THE PREBENDAL SCHOOL

Breakfast and Supper Club

Policy and Procedures

GENERAL:

- Breakfast and Supper Club is available to Pre-Prep and Prep Children during the school week.
- Parents can book through the Front Office or directly with the Head of Pre-Prep.
- Bookings must be made a week in advance to facilitate catering arrangements.
- Catering costs are added to the School Bill.
  Breakfast Club = £2.50 (Pre-Prep) £2.00 (Prep)
  Supper Club = £2.25
- Once a booking is made, the information will be distributed to all relevant personnel.

PROCEDURE FOR BREAKFAST CLUB:

- Children are to be escorted to the School Dining Room by parents at 7.15am. Handover will be to the House Master or a Matron. On rare occasions, there may not be a member of staff present in the Dining Room; parents are to wait with their child, or alternatively escort them to Matrons Surgery for a secure handover.
- If a pupil is in Pre-Prep, they will be under the supervision and care of a Matron until 8.00am, after which they will be escorted to Highleigh to be supervised by Pre-Prep Staff.
- If a child is in the Prep School, they will relocate to the 2nd Dining Room to read or work quietly until the school day begins.

PROCEDURE FOR SUPPER CLUB:

- If a child is in the Pre-Prep, they will be supervised by After School Club until 17:00. A member of the After School Club team will then escort the pupil to Matrons Surgery for handover. The child will remain under the supervision of the Boarding House Staff, before, during and after Supper. Parents may collect their children directly from the Dining Room, or Matron’s Surgery.
- If a child is in the Prep School, they will be supervised by the Duty Member of Staff before, during and after Supper.
- Staff will follow the Non Collection Policy for any children who have not been collected by the end of Supper Club.
THE PREBENDAL SCHOOL
BREAKFAST AND SUPPER CLUB
BOOKING FORM

DATE OF BOOKING:

NAME:  
YEAR:  

FOOD ALLERGIES:  

PLEASE TICK PREFERENCE:

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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*This may change according to the chorister schedule.

INFORMATION TO BE DISTRIBUTED TO:

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<tr>
<th>CATERING</th>
<th>HOUSE MASTER</th>
<th>MATRONS</th>
<th>HEAD OF PRE-PREP</th>
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<tbody>
<tr>
<td>AFTER SCHOOL CLUB</td>
<td>DEPUTY HEAD FOR DUTY STAFF</td>
<td>ACCOUNTS</td>
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