

## Fire Procedures Continued

### Play Leaders & Tutors

*(Staff leading after school activities;*

- To report to Senior Club Staff that children and adults are successfully evacuated to their correct area for that day
- To lead children in your group activity out the nearest emergency exit to the playground
- To remain in the playground until you are dismissed by a member of the Senior Leadership Team

## Behaviour

Children attending Reading & Carry on Café are expected to behave in line with the school's Behaviour Policy and Rules and Routines.

Full details of how behavior is managed in the Reading & Carry on Café can be found in the school's Behaviour Policy on our website, Appendix 6

### Bonneville Primary School

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**BONNEVILLE**  
PRIMARY SCHOOL  
Success for today,  
prepared for  
tomorrow



## Extended Services

Reading Café  
And  
Carry on Café

**HANDBOOK**

## Reading Café 8.00am – 9.00am

Staff will be ready to support children at 8.00am.

Food is prepared and served by the school lunch provider Caterlink.

Children should be welcomed into the hall (so that parents can exit promptly) and should be registered by a member of staff. They can then be supported with their breakfast choices and given opportunities to be heard read, read individually or in groups.

Children who arrive after 8.30am can only have cold breakfast options, such as cereal and fruit (which will stop being served at 8:45am).

At 8.55am reception and KS1 children are escorted to their playgrounds, KS2 children are dismissed and sent to their playground.

The staff are expected to tidy up, ensuring the hall is clear from all resources used.

## Carry on Café 3.15pm – 6.00pm

### 3.15pm to 4.15pm

Staff should set up the dining hall so that at one end the children can eat their snack, at the other end children have access to table top activities.

### 4.15pm-5.15pm

Tutors to meet Senior Club Staff in the dining hall, collect their groups promptly at 4.15 and escort their group to their designated activity area.

### 5.15pm-5.50pm

Groups to be escorted to the ICT suite or dining hall for free play or computer based activities. Children are led to the front office at 5:50pm ready for collection

### Collections:

Parents generally collect children between 5.00pm and 5:50pm being the latest.

**Parents who collect their child after 6.00pm will be handed a fine slip by Senior Leadership of increments of £10 per 10 minutes.**

## Fire Procedures

### Fire Procedures During Extended Services

#### ***In the event of the fire alarms sounding:***

Staff members are to lead the children out of the nearest fire exit to line up in the appropriate playground with lines backing out from the furthest fence/wall, i.e. as far away from the building as possible.

Senior Club Staff are to check the toilets as they lead the children out.

All staff/visitors/contractors to be out in playgrounds away from building.

Club Staff and Tutors begin to count their group immediately, report to Senior Club Staff/DHT/HT that all children, and as far as you know staff, are accounted for.

Do not re-enter the building unless you are told by either the Senior Club Staff, DHT, HT or a member of the Fire Brigade team.

#### ***Senior Club Staff***

***Sarah Keogh Milne, Nicholas Braithwaite  
Christine Phillips & Sabrina Nunes***

- Take folder with clubs timetable and group lists and count children outside
- Instigate leading children out the nearest emergency exit to the playground, lining them up away from the building
- Inform SLT member on duty of the numbers of children present and accounted for overall