



## Closing Procedures North Farnborough

Conker Club sessions end at 6.00p.m., it is important that the following procedures are strictly adhered to every evening to close the setting.

- All toys to be checked and stored in their boxes and put in the sheds
- Outside toys checked cleaned and stored in sheds
- Class lists put in plastic wallets by office
- Check that food items have been put away correctly
- Check use by dates
- Check fridge clean
- Jugs to be refilled for next day
- Tables/chairs cleaned and stacked
- Hall floor swept
- Lights turn off
- Lock and bolt toilet door
- Take sign and bell of gate - lock gate
- Lock sheds
- Close hall door
- Register put away
- Leave building

Should Teachers not be on site, Conker Club must lock down school before cleaners arrive.

Working from top class rooms check all internal doors are closed and lights off, check all external doors are locked, turn on alarm in office and lock outer door.