

Lunchtime Procedures

1. Timings:

Class	Eating Time	Play Time	Playtime Staffing
1	12:00 – 12:30	12:30 – 13:00	Cath and Kerry
2	12:00 – 12:30	12:30 – 13:00	Liz or Lucy and Lyn*
3	12:30 – 13:00	12:00 – 12:30	Jen and Lyn*
4	12:30 – 13:00	12:00 – 12:30	Mark and Gill

* Lyn to keep wide distance from children and not deal with first aid.

2. Class TA to collect packed lunch trolley from hall, deliver lunches to their class and return trolley to hall.
3. Children and staff eat packed lunch together in classroom (on field as picnic if dry).
4. Teachers monitor eating behaviour and support to try and allow TAs a break.
5. Classes use same playgrounds and access points as morning play.
6. Class TA takes a Class Safety Bag (first aid kit, gloves, mask, walkie talkie) outside for play to deal with minor grazes.
7. If more major incident, call Louise on walkie talkie.
8. **IMPORTANT:** Reinforce safe movement and transitions – walking calmly and respectfully.