

Social Distancing Policy and Procedures – January 2021

Appendix Five – Lunchtime Plan

School Site

- No staff should enter the kitchen
- All pupils will eat in their classroom
- Only 1 staff member from each class to collect the food from the designated area
- If waiting keep 2m apart from each other
- Plates & cutlery should be washed in the classroom
- Only plates should be returned on the trays to the kitchen – keep cutlery in the room

EYS/KS1 - Staff to collect meals from school hall at 11:55

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

KS2 - Staff to collect meals from school hall at 12:30 or 1pm

	Lunch	Outside play	MSA allocation
Puffins & Giraffes (operating as 1 bubble)	12.00 classroom	12.30 playground	Angie 11.45 - 1.45
Dolphin	12.30 classroom	13.00 playground	Claire 12 - 2
Penguins	13.00 classroom	12.30 playground	Janice 12 - 2

KS3 - Staff to collect meals from school hall at 12:30

	Lunch	Outside play	MSA allocation
Snowdon	12.30 classroom	13.00 playground	Lyndsey 12 - 2
Olympus	12.30 classroom	13.00 playground	Stephanie 1.45-2.30
Matterhorn	12.30 classroom	13.00 playground	Maria 12 - 1
Ben Nevis	12.30 classroom	13.00 playground	Maria 1 - 2

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Appendix Five – Lunchtime Plan

KS 4

	Lunch	Outside play	MSA allocation
Kilimanjaro	13.00 classroom	12.30 field (pump / car park side), sensory garden / KS4 study room	Lee 12 - 2 (to be shared as needed across the 3 classes)
Fuji	13.00 classroom		
Everest	13.00 classroom		

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.