

## Fire Procedures Continued

### *Play Leaders*

### *Tutors*

*(Staff leading after school activities;*

- To report to senior staff that children and adults are successfully evacuated to their correct area
- Remain in the playground until you are dismissed by a senior member of staff

## Behaviour

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

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

## Bonneville Primary School

Bonneville Gardens  
London SW4 9LB

020 8673 1183

[admin@bonneville-primary.lambeth.sch.uk](mailto:admin@bonneville-primary.lambeth.sch.uk)



## Extended Services

**Reading Café  
And  
Carry on Café**

**HANDBOOK**

## Reading Café 8.00am – 9.00am

Staff should be ready to support children at 8.00am.

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

Children should be welcomed into the hall and registered by a member of staff, 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 a cold breakfast option.

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.

### Terms & Conditions

Please check our terms & conditions for more information.

## Carry on Café 3.15pm – 6.00pm

### 3.15pm to 4.15pm

Staff will 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

Staff will set up table with teacher led activities. There is also free play and activities like Colouring in/Board Games/Toys/ Lego/Duplo

### 5.15pm-6.00pm

Children to be escorted to the ICT Suite for computer based activities. The children will have the opportunity to play indoor or outdoor activities.

### Collections:

Parents may collect any time by calling the mobile number for Carry on Café.

Parents who collect their child after 6.00pm must be handed a fine letter.

- ❖ Children will be toileted before being dismissed to parents at the gate
- ❖ Staff will remind children to collect their belongings but for any items still left, staff members will not go to find it. All labelled items will be returned to children's classrooms. Unlabelled items will be taken to lost property.

## Fire Procedure

### 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.

Staff are to check the toilets as they lead the children out.  
All staff/visitors/contractors to be out in playgrounds away from building.

Play leaders and Tutors begin to count their group immediately, report to Senior Play leader and/or Clubs Administrator 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 Play leader, Clubs Administrator or a member of the Fire Brigade team.

#### ***Senior Staff*** ***Senior Play leader***

- Phone 999 (unless a known drill) and wait at the front of the school away from the building
- Take clubs folder with timetables and group lists
- To open blue fire gates and wait at the front of the school
- Contact Senior Leader