



SUNNYSIDE PRIMARY ACADEMY

Principal: Mrs N Sayers

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Dear Parent/Carer,

I am writing to inform you of some changes I have made to our lunchtime protocols. The reason behind these changes is in response to listening to the pupil's voice and due to the school now being considerably larger from when the first protocols were introduced.

Class teachers are currently reminding all children of the expectations at lunchtime and additional training is currently being invested to all lunchtime adults.

- The playground is now zoned at lunchtime – children will be able to choose a variety of activities which are supervised by an adult and a trained play leader.
- Each year group has a designated adult so children know who to go to if they require attention.
- The recording and investigation of incidents happening at lunchtime have also been reviewed.

Below is an example of some of the lunchtime rewards and consequences

Lunchtime Rewards

Praise
Use of equipment
House points
Leading an activity

Lunchtime Consequences

Loss of equipment
Duty Room – this is where a member of teaching staff will investigate the incident
Sad book –
Loss of lunchtime
Lunchtime Report

Lunchtime Report

You will be notified if your child goes on to report at lunchtime. If your child still struggles at lunchtime, a formal meeting will be held with parents to discuss next steps. These next steps could include a structured lunch or your child being excluded from lunchtimes.

Incident Report Form

An incident report form has also been introduced. You will be notified if your child has been involved in any incident whether they are the perpetrator or a victim, you will also be informed of any action which has been taken.

Thank you for your continued support

Mrs N J Sayers
Principal

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