



13th February 2019

Dear Parents / Carers

Lunchtime Routines

I thought I would take this opportunity to write to you to address some questions raised recently by parents regarding the lunchtime routines.

Currently we have two split lunchtimes at our academy: 11.50 to 12.30 for Years 7 to 9 and 12.45 to 13.25 for Years 10 and 11. This means that whilst the younger students are having their lunch break, the older students are in lessons and vice versa. All students eat their lunch in the dining rooms for the first twenty minutes of their lunch break and then have free time for the remaining twenty minutes. The rules, in terms of where students are and are not allowed to go during their free time, have not changed and can be summed up as follows:

- Students may stay in the dining rooms
- Students may use the library & ICT room
- Year 11 students may use the Bistro
- Students may attend lunchtime clubs
- Students may use the toilets on the ground floor
- Students have access to their lockers/coats if they wish
- Students **may not** wander the corridors whilst lessons are going on or congregate near classrooms
- Students **should not** congregate in toilets

Since September we have noticed that more and more students are not following these basic school rules despite reminders during form time and in student briefings. Too many students are opting to wander the corridors, often causing a disruption to lessons. Too many students are also congregating in the toilets, or using it as a social area. This makes it difficult for other students to use the facilities.

To remedy this, and to ensure that lessons are not being interrupted, we are insisting that all students abide by the above rules. A reminder of these was given during Monday's form time and then again at the beginning of lunchtime each day since.

I would reiterate that

- these rules are not new and every student has been reminded of them
- no student is ever asked to go or stay outside; there are plenty of warm inside spaces for them to sit and chat – the dining rooms, the library, ICT room and Bistro
- all students have access to but are not allowed to remain and *socialise* in the toilets.
- the reason for these rules is to protect the learning of those students who are in lessons during the split lunchtime.

We will continue to monitor behaviour at lunchtimes and continue to remind all students of our expectations.

Yours sincerely

T Cartmail
Headteacher



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