

Breakfast Club Procedures

Term 1 2020

- All staff are expected to be in school for 8am waiting in the pitch to collect their bubbles
- Pupils should arrive between 8am and 8:10am for breakfast club.
- Breakfast club cut off time is 8:10 am, no pupil will be allowed to attend breakfast club after this time.
- At 8:10am once instructed by Miss Senel/SMT/SLT bubbles will be dismissed to allocated classrooms.
- Staff should bring pupils to classroom allocated for their bubble.
- Breakfast will be delivered by the kitchen team to all bubbles.
- Please ensure activities for pupils are set out in each bubble and packed up by 8:45 ready for the start of the school day.
- At the end of breakfast club pupils should remain in their bubble in the allocated classroom.
- Once the class teacher arrives the adult running the bubble should then bring pupils to their correct classroom (e.g. year 1 will be in Penguin class, once Mr Ufton arrives the adult leading the bubble should then take Seals to class).

No pupils should be left unattended in bubbles

Absences should be reported no later than 7:30am so bubbles can be covered or bubbles may need to be cancelled