

## Social Distancing Policy and Procedures – September 2020

### Appendix Five – Lunchtime Plan

#### School Site

- No staff should enter the kitchen
- Only 1 staff member from each class to collect the food from the designated area or up to 3 pupils at a time
- If waiting keep 2m apart from each other
- If eating in the classroom the plates & cutlery should be washed in the classroom
- Only plates should be return on the trays to the kitchen – keep cutlery in the room
- Those eating in the hall must clear away everything and clean the tables and benches
- Do not arrive in hall before your allocated time

#### EYS/KS1

	Lunch	Outside play	MSA allocation
<b>Panda</b>	12.00 classroom	12.30 EYFS area	Tammy 11.45 - 1.45
<b>Frog</b>	12.00 classroom	12.30 EYFS area	Jo 11.45 - 1.45

- **To collect food from school hall at 11:55**

#### KS2

	Lunch	Outside play	MSA allocation
<b>Puffins &amp; Giraffes (operating as 1 bubble)</b>	12.00 hall	12.30 playground	Angie 11.45 - 1.45
<b>Dolphin</b>	12.30 classroom	1.00 playground	Claire 12 - 2
<b>Penguins</b>	1.00 classroom	12.30 playground	Janice 12 - 2

- **Dolphins and Penguins to collect food from school hall at 12:30 or 1pm**

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### Appendix Five – Lunchtime Plan

#### KS3

	Lunch	Outside play	MSA allocation
Snowdon	12.30 - 2 classes in hall, 2 in classrooms (can swap each week if wanted)	1.00 playground	Lyndsey 12 - 2
Olympus		1.00 playground	Stephanie 1.45-2.30
Matterhorn		1.00 playground	Maria 12 - 1
Ben Nevis		1.00 playground	Maria 1 - 2

- **Class-based staff to collect meals from school hall at 12:30**

#### KS 4

**MSA: Lee Jackson**

	Lunch	Outside play	MSA allocation
Kilimanjaro Fuji Everest (operating as 1 bubble)	1.00 hall	12.30 field (pump / car park side), sensory garden / KS4 study room	Lee 12 - 2 (to be shared as needed across the 3 classes)

#### College Site

All classes to decide whether to eat in the hall or at their own table in the hall.

- No staff should enter the kitchen
- If waiting keep 2m apart from each other
- If eating in the classroom the plates & cutlery should be washed in the classroom
- Only 1 staff member from each class to collect the food from the designated area or up to 3 pupils at a time

#### Biggleswade Academy Satellite Class

All lunches to be eaten in the classroom. Only packed-lunch style lunches are available.