

Specific Guidance Document: Lunchtimes and Playtimes

Lunches:

SLT will be supporting the lunch service.

TEACHERS must ensure that children visit the toilet and wash their hands before their lunchtime break. Teachers will agree a timetable for the year group classes.

Distribution of cutlery:

Nursery: Cutlery will be placed on their tray by a school adult.

Reception to Y6: Cutlery will be placed handle up into labelled containers for children to access independently without touching the end that goes into the children's mouths.

Lunch Service:

Nursery: The nursery children will eat in the Reception Hall as usual. Reception children will remain in their classrooms during this period (11:20 to 12:15) to avoid bubbles mixing. The nursery children will sit at tables in their class groups. The seats and tables in the hall will all be wiped down with appropriate products after they have finished eating and are waiting to return to class, as usual.

Reception: The Reception children will eat in the Reception Hall as usual (12:15 to 13:15). They will sit at tables in their class groups. The seats and tables in the hall will all be wiped down with appropriate products after they have finished and they have left the hall. Year 4 will eat in the Reception Hall from 13:15 to 13:45. Reception children will remain either outside or inside their classrooms (wet play) during this period to avoid bubbles mixing. Children must not walk through the hall. If a Reception child needs the toilet while Year 4 are eating they must be escorted by an adult.

Year 1, Year 2, Years 3: Teachers will drop off their classes in their designated play spaces at the start of lunchtime. Children with packed lunches will need to bring their lunches with them. Classes will be collected by a lunchtime supervisor or member of SLT and escorted to the plaza when it is time for them to eat. The children will wait in the plaza until there is space in the hall for them. Children will enter the building through the door by the North Block lift. When a child has finished eating they will exit the building via the door to the main playground (opposite the space mural and trophy case) and return to their place space following the one way system (now anti clockwise).

Year 2 Lunch group: A TALA will collect the children who need additional time to eat and take them to be served first. These children will eat in a Year 2 classroom under supervision from a TALA. Only Year 2 children will be able to attend the lunch group as it is part of the Year 2 bubble. Additional arrangements will be made for Year 1 if necessary. This will be reviewed in September.

Year 4: Teachers will drop off their classes in their designated play spaces at the start of lunchtime. Children with packed lunches will need to bring their lunches with them. A

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lunchtime supervisor or member of SLT will call each class to line up and take them to the Reception Hall via the Reception Nature Area gate. When a child has finished eating they will return to their place space via the Reception Nature Area gate.

Years 5 and 6: Years 5 and 6 children will collect their lunches at their designated times, and take these to their classrooms. Children with packed lunches will need to leave their packed lunch in their classrooms. Cutlery (separated into different pails) will be in class for them to access. Food waste bins will be used and all dirty dishes will be placed in a plastic box, and once everyone has finished, these boxes will be placed outside the classroom for the kitchen staff to collect.

Year 5: Teachers will drop off their classes in their designated play spaces at the start of lunchtime. Children with packed lunches will need to bring their lunches with them. See statement above. A lunchtime supervisor or member of SLT will call each class to line up and take them to the Plaza to line up for lunch. Lunches will be taken to classes. When a child has finished eating they will exit the building via the door to the main playground (opposite the space mural and trophy case) and return to their place space following the one way system (now anti clockwise).

Year 6: Teachers will drop off their classes in their designated play spaces at the start of lunchtime. Children with packed lunches will need to bring their lunches with them. A lunchtime supervisor or member of SLT will call each class to line up and take them to the Plaza to line up for lunch. Lunches will be taken to classes. When a child has finished eating they will exit the building via the door to the main playground (opposite the space mural and trophy case) and return to their place space following the one way system (now anti clockwise).

Additional Information

EYFS and KS1 children with packed lunches will keep their lunchboxes in their classrooms all day. The older children with packed lunches will keep their packed lunches in their classrooms and bring them to the designated play space and then into the main hall when it is their lunchtime. After they have eaten they will need to take their lunch boxes outside and into their classrooms at the end of lunchtime. All children will be allowed to bring a healthy fruit or vegetable snack to be kept in their bags in the classroom as well. These must not be shared.

First Aid

A first aider will be assigned for each year group. There will be a first aid station in each play space. This will be supplied with a first aid kit, PPE, and clinical waste disposal. Children will be seen by the first aider in their area, and the first aider will radio if support is needed from SLT in case of a serious injury/illness. The child will be assisted to move to the interview room if they need to be moved/collected by a parent.

First Aid station A & C: Underneath the trophy cabinet

First Aid station B: In the Cabin

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Play spaces

Play space A - Magic Carpet & Field/

Play space B - Nature Area & Trim Trail

Play space C - Main Playground and Ballcourt:

	Lunch hour	Dining hall slot	Lunch space	Play Space & 1st Aid station	Adults
N	11:20 - 12:20	11:20 - 12:15	Reception Hall	EYFS	Martina Jane Sonia (Mon - Thu) Shanice (Mon/Wed/Fri) Haris Pascale EY/KS1(11:50 - 12:40) Pearl (Fri)
R	12:15 - 13:15	12:15 - 13:15	Reception Hall	EYFS	Charlotte Alex Julie Nancy Pearl (Mon - Thu) Latifah
1	11:20 - 12:20	11:20 - 12:00	Dining Hall	C	First Aider: Jo-Ann Transitions: Luke Hall: Jean, Playspace: Charmaine, Jennifer Pascale 11:20 - 11:50
2	11:30 - 12:30	12:00 - 12:30	Dining Hall	B	First Aider: Admin (wearing PPE) Transitions: Luke Lunch Group: Fiona Hall: Menuka Playspace: Paige, Julie
3	12:00 - 13:00	12:30 - 13:00	Dining Hall	A	First Aider: Cassie Hall: Louise Play space and transitions: Charlie & Kasia/Christine
4	12:45 - 13:45	13:15 - 13:45	Reception Hall	B	First Aider: Jo-Ann (M, T and W) Suzy (Th and F) Hall: Charlotte: Play space and transitions: Nadine, Myri x 3 days, Jenni x 4 days
5	12:45 - 13:45	Collect 12:45	Y5 Classrooms	A	First Aider: Bhavna Hall: Pasty/another Play space and transitions:

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					Lucy/Tina/Laura/Michelle
6	12:45 - 13:45	Collect 13:00	Y6 Classrooms	C	First Aider: Cassie Hall: Shereen Play space and transition: Debbie/Fazia/Laura

Playtimes: As there will be less opportunity for outdoor activities/PE lessons during the school day, morning playtimes for KS2 will be extended to 30 minutes.

KS1 will have a 15 minute break in the morning and a 30 minute break in the afternoon.

	Play time	Play space	Afternoon playtime	Play space	Adults
1	10:15 - 10:30	B	14:00 - 14:30	A	AM: Jean, Charmaine, Jennifer PM: Support staff (15 mins) SWAP ADULTS Teachers (15 mins)
2	10:15 - 10:30	C	14:00 - 14:30	B	AM: Fiona, Menuka, Paige, Julie PM: Support staff (15 mins) SWAP ADULTS Teachers (15 mins)
3	9:45 - 10:15	B			Support staff (15 mins) SWAP ADULTS Teachers (15 mins)
4	10:30 - 11:00	C			Support staff (15 mins) & Suzy x2 days SWAP ADULTS Teachers (15 mins)
5	10:30 - 11:00	B			Support staff (15 mins) SWAP ADULTS Teachers (15 mins)
6	10:15 - 10:45	A			Support staff (15 mins) SWAP ADULTS Teachers (15 mins)

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Lunch / Play Rota:

	Session 1	Morning Break	Session 2	Lunch	Afternoon Break	Session 3
Play Space A Magic Carpet & Field	9:00-10:15	10:15-10:45 Year 6	10:45 - 12:00	12:00-13:00 Year 3 13:00-14:00 Year 5	14.00-14.30 Year 2	14:30-3:30
Play Space B Nature Area & Trim Trail	9:00 - 9:45	9:45-10:15 Year 3 10:15-10:30 Year 1 10:30-11:00 Year 5	11:00 - 11:30	11.30-12.30 Year 2 12:45-13.45 Year 4	14.00-14.30 Year 1	14:30-3:30
Play Space C Main Playground and Ballcourt:	9:00 - 10:15	10:15-10:30 Year 2 10:30-11:00 Year 4	11:00 - 11:20	11.20-12.20 Year 1 12:45-13:45 Year 6		

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Allocated staff to break duty:

	Morning Break	Lunch Break
Nursery Teachers	n/a	11:40 - 12:40
Nursery Support Staff	n/a	12:40 - 1:25
Reception Teachers	n/a	12:15 - 1:15
Reception Support Staff	n/a	1:15 - 2:00
Year 1 Teachers	10:15 - 10:30	11:20 - 12:20
Year 1 Support Staff	10:00 - 10:15	12:20 - 12:50
Year 2 Teachers	10:15 - 10:30	11:30 - 12:30
Year 2 Support Staff	10:00 - 10:15	12:30 - 13:00
Year 3 Teachers	09:45 - 10:00	12:00 - 13:00
Year 3 Support Staff	10:00-10:15	13:00 - 13:30
Year 4 Teachers	10:30 - 10:45	12:45 - 13:45
Year 4 Support Staff	10:45 - 11:00	12:15 - 12:45
Year 5 Teachers	10:30 - 10:45	13:00 - 14:00
Year 5 Support Staff	10:45 - 11:00	12:30 - 13:00
Year 6 Teachers	10:15 - 10:30	12:45 - 1:45
Year 6 Support Staff	10:30 - 10:45	12:15 - 12:45