



11<sup>th</sup> January 2018

Dear Parents and carers,

### **Lunchtime Routines Changes**

Over a period of time during 2017, it became apparent that our lunchtime procedures did not protect our children to the extent that we would like. I therefore requested the procedures to be audited by YCAT and NYCC. The audit identified ways in which the safe guarding of children could be improved. This involved:

1. Bringing all children into the canteen for lunch at the same time. Previously, the school took a 'conveyer belt approach' in that children went from the playground to the canteen and then returned to the playground following the eating of their meal. As you can appreciate this was difficult and time consuming to control, and resulted in a member of staff being unavailable to safe guard children on the playground.
2. The implementation of the above meant that space in the canteen was now at a premium. To resolve this issue, it was decided to appoint children to collect meals on behalf of other children and to return crockery and cutlery following the completion of their meal. This process was recommended by NYCC since it had proved successful at other schools. The process had an additional advantage in that the older children were now acting as role models to the younger children.

The previous procedures were not changed through want but through need. We cannot go back to the old procedures even with a full complement of staff, since even with such children would not be adequately safeguarded. Please note that the school now has a full complement of lunchtime staff.

Yours sincerely,

Hanna Vasey

Headteacher