the running of breakfast clubs.



A handwritten signature in black ink that reads "Jacqui Smith". The signature is written in a cursive style with a long, sweeping underline.

JACQUI SMITH

Parliamentary Under Secretary of State for School Standards



OVERVIEW

WHO HAS PRODUCED THIS GUIDE?

This guide has been produced by the New Policy Institute, an independent think-tank founded in 1996 to undertake research and policy analysis in the field of services.

The work has been supported by Kellogg's and follows on from a piece of in-depth research undertaken by the New Policy Institute in 1999 on a range of different breakfast clubs. That work, which was supported by the Council for British Teachers (CfBT), was published by the Institute as a report entitled *Food For Thought: Breakfast Clubs and their Challenges* by Cathy Street and Peter Kenway. Many of the suggestions in this guide draw on the information gathered from head teachers and other staff running breakfast clubs who were interviewed during the research. An earlier Institute publication, *Fit For School: How Breakfast Clubs Meet Health, Education and Childcare Needs* (Donovan & Street 1999), reviewed the importance of breakfast for children, and the role that breakfast clubs could play. We would like to thank Education Extra both for their advice in producing this guide and for writing the sheet on learning activities.

The Department of Health and the Department for Education and Employment were consulted for their views during the preparation of the document.



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1. INTRODUCTION

WHAT THIS GUIDE IS ABOUT

Out-of-school hours provision for children is a developing area. Many schools now offer all sorts of activities for their pupils either before lessons begin, during lunch breaks or at the end of the school day. Some schools are responding to the needs of parents whose working hours are longer than the school day. Some are looking for new and fun ways to help children learn and to support them in their studies. Others are looking for ways to improve their pupils' physical and emotional health and to promote healthy eating. This guide is about breakfast clubs. As the name suggests, these are a type of before-school provision. Breakfast clubs can take many forms. They can be based in schools or in local community settings, where they may support a small number of schools. They can be run by school staff, including school caterers, or outside staff employed to manage both before and after-school provision, or volunteers who sometimes are pupils' parents. And of course, the children themselves can be encouraged to get involved and help run the club. Typically the clubs last for about an hour and whilst not all provide food, many do. It is this diversity of breakfast clubs which means they have considerable potential to help schools meet the different and specific needs of their pupils. We hope the practical advice contained in this 'How To' guide, which includes case illustrations of different types of breakfast clubs, will be useful to anyone thinking of either starting a breakfast club or offering new things through their existing club.

WHO THIS GUIDE IS FOR

This guide has been written for:

- School staff who want to offer breakfast and before-school learning activities.
- Childcare providers who want to offer breakfast and early morning care for school-age children.
- Anyone looking for ways to promote healthy eating through providing breakfast.

In considering whether to start up a breakfast club, research findings which give an idea of how important a club could be, include:

From an education perspective

- In some studies, eating breakfast has been shown to improve children's problem-solving abilities, their memory, concentration levels, visual perception and creative thinking.
- International studies have shown that punctuality and school attendance improve when breakfast is provided.
- Study support, the general name given to out-of-school-hours learning activities, has been shown to benefit children who participate, through the development of personal and interpersonal skills, self-esteem, confidence and motivation to learn.

From a health perspective

- Eating a healthy balanced diet is crucial to everyone's health needs, especially to children.
- It has been suggested that breakfast is the most important meal of the day, yet surveys reveal that up to 1 in 10 children regularly miss breakfast. In one London study, the figure was 1 in 3.
- Breakfast provides the ideal opportunity for children to begin the day by eating bread, other cereals, fruits and vegetables, which are all important elements of a healthy and balanced diet. (Surveys persistently show, for example, that we don't eat enough fruit and vegetables and providing fruit at a breakfast club may be a good opportunity for children to eat more).
- An appetising and nourishing breakfast may mean that children are not tempted to eat sweets frequently - eating sugary foods often can increase the risk of dental caries.
- The Child Poverty Action Group has estimated that 30% of children do not go home to a cooked meal and that for some, a school meal is the only real meal they get each day.

From a childcare and family support perspective

- Increasing numbers of parents work outside the home and therefore they often need before-school provision for their children.
- It has been reported that nearly one third of children in this country live in poverty - such circumstances can have serious implications in terms of the amount of money families can spend on food.

2. BREAKFAST CLUB MODELS

DIFFERENT WAYS TO RUN A BREAKFAST CLUB

Just as breakfast clubs may provide different things for children to do, so there are many ways in which clubs can be set up and run. These examples may give you some ideas about what might work best for you:

Breakfast 'buddies' and learning support in an Education Action Zone (EAZ) junior school

Applegarth Junior School in New Addington started its breakfast club in 1999 with help from their EAZ, which subsidises the running of the club. Children from neighbouring Applegarth Infants School also use the club and average daily attendance is 100 (out of a total of 400 pupils).

Breakfast costs 30 pence and provides a choice of toast, cereal, muesli bar, baked beans on toast, bacon or sausage in a roll, with a drink.

The two schools employ four of their learning assistants as 'Breakfast Buddies', who work to ensure a nurturing and welcoming atmosphere for the children. The Junior School Head Teacher, Pat Holland, sees the buddies as a big part of the reason for the club's popularity, adding to the cohesive network of adult support in the schools and helping children build positive, sociable groups.

The club has now started study support sessions. 'Earlybirds' are targeted at Year 5/6 children who have breakfast followed by 30 minutes IT-based learning on the identified needs of the group, offered in five week blocks. With almost 100% attendance, this has proved very popular.

A club focused on promoting healthy eating and improving children's diets, with significant input from local health promotion departments

Bournville Junior School in Weston-super-Mare has run a breakfast club since 1997. Developed in partnership with the local health promotion services, local social services and the school's caterers, it was started with £4000 for a one year pilot scheme, which included contributions from charities and businesses. The club has now received Education Action Zone and Single Regeneration Budget funds which will allow further development.

The club was started because children were arriving at school having missed breakfast and were tired and lethargic by mid-morning. Staff wanted to help local families, many of whom are on low incomes, by providing a low cost, nutritious breakfast at the school.

Using the dining hall, the club runs from 8.15 to 8.45 am. Two school-meal assistants supervise. Children help with registration and collecting the money. The club is open to the whole school and Year 2 of the neighbouring infant school. 25 to 30 children attend each day and pay 30 pence for a hot drink, cereal and milk, and toast and spreads. The school and health authority provide a further subsidy of 5 pence to cover the full cost of the meal.

Children who have attended ten times or more get a special mug, a sticker and a pack of quizzes and games about healthy eating. This has proved very popular and has encouraged attendance.

A club started with a grant from a voluntary sector organisation, with a focus on family support

Millfields School in North East London started its breakfast club in 1998 using a £5000 grant from a voluntary organisation as part of an initiative to provide family support services in an area of high deprivation. One of the key aims was to offer its pupils and their families support, to try to help parents looking for work by providing before-school provision from about 7.30 am.

The club started off in the parents' room, with basic cooking facilities (toaster, kettle, etc.) installed in one corner. Various helpers run the club, including a school support nursery nurse and a pupil's grandparent. Advice on health and safety regulations was sought from the borough caterers. From the outset, the club aimed to provide a homely, high quality and child-focused atmosphere and for this reason, new and matching tablecloths and crockery were purchased. Making the club somewhere special to attend and building the children's self-esteem was a priority. Attendance has almost doubled to 35 children a day, including some older children from a nearby secondary school who help the younger pupils with various learning activities once breakfast is over. The club now uses the dining room, with the school caterers providing a frequently changing menu which is printed on cards and displayed around the school. Breakfast costs 50 pence. With the help of a second charitable grant, some free breakfasts are now offered for those on low incomes. The head teacher has purchased alarm clocks to try and help some children to get to the club on time!

OTHER IDEAS

There are lots of other ways that breakfast clubs can be set up and run. And of course, different ideas can be combined depending on what needs you are trying to address. For example:

Invite parents to help run or use it

Schools find this can really encourage parental support for the school and better communication between parents and teachers.

Ease transition between schools

Some clubs are used by children from a number of schools, as a way for children to get to know their next school.

Promote good oral/dental health

Some clubs have involved their local community dentist in advising children about caring for their teeth. Some have provided each child with a toothbrush and toothpaste, using funding from the local health authority.

Others can set up clubs

One club in the New Policy Institute research was set up and paid for by the local careers service, who invited local professionals for breakfast and to talk to children about their work. The key aim was to widen the careers horizons of the children in Year 8 (age 13).

3. PLANNING YOUR BREAKFAST CLUB

THE 'ESSENTIALS'

There are a number of things which are important to do if your breakfast club is going to be successful. Here is a list of the things that the breakfast club staff who were interviewed for the New Policy Institute's study thought were the most important.

Keep it simple

Avoid being too ambitious, especially at the start. Gradually build up and develop what the club offers as it becomes established.

Assess parental interest and demand for a breakfast club before you start

The best projects are likely to be those which fulfil a clearly identified need or demand. Parents are the key to whether a child will attend a school activity, especially when a cost is involved.

- Hold a special meeting for parents to discuss your plans.
- Understand what foods the children typically eat and like, including any cultural or religious preferences or restrictions.
- Children must want to attend. Encourage them by involving them in naming the club, designing menus and so on.

Keep promoting interest in the club, especially early on

Many clubs can get into difficulties with funding and staffing, not realising how long it can take to become established. Especially in the early months, attendance can be quite low and erratic.

- Offer an end of term prize for good attendance at the club.
- Sustain interest by sending out regular newsletters.
- Encourage school staff to be involved and promote the club as an integrated part of the school.

Sort out who will staff the club as soon as possible

Recruiting staff and volunteers can be one of the biggest hurdles, as a result of the early start required, the relatively short time involved and the fairly low rates of pay most clubs can only afford.

- Wherever feasible, use staff who are already working in the school in some other capacity. This means that the children will already be familiar with the breakfast club staff and avoids the delays due to the need for police checks on new recruits.
- If your school's club mainly provides childcare, it is important to set up a properly constituted voluntary management committee.

Keep costs down and seek funds continuously

Most breakfast clubs have limited resources.

- To keep costs down, use existing resources as much as possible.
- Remain constantly aware of any possibilities to fund-raise and to acquire funds through both large government initiatives and also locally driven projects.
- Explore opportunities for help in kind. Local supermarkets may be able to provide free food and local libraries or businesses may donate or exchange toys, books and computer software.

Make sure the breakfast club room is suitable

A club with fewer than 20 children can find the dining hall too large and impersonal. You could partition it, but using a spare classroom or an after-school activities room might be better. Get the children to make it homely and personalise it as the breakfast club room.

Think about how the children will arrive at the club

If your school is on a main road, you may need a school crossing supervisor from earlier in the morning.

Acquire the equipment needed

If the club is not using the school kitchens, it will need special equipment; the basics are a toaster, a kettle, ideally a fridge, a store cupboard (for cereals, etc), crockery, cups and cutlery. Hygiene is important: consider what you will need for washing up.

Attend to the relevant regulations

There are a number of regulations that apply to breakfast clubs:

- Where food is served, health and safety regulations apply to premises, equipment, storage of food and disposal of waste.
- Certain forms of public and employer liability insurance are needed to cover injuries to children, parents, volunteers and others using or involved with the club.
- In childcare settings, legislation governs the maximum child:adult ratios, depending on the children's ages. The qualifications of staff and requirements for police checks are also set out.

Evaluate your club's progress

Gathering information about positive and negative outcomes will help in planning the future of the club. Evidence of the club's benefits is vital for funding applications.

- Use questionnaires to parents and children to find out what they like and don't like, and to get suggestions for new things to do.
- Review other school records (e.g. on attendance and punctuality) to look for benefits.

4. OTHER THINGS TO HELP YOUR CLUB

OTHER WAYS TO HELP YOUR CLUB DEVELOP

In addition to the 'essentials' mentioned in sheet 3, there are a number of other things which could be done to help establish and sustain your club and which build on the idea of developing and supporting interest in what the breakfast club is offering:

Market your breakfast club

Once the club is up and running, you may want to think about publicising your club further afield or perhaps produce a special breakfast club newsletter or website.

Become a resource for other schools

Your school could offer advice to other schools about how to set up and run out-of-school activities including breakfast clubs. This is something you could advertise via your local Education Department or Early Years Development and Childcare Partnership.

Invite pupils from neighbouring schools

Opening your club to other schools can work to build up good relationships and may provide the opportunity for older pupils to help younger ones. It can also be a way of sharing some costs.

Develop a programme of targeted study support and learning activities

A rolling programme of different activities, offered to a selected group of pupils on a different day each week, e.g. computer activities each Wednesday, art each Thursday, can be very popular and an effective way of encouraging attendance.

Aim to participate in the National Healthy School Standard (NHSS)

Your breakfast club may be the ideal way to develop ideas and educate children about healthy eating. Your local NHSS programme co-ordinator can help with this. If finances allow, you can encourage children to try new and unusual foods, linking this into the topics they cover in their daily classes.

Hold an international or themed breakfast week

To keep interest going in your club, it is important to vary the menus if you can. Holding themed breakfast weeks has proved very popular in some schools. Getting the children involved in planning the menus is not only fun, it may help them learn about different countries' diets.

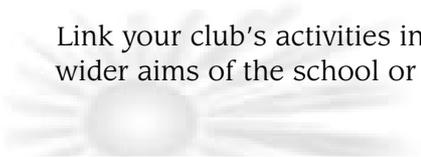
Invite parents for breakfast

If space allows, open the breakfast club to parents and teachers as well as children. A special breakfast to which parents are invited, perhaps once a term, can be popular and help to raise interest. Or you could try inviting celebrities from your local area.

**CHECKLIST FOR
RUNNING A
BREAKFAST CLUB**

Here is a checklist of the things that you ought to do when setting up a club and a list of the things that you could do to help the club develop.

		Yes	Not Yet
Must do's	Be clear about what you want to achieve - and assess parental interest in your plans and likely demand	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare the budget, identify fund-raising needs, decide how to collect breakfast club fees from the children/families	<input type="checkbox"/>	<input type="checkbox"/>
	Check legislation and insurance requirements	<input type="checkbox"/>	<input type="checkbox"/>
	Determine premises and purchase essential equipment	<input type="checkbox"/>	<input type="checkbox"/>
	Agree catering arrangement/menus and plan activities	<input type="checkbox"/>	<input type="checkbox"/>
	Recruit/appoint staff and volunteers; enlist support from head and other teachers in the school, school nurse, etc	<input type="checkbox"/>	<input type="checkbox"/>
	Set up management committee (if required)	<input type="checkbox"/>	<input type="checkbox"/>
	Devise strategies for encouraging attendance	<input type="checkbox"/>	<input type="checkbox"/>
	Confirm procedures for children registering on arrival, accidents, etc; check need for school crossing supervisor	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare promotional information and circulate	<input type="checkbox"/>	<input type="checkbox"/>
Plan how to evaluate the club	<input type="checkbox"/>	<input type="checkbox"/>	
		Yes	Not Yet
Could do's	Develop more extensive programmes of activities and study support that provide learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>
	Hold themed breakfast weeks, vary or expand the menus	<input type="checkbox"/>	<input type="checkbox"/>
	Invite other children/schools to use the club (perhaps to increase club size)	<input type="checkbox"/>	<input type="checkbox"/>
	Identify ways to give the children more responsibility for running the club	<input type="checkbox"/>	<input type="checkbox"/>
	Advertise the club further afield, start a club newsletter or other marketing	<input type="checkbox"/>	<input type="checkbox"/>
	Link your club's activities into the wider aims of the school or community	<input type="checkbox"/>	<input type="checkbox"/>



5. FUNDING AND RESOURCES

FINDING THE MONEY AND RESOURCES

Finding the money for a breakfast club may be a challenge. Now that budgets have been devolved to the school, you may be able to use some of this money. But few clubs feel they would ever be wholly self-financing, since charges must be kept low in order to allow children from low-income families to benefit. So other money is usually needed to keep the club going on a long-term basis.

HOW MUCH DOES A BREAKFAST CLUB COST?

How much a breakfast club costs can vary quite widely, depending on what food is offered, what things the club actually has to pay for, and the ratio of staff to children.

For example, if your club runs for one hour a day, using two staff paid £5 an hour each and attracting an average of 15 children a day, the New Policy Institute's research suggests that the cost per child per day would be £1.50, made up as follows:

● Basic healthy meal	£0.35
● Staff time to run the club	£0.75
● Administrative overheads	£0.10
● Rent	£0.30
● Total	£1.50

If you offer cooked food, or a wider range of foods, this cost could rise by another 25 pence, taking the total cost per child to £1.75.

But a lower cost is also possible: for example, if you don't have to pay rent, then the cost per child would fall to £1.20.

In addition, if you are starting from scratch, you need a minimum of £300 to buy the basic equipment needed to prepare and serve even simple food in pleasant surroundings.

KEEPING UP ATTENDANCE

Once your club is up and running, its financial viability will depend above all else on sustaining a good level of attendance, day by day, as close as possible to the maximum ratio of children to staff that you feel comfortable with.

For example, if you can sustain a ratio of children to staff of 10 to 1 instead of 7½ to 1, then by spreading the staff and administrative costs, as well as rent, across more children, the cost per child would fall to £1.20 if rent has to be paid, or £1.00 if it doesn't.

There are many different places to consider when seeking funds for a breakfast club. The aims of your club will influence where you might look and who you might consider.

New Opportunities Fund (NOF)

NOF is a UK-wide public body which distributes lottery funds in partnership with other organisations. To be eligible, projects must be sustainable, address the needs of the most disadvantaged, aim to improve the quality of life and encourage community participation.

£205m is allocated for out-of-school-hours learning activities, which are normally provided free to pupils, involves teachers and averages one to two hours per week for each pupil. A further £220m is for out-of-school-hours childcare projects, of which £20m is for integrated learning activities and childcare. Parents are usually charged for childcare, which needs to be available regularly whilst parents are engaged in work, training or education.

Department for Education and Employment

The DfEE has allocated £6.7m to Early Years Development and Childcare Partnerships in 1999-2000 to support existing out-of-school provision. £20m Standards Fund Money will be available for study support from April 2000 and £60m in 2001-2002.

Education Action Zones (EAZs)

EAZs have already supported breakfast clubs in a variety of ways and many appear to have plans to support new forms of study and learning support, including via breakfast clubs.

Single Regeneration Budget (SRB)

SRB grants have helped many schools purchase equipment, especially computers, which has allowed schools to develop the activities they offer once breakfast is finished.

Locally

Apart from fund-raising through school fetes, concerts, jumble sales and the like, some other possibilities you could try include:

- Businesses, especially those in Education Business Partnerships (often set up and supported by the LEA or the Training and Enterprise Council).
- Area health promotion departments, especially if your club has a particular health focus.
- Trusts and charities often have a specific interest in certain areas or activities which may fit well with your school, although many appear to be heavily over-subscribed at present.

6. ADDING VALUE I – LEARNING ACTIVITIES

A MENU OF ACTIVITIES

However your breakfast club starts, there are some things you can do which will help the children to get ready for the school day - and to enjoy their class work. The following are some suggestions of things you could try in your school:

Go to work on a book

Reading is not only fundamental, it is something which children of all ages can enjoy at all times. Breakfast clubs can give children a chance to take time out to read when they are fresh and receptive, especially if there are some comfortable chairs and cushions around.

Why not try:

- Breakfast and books - either a moveable library or bookshelf, constructed from children's favourite books, library resources and donations (try local bookshops and libraries for remaindered or duplicate books). Children can form themselves into a book club, read aloud, or write their own stories and poems.
- Breakfast and newspapers can be particularly appealing for older children who want to follow the news (and the sport). You may find teachers and parents will drop in for a read too!
- Encourage children to bring in their favourite book and give a 'review' of why they've chosen it. Or their 'worst' book and explain why they don't like it. Hold a book auction for swaps.
- Have a 5-day 'carousel' with different literacy-related activities each day.
- Create a weekly or monthly quiz club. Or set up a story-telling club and invite local librarians, writers, parents, grandparents and members of staff to come along and tell their favourite story.

Start the day with music

Music can be a wonderful way to start the day. Music practice may be a bit ambitious... but is there a corner for a little guitar practice?

- Create a 'My music' club with children being invited to bring in a selection of records or CDs and say why they like them.
- Have a singing club, aimed at making a Breakfast Special contribution to the end of term concert. The music staff might enjoy this challenge, or there may be a retired singer or musician who, subject to the usual checks (see section 9), would relish the chance to become involved.

More energetic activities

Some clubs take the activity route and build around breakfast a choice of healthy activities. These could involve some extra coaching or may allow access to equipment that is very popular and hard to get hold of later in the day. Although time is short, and things like team games may not be possible, you could also try:

- Board games, which can sharpen up reflexes before school.
- Aerobics, tai-chi, yoga or table top sports.

More time for homework?

For some children, getting to school early means another chance to do homework. Make a homework corner, marked out with homework flags, or special tables and chairs, to signal that homework is supported.

Another possibility is for computer-based activities to be available once breakfast has finished - or for older children, especially, to have access to the school library.

'Feed and Read' Breakfast Club at Ramridge Junior School, Stopsley, Luton

The club started in 1999 with a grant from Education Extra. It aims to develop a love of books/literacy skills and citizenship skills. The club encourages parental involvement and home/school links by offering parents the chance to 'feed and read' alongside their children and is an important way of ensuring that all children have an opportunity to get a hot drink and snack before school.

By the end of the first term, more than one hundred children were attending. Younger siblings from the infant school are also welcome. Plans for the future include: membership cards and 'club status' and free snacks for completing numbers of books!

Sutton High School, Ellesmere Port, South Wirral

Sutton High School started a breakfast club as a part of a wider programme of study support activities in 1998. Funding came from several sources including the Single Regeneration Budget and discounts on food from Asda. The club is staffed by teachers and sixth form helpers. In addition to breakfast, hot drinks, toast, cereal, beans and eggs, children can also do homework (with teacher/sixth form help); choose books from the library; play board games and socialise with friends and sixth formers.

The school has a Learning Resource Centre and those attending the club have access to the computers in the centre - all of which have CD facilities so children can access all sorts of information to help with their school work. Some of the children who use the club have learning difficulties and according to the school, the club has helped them to arrive on time, improved attendance and helped them feel better about school. Recently a committee of Year 8 children has been formed, and each half-term an agenda meeting is held so that children can have a real say in the way the club is run.

7. ADDING VALUE II – DIET & NUTRITION

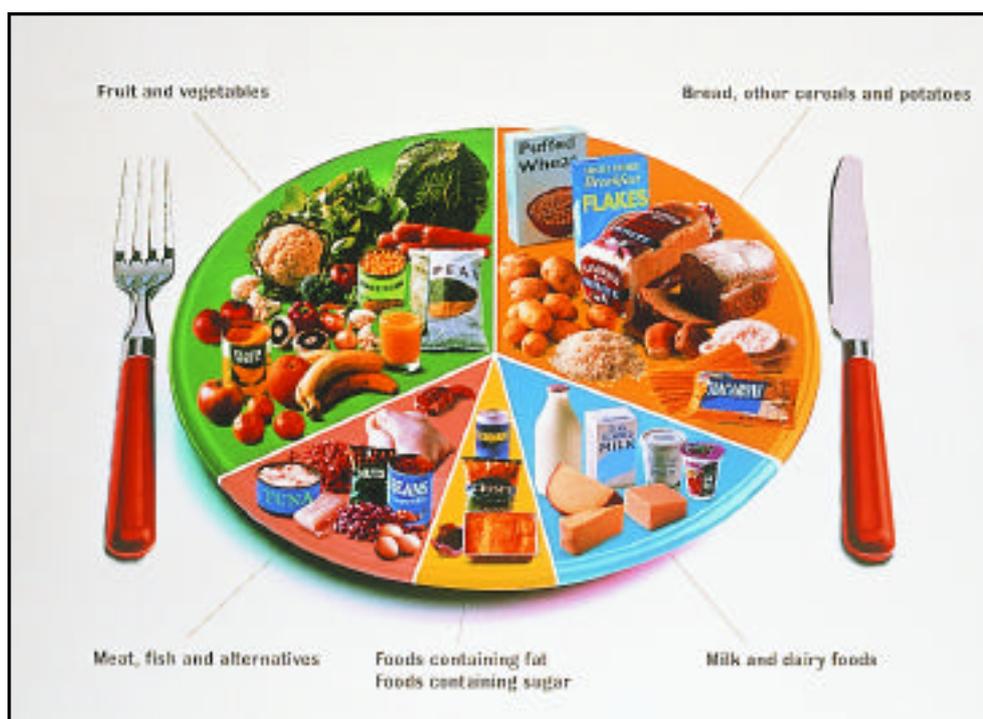
A NUTRITIOUS START TO THE DAY

Breakfast literally means “breaking the fast” and as this may be up to 16 hours there is no doubt that breakfast is the most important meal of the day. This is particularly true for active, growing school children who have high energy, vitamin and mineral requirements. Eating a nutritious breakfast helps children get the daily nutrients they need (Ruxton et al, 1996) and develops good eating habits (Kennedy and Davies, 1998). Evidence is increasing to support the view that children who eat breakfast, concentrate and perform better at school (Wyon et al, 1997).

A HEALTHY BREAKFAST: THE BASICS

Health professionals recommend that breakfast provide 25% of the day's nutrient requirements. A healthy balanced breakfast should ideally include the five food groups (these are illustrated below in the Balance of Good Health). The different sectors of the plate are of different sizes to represent the contribution each food group should make to the diet. Note the importance of the fruit, vegetable and carbohydrate groups.

The Balance of Good Health



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Unfortunately up to 17% of British school children leave home in the morning without anything to eat (United Kingdom Consumption Study, 1998). It has been shown that essential nutrients missed at breakfast may not be compensated for at other meals throughout the day (Gibson and O'Sullivan, 1995).

WHY IS BREAKFAST IMPORTANT

Not only does breakfast break the overnight fast by providing the first energy of the day, but a breakfast which includes a fortified cereal has been shown to make a valuable contribution to the micronutrient intake of school children (McNulty et al, 1996). A list of micronutrients and their functions are illustrated in Appendix (Section 11).

SAMPLE BREAKFAST MENUS

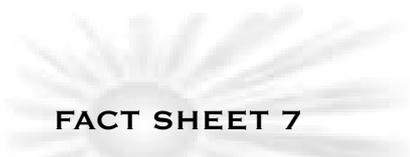
All the breakfast menus contain a range of tasty and delicious foods and are high in carbohydrate for a sustained release of energy. They also provide a good source of essential vitamins and minerals.

	<i>Food Group</i>					
<i>Breakfast Type</i>	Bread, other cereals & Potatoes	Milk & Dairy Foods	Foods containing fat & sugar	Fruit & vegetables	Meat, Fish & Alternatives	Notes
Cereal	30g fortified Cornflakes, 1 slice of wholemeal toast	125ml semi-skimmed milk, glass of flavoured milk (125ml)	1 teaspoon of jam, 1 teaspoon of low fat spread	2 satsumas		High in carbohydrates and low in fat. Provides important micronutrients including the vitamin C, the B vitamins, calcium and iron
Cooked	2 slices of toast	1 cup of hot chocolate (125ml)	2 teaspoons low fat spread	1 apple (quartered)	2 tablespoons baked beans	Rich in fibre and provides calcium, iron and the B vitamins
Minimum Preparation	1 wholemeal bap, 1 breakfast bar	3 teaspoons of cheese spread		1 carton of orange juice		High in carbohydrates well as providing iron and the B vitamins
Hot	1 bowl of instant hot cereal, 1 slice of wholemeal toast	125ml semi-skimmed milk	1 teaspoon of low fat spread	1 banana, 1 carton of apple juice	1/2 teaspoon of vegetarian yeast extract	High in carbohydrates as well as providing the B vitamins and a good source of calcium

These are only suggestions. Other breakfast clubs have been very successful in serving lean bacon and tomato rolls, boiled eggs or for an international breakfast week, try spicy foods. All breakfasts are likely to cost in the region of 50 pence per breakfast.

References

Full references are contained in Key Reading (Section 10) under Children's Diets and Nutrition.



8. WHERE TO GO FOR HELP

WHO CAN HELP?

Numerous organisations and government departments offer advice on all aspects of out-of-school service.

LOCALLY

It is best to start by finding out what is happening in your area and to check requirements for inspection and registration of clubs:

- Social Services Departments can advise about under-8 provision which may need to be inspected under the 1989 Children Act.
- Environmental Health Departments can advise about health and safety regulations.
- Local Education Authorities can advise about the School Inspections Act 1996 and associated education legislation, including the permitted use of school premises.
- The LEA can also advise on Education Business Partnerships and the Education Action Zone where appropriate.
- The Early Years Development and Childcare Partnerships (EYDCP) and Training and Enterprise Councils will be able to give advice and support on a wide range of matters to do with clubs for children (e.g. the need for police checks of staff).

NATIONALLY

The following is a list of organisations who can offer help and advice about starting up and running a breakfast club:

Council for British Teachers (CfBT)

A leading independent provider of education and training services, it manages educational resources, providing all necessary professional and logistical support to assist educationalists.

CONTACT DETAILS: CfBT Education Services, 1 The Chambers, East Street, Reading, RG1 4JD. Telephone: 0118 952 3900. Fax: 0118 952 3939. Email: gen@cfbt-hq.org.uk. Website: www.cfbt.com.

The Daycare Trust

Promotes affordable, quality childcare for all, offering advice to parents, providers and policy makers.

CONTACT DETAILS: Childcare helpline open Monday-Friday, 10am-5pm. Telephone 020 739 2866.

DfEE Childcare Unit

Develops and implements the national childcare strategy and promotes family-friendly employment.

CONTACT DETAILS: Marc Cavey, DfEE, Sanctuary Buildings, Westminster, London, SW1P 3BT. Telephone: 020 7273 6267.

DfEE Study Support Team

The team has published Codes of Practice for Study Support and can advise on Standards Fund money.

CONTACT DETAILS: DfEE, Sanctuary Buildings, Westminster, London, SW1P 3BT. Telephone: 020 7925 5957/6654.

Education Extra

Works to enable schools to put out-of-school activities within the reach of every child and school. It has launched over 100 local projects, and has a membership network of 2000 schools.

CONTACT DETAILS: Education Extra, 17 Old Ford Road, London, E1 9PL. Telephone 020 8709 9900.

Kids' Clubs Network (KCN)

Promotes out-of-school childcare for 3 to 14 year-olds and has many publications on providing high quality, child-focused services.

CONTACT DETAILS: Runs an information line on 020 7512 2100

Milk for Schools

This charity has a special interest in building up awareness of the opportunities offered by the EC School Milk Subsidy Scheme.

CONTACT DETAILS: PO Box 412, Stafford, Staffs, ST17 9TF. Website: <http://www.dairynet.co.uk/mfs/>. An action pack is available free of charge on receipt of a stamped addressed envelope.

National Early Years Network

Provides practical support aimed at improving young children's quality of life, for service providers and families, through publications, training and projects to create new ways of working.

CONTACT DETAILS: The National Early Years Network, 77 Holloway Road, London, N7 8JZ. Telephone: 020 7607 9573.

National Healthy School Standards Team (NHSS)

Advises on health and education programmes, including information about breakfast clubs and initiatives focused on children's diets.

CONTACT DETAILS: Team administrator, telephone 020 7413 8896.

New Opportunities Fund

Advice and information on applying to NOF is available from a London-based team.

CONTACT DETAILS: The New Opportunities Fund, 322 High Holborn, London WC1V 9PW. Telephone 0845 0000 120. Fax: 020 7211 1750. Email: enquiries@nof.org.uk Website: www.nof.org.uk

SUSTAIN: The alliance for better food and farming

Works in the area of food policy and practice, with a special interest in supporting the development of local initiatives such as food co-operatives, community cafes and cooking clubs.

CONTACT DETAILS: Jacqui Webster Project Officer, Sustain, 94 White Lion Street, London N1 9PF. Telephone: 020 7354 1228.

9. QUESTIONS AND ANSWERS

FREQUENTLY RAISED Q&A'S

Here are some of the questions that were raised frequently during the New Policy Institute's research into breakfast clubs.

Do breakfast clubs have to be registered in any way?

This depends on what exactly you are providing, for how long, and the ages of the children.

If your breakfast club provides childcare for more than 2 hours in any day (possibly in aggregate with any after-school club you also run) and any of the children are under eight, your club must be inspected and registered with your local social services department under the 1989 Children Act. If your club is school-based and run and provides learning support, the Ofsted inspections framework applies (see DfEE Framework and Codes of Practice).

Who can run a breakfast club?

School staff can run the breakfast club themselves or they can employ people from outside to do it for them. If the club is to be school-based and staffed, and will primarily provide childcare, or both childcare and education are being offered together, then under the use of school premises legislation, a properly constituted voluntary management committee must be set up to oversee the childcare element of the breakfast club.

What about health and safety regulations?

If your club is serving food, it will come under the 1974 Health and Safety Act and the 1995 Food Safety Act and will need to be inspected by your local environmental health department. These Acts cover quality of premises, safety of equipment, food storage and preparation, the provision of fresh water and the disposal of waste. The 1974 Act sets out general requirements for employers to have a 'duty of care' towards their employees and to ensure the safety of non-employees, in this case, children using the club, and you will need insurance to cover for any accidents and injuries which may arise through the club. If you are using your school kitchens and school caterers, nothing changes since they will already be working under these Acts.

Do breakfast club staff need any specific qualifications?

If you are not using your school catering staff, government advice is that at least one staff member should have a food safety certificate.

All adults with access to the children will need to be police checked to ensure they are 'fit' persons. If club staff are already employed in the school, such checks will already have been taken care of.

What premises can be used for a breakfast club?

To some extent, this depends on the size of your club.

The school dining room may be appropriate, but if the club has fewer than 20 children attending, a smaller room may be better in terms of creating a warm, welcoming environment for the children.

Should the children sign in when they attend the club?

This is advisable in terms of safety and knowing the whereabouts of the children you have responsibility for, especially younger children.

Such a record can also be helpful for evaluation (e.g. when looking at punctuality, attendance or classroom behaviour later in the day).

How much time does the breakfast club need each morning?

This will depend on what you are going to offer; for example, 20 to 30 minutes would be needed for learning support activities.

If children are coming to the club from neighbouring schools, then travel time needs to be allowed for. About an hour seems to be the average that most clubs open for, although some open earlier (from 7.30 am), perhaps to meet the needs of working parents.

What foods should the club offer?

This will depend on how much money you have and how much you want to charge. You also need to think about the cooking facilities available for the club to use. It is important that both children and parents are consulted about the sort of breakfast they want served since if their interest is not engaged, it will be difficult to attract custom to build up the club. Many breakfast club staff interviewed in the course of the New Policy Institute's research suggested that the basics should include toast and/or cereal and a drink.

Should the school target/select the children to attend the breakfast club?

Some clubs work well on a drop-in basis, open to all in the school. But for clubs that want to offer a planned programme of different learning activities, it might be important to have some process of selection to ensure that children's education needs and abilities are in some way matched with the activities you plan to offer.

Should the breakfast club charge and if so how much?

Advice from many schools with breakfast clubs suggests that it is important to charge something to 'give the club a value', although some offer free breakfasts as the best way to encourage attendance. If charging is necessary, the average for existing clubs was around 50p per day. Any more was seen as too expensive and could mean that children would stop attending.

10. KEY READING

BREAKFAST CLUBS, SCHOOL MEALS AND LOCAL FOOD PROJECTS, DfEE, *Draft Regulations and Guidance for Nutritional Standards for School Lunches*, London, DfEE, 1999.

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Doyle, W. Jenkins, S. Crawford, M.A. and Puvandendran, K. Nutritional status of school children in an inner city area. *Archives of Diseases in Childhood* 1994, 70:376-381

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White, R. Carr, P. and Lowe, N. *A Guide to the Children Act 1989*, London, Butterworths, 1990.

**SCHOOLS SCHOOL
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Ball, M. *School Inclusion: the School, the Family and the Community*, York, Joseph Rowntree Foundation, 1998.

DfEE, *Our School - Your School: Community Use of Schools for After School Activities*, London, DfEE, 1995.

DfEE, *Succeeding Out-of-school: An Information Pack for Schools about the Benefits of Out-of-school Childcare in Schools*, 1997.

DfEE, *Fair Funding: Improving Delegation to Schools*, Consultation Paper, May, 1998.

DfEE, *Study Support: A Code of Practice for the Primary Sector*, London, DfEE, 1999.

DfEE, *National Healthy School Standard: Getting Started - A Guide for Schools*, London, DfEE, 1999.

Education Extra, *Good Policy and Practice for After-School Hours*, London, Education Extra, 1996.

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Keys, W. Mawson, C. and Maychell, K. *Out of Lesson Time Learning Activities: surveys of headteachers and pupils*, DfEE Research Brief No 12, 1999.

Sharp, C. Osgood, J. and Flanagan, N. *The Benefits of Study Support: A Review of Opinion and Research*, DfEE Research Brief No 110, 1999.

11. APPENDIX

MICRONUTRIENTS AND THEIR FUNCTIONS IN THE BODY

<i>Micronutrient</i>	<i>Function</i>
<i>Energy</i>	Measured as calories (kcal) or kilojoules (kJ), energy comes from the breakdown of food and is used for muscle work and all bodily functions
<i>Carbohydrate</i>	Starches and sugars, the healthiest source of energy for the body
<i>Protein</i>	Important for growth, and repair of body tissues. Can also be used to provide energy
<i>Fat</i>	Provides a more concentrated form of energy for the body, may also be stored as body fat
<i>Thiamin (B₁)</i>	Necessary for the release of energy from carbohydrate
<i>Riboflavin (B₂)</i>	Important for healthy skin, eyes and nails. Helps release energy to cells.
<i>Niacin</i>	Involved in energy-producing reactions in cells
<i>Vitamin B₆</i>	For healthy blood, skin and nerves and proper use of proteins
<i>Folic Acid</i>	Essential for growing cells and healthy blood. Also important for healthy babies and a healthy heart.
<i>Vitamin B₁₂</i>	Helps blood cells grow and develop, important for a healthy nervous system
<i>Vitamin C</i>	Helps heal cuts and grazes, maintains bone and teeth, strengthens resistance to infection
<i>Vitamin D</i>	Helps the body absorb calcium, needed for strong bones and teeth
<i>Iron</i>	Helps the body's use of oxygen, carrying it to all the cells in the body
<i>Calcium</i>	Essential for healthy bones, teeth and nails

12. SCHOOL CONTACTS

The schools who are included in this 'How To... Guide' are all happy to be contacted to offer further advice and information about how they set up and run their breakfast clubs. Their details are as follows:

Applegarth Junior School

Head teacher: Pat Holland
Address: Applegarth Junior School, Bygrove, Fieldway, New Addington, Croydon, CR0 9DL.
Telephone: 01689 843 103 Fax: 01689 848 261

Bournville Junior School

Head teacher: Margaret Stratford
Address: Bournville Junior School, Selworthy Road, Weston-super-Mare, North Somerset, BS23 3ST.
Telephone: 01934 623 038 Fax: 01934 644 502

Millfields School

Head teacher: Anna Hassan
Address: Millfields School, Hilsea Street, Hackney, London E5 0SG.
Telephone: 020 8985 7898 Fax: 020 8985 6966

Ramridge Junior School

Head teacher: Alan Grubb
Address: Ramridge Junior School, Turners Road North, Stopsley, Luton, LU2 9AH.
Telephone: 01582 729 970 Fax: 01582 729 972

Sutton High School

Head teacher: Nick Beattie
Address: Sutton High School, Woodchurch Lane, Ellesmere Port, South Wirral, L66 3NG.
Telephone: 0151 339 4807 Fax: 0151 339 4126.



KELLOGG MARKETING AND SALES COMPANY (UK) LTD., THE KELLOGG BUILDING,
TALBOT ROAD, OLD TRAFFORD, MANCHESTER M16 0PU.

<http://www.breakfast-club.co.uk>

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NEW POLICY INSTITUTE, 109 COPPERGATE HOUSE,
16 BRUNE STREET, LONDON E1 7NJ.

<http://www.npi.org.uk>

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