



Variety School Breakfast Club



Getting Started: checklist to help you create a successful Variety School Breakfast Club

Finding a suitable space for breakfast

- Suitable size to accommodate intended number of students
- Suitable number of tables and chairs obtained
- Basic kitchen facilities – sink, fridge, cooking stove or microwave

For planning

- Work out a morning plan by designing some ground rules, processes and room set up
- Choose exact starting date of Variety School Breakfast Club
- Notify teaching and non-teaching staff. Get them excited
- Notify relevant staff about the availability of supplies
- Notify students of the Breakfast Club
- Create a letter to send home to parents/guardians
- Engage with the school's Parents & Friends Association to gain their support
- Set-up Breakfast Club committee

To organise your Breakfast Club Team

- Engage staff for assistance in day-to-day running of the program
- Contact external sources to engage volunteers
- Establish staff/volunteer roster
- Create volunteer sign-in sheet
- Send out an email reminder to volunteers with a brief list of requirements and check/confirm availability



Food safety

- Free online food safety training completed by staff, parents and volunteers assisting with the program
- Downloadable Food Safety posters printed and placed in appropriate food preparation areas. Visit [Food safety resources | Tasmanian Department of Health](#) for more information
- Local council contacted for more information on Food Safety – optional

In-kind and financial support

- Supplementary food needs identified
- Infrastructure needs identified
- Local businesses approached for support

Tell everyone

- Promote it in the school newsletter
- Display the School Breakfast Clubs poster and Variety School Breakfast Club plaque in a prominent location
- Announcement at the school assembly

