



July 2019

Dear Parent/Carer

2019-20 Lunchtime Arrangements

As the end of this academic year approaches I wanted to take this opportunity to clarify and reinforce our lunchtime policy. It is our expectation that students stay on site for the duration of lunchtime as this offers a range of benefits including increased safety, healthy eating, and opportunities to engage in lunchtime activities.

We do also respect that you may prefer or require your son/daughter to return home for lunch. If you do live close to the school and require your child to go home at lunchtime then we request that a 'Lunchtime Pass Contract' is completed. This contract is between home and the school and is an acknowledgement from you that you are happy for your child to leave the site and you take responsibility for them during this time. Once a completed contract has been returned and approved, a 'Lunchtime Pass' will be produced for your child that will include their name, mentor group and photograph. Your child will need to show their pass at the gate each day before they will be allowed to leave the premises.

The pass must be shown every lunchtime. If a student forgets it or loses it then they will not be allowed to leave the site. A lost pass can be re-issued by Student Reception at a cost of £1.00.

Monday to Thursday it is our expectation that students leaving the site should do so between 12.20pm and 12.30pm and return to site no later than 12.55pm in time for the afternoon's lessons. On a Friday they should leave between 11.05am and 11.15am and return no later than 11.40am.

If we have concerns about a student leaving the site or there is a breach of contract we reserve the right to revoke the pass and the student will need to remain on site for the duration of lunchtime. It will not be permitted that students use their bikes or scooters to leave the site at lunchtime.

We are confident we provide a catering facility that meets the needs of all students at lunchtime providing them with not only with a balanced and healthy lunchtime diet but also a great environment to relax and socialise.

Your child can request a 'Lunchtime Pass Contract' from Student Reception. Completed contracts should be returned to Mr Azemia in Student Reception no later than Friday 19th July 2019. This will ensure the pass will be produced in time for the new term in September. Please note if your son/daughter currently has a lunchtime pass, they will need a new one for 2019-20 therefore a new contract will need to be completed.

I must stress this point; students living some distance from the school should not apply for a pass as travel home and back within the 40 minute lunchbreak would realistically not be possible. This pass is a going home for lunch pass.

Yours faithfully

Mr P Hunt
Assistant Head of School