

The Abbey
SCHOOL LUNCHESES AND CATERING

1. Policy

Lunchtimes are an important social occasion in the school day. They provide an opportunity for pupils to socially interact as well as allowing teachers to mix with pupils. Teachers should take an interest in what the pupils are eating, their table manners and any wastage of food that is taking place.

Procedure

2.1 The school operates a system of staggered lunchtimes:

Monday	12.40 pm	Years 3 and 4	12.50 pm	Years 5 and 6
Tuesday	12.40 pm	Years 3 and 4	12.50 pm	Years 5 and 6
Wednesday	12.40 pm	Years 5 and 6	12.50 pm	Years 3 and 4
Thursday	12.40 pm	Years 3 and 4	12.50 pm	Years 5 and 6
Friday	12.40 pm	Years 5 and 6	12.50 pm	Years 3 and 4

- 2.2 Members of staff should accompany the class they taught for period five to the Abbey Hall at the appropriate time. Pupils should walk to lunch in an orderly fashion with their teacher. In the Abbey Hall, the teacher should supervise the collection of trays and cutlery and make sure there is no running.
- 2.3 During lunch members of staff should disperse themselves around the Abbey Hall so that they can talk with pupils and help monitor lunch.
- 2.4 It is recognized that there will be occasions when teachers need to sit together to discuss various issues, but it is important that the Abbey Hall is carefully supervised during lunch.
- 2.5 No pupils should leave the Abbey Hall before the 'Member of Staff on Duty' sign is put up. This should happen at approximately 1 pm.
- 2.6 Staff wishing to bring visitors into school lunch should inform the Catering Manager.
- 2.7 If any member of staff is planning a visit, an excursion or catering for an event, it is important that he or she warns the Catering Manager as soon as possible. If possible, at least two weeks' notice must be given. Preferably, the Catering Manager should be informed at the beginning of term.
- 2.8 Any complaints should, as soon as possible, be brought to the attention of the Catering Manager. If pupils have concerns they should discuss them with their class teacher or present them at the School Council Meeting. If parents have concerns they are to be invited to lunch by the Master.

Author: NJG
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