

Morning Breaktime Procedures

1. Staggered Morning Playtimes:

Class	Time	Playground	Access via	Staff
1	10.30 – 10:45	Infant Playground	Pod door*	Cath / Kerry
2	10:30 – 10:45	KS2 Playground	Class 2 door**	Liz / Lucy
3	10:45 – 11:00	Infant Playground	C4 cloakroom	Jen / Gill R
4	10:45 – 11:00	KS2 Playground	C4 cloakroom	Mark / Gill D

* One member of staff to open infant cloakroom door for children to access toilet, and then to close and lock at end of play.

** Class 2 children to use class 2 door if need toilet during breaktime.

2. Class teachers to share play duty responsibility when possible and prepared for next lesson.
3. Play Time Supervisers to take Class Safety Bag out with them to manage minor scrapes and bumps. If more significant first aid requirements needed, then call for Mrs Harman using walkie talkie.
4. Each class has own bag of play equipment which they take out and bring in. Make sure none left on playground.
5. Children encouraged to play responsibly to minimise trips and slips.
6. Climbing equipment and playhouse not to be used.
7. If a child needs toilet, they ask and go in, and then return outside. Class 1 children to be closely monitored through KS1 cloakroom door
8. Shut and clean door handle at end of play.
9. If class has an afternoon break – the same access procedures apply.