



Garfield Primary
Today's children, tomorrow's future.

Friday 4th September 2020

Breakfast and After School Club Covid'19 Procedures and Routines

Dear Parents/Carers,

Welcome back to the new term.

Breakfast and After School Club are reopening from Monday 7th September and you have reserved a place for your child.

We have adapted the procedures and routines used last year to make sure these areas of the school are as Covid'19 safe as possible and in-line with the school risk assessment.

1. The children in Breakfast and After School Clubs will stay in their year group bubbles with separate tables, eating areas and play spaces for each year group. If the number of children present on a particular day is very low (1 or 2 pupils), we may combine two year groups together, but we will do this consistently to minimise the number of different children each pupil mixes with.
2. These bubbles will also be maintained as far as possible when children go to the toilet or fetch their coat and bag from the cloakroom.
3. Each bubble will have separate equipment and activities and these will be cleaned or quarantined before they are passed on to the next group.
4. Food will no longer be served in a buffet system. Instead, children will be given a pre-prepared plate by an adult following clear hygiene rules and wearing gloves.
5. Parents will drop-off at the gate for Breakfast Club and not enter the school site.
6. For After School Club collection, parents ring the buzzer at the Upper Park Road gate and walk up to wait outside the hall door. Parents are **not** to enter inside the hall. A member of the After School Club staff will fetch their child and make sure that they are ready to leave.
7. Breakfast Club and After School Club staff will complete the signing-in and signing-out books.
8. Finally, parents are reminded that the final collection time is 5.30pm; that all children need to be collected by a known adult or a responsible older child and that any parent collecting late may be charged a fee of £10.

These procedures and routines are in place to keep all children and adults safe and to ensure the smooth running of the clubs and we would politely ask that all parents follow them.

If you have any questions about Breakfast or After School Club, please contact the school office and we will be pleased to help.

Yours sincerely

D Newson

David Newson (Assistant Head Teacher)

Springfield Road New Southgate London N11 1RR
T: 020 8368 4500 F: 020 8361 8232 E: office@garfield.enfield.sch.uk
www.garfield.enfield.sch.uk