

THE BOARD OF MANAGEMENT
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PROCEDURES FOR LUNCH TIME PARENTS

LUNCHTIME PROCEDURES FOR PARENTS

Thank you for agreeing to help at lunchtime in our school. We appreciate your time and commitment and we hope that you enjoy the experience. This booklet is designed to answer any questions or queries you may have and also to outline to you the lunchtime procedures that are working in St Attracta's at present. Please take a few minutes to read this information booklet and familiarise yourself with the lunchtime routines. If you are unsure about something, please do not hesitate to ask either the class teacher in whose class you are helping or approach the Principal and we will be delighted to clarify any queries you may have.

LUNCHTIME

Lunchtime is between 12:30 p.m. and 1 p.m. every day. The children go out to play before they eat their lunch. Each class teacher is responsible for bringing his/her own class to the playground at lunchtime. On the day that you are a "lunchtime parent" please:

- ◆ Go to your child's outside classroom door where you can accompany the class to the playground with the class teacher. It will be very helpful to the class teacher to know that you are there to help out in his / her classroom on that particular day.

If there is a day that you cannot make it down at lunchtime, please, where possible, let the class teacher know. You can phone the school and leave a message with our school secretary.

Every day there are three teachers on duty at lunchtime. ***Together they have primary responsibility for the children and their safety in the playground at lunchtime and throughout the whole lunchtime period.***

IN THE PLAYGROUND

While you are in the playground at lunchtime please:

- ◆ Refer **all** accidents to one of the teachers on duty
- ◆ Inform a teacher on duty or the class teacher if a child requires first aid for a cut or injury of any description
- ◆ Refer **all** requests from children to go to the toilet to one of the teachers on duty

- ◆ Refer **all** requests from a child or group of children to leave the playground for any reason to the teachers on duty
- ◆ ***For the protection of all concerned, never find yourself alone with a child/group of children...therefore you are asked not to leave the playground/classroom with an individual child or group of children***

Only teachers or SNAs are allowed to administer first aid of any description.

COMING BACK INSIDE

When playtime is over the teachers on duty will blow two separate whistles.

- ◆ On the first whistle all the children in the playground freeze.
- ◆ On the second whistle the children **walk** to their lines in silence and line up in an orderly manner behind the line leaders for the day
- ◆ The children are then directed by a teacher on duty to **walk** back to their classroom via the hall.
- ◆ Please wait to be asked to take the class you are with inside as there are a lot of classes involved and for safety reasons it is important that classes are staggered going through the hall to avoid a stampede!
- ◆ It is very important that ***you lead the line from the front***, not the rear

No class will be kept waiting more than a couple of minutes.

BACK IN THE CLASSROOM

When the children return to their classroom they eat their lunch at the lunch benches on the wet area. It is wonderful to have an extra pair of hands in a class at this stage of the day to help the children open their drinks, yoghurts, lunchboxes etc. Please ...

- ◆ Encourage the children to be independent and not take advantage of you!
- ◆ Encourage each child to tidy up his/her own space after he/she has finished eating.
- ◆ Refer all matters to do with toileting (even if it concerns your own child) to the teachers on duty
- ◆ Do not open the exterior classroom door to admit anybody into the classroom

All food that is not eaten is kept in the child's lunchbox and never thrown out, so that parents are aware what their child has eaten for lunch at school.

The children are well aware of these routines and the reasons behind them but sometimes they forget and need gentle reminders!

Again for your safety and the safety of the children please:

- ◆ Always leave the classroom door into the corridor wide open.
- ◆ Ensure that the outside door is locked.
- ◆ Ensure that no child or group of children leave the classroom for any reason.
- ◆ If any behavioural issue arises please refer it immediately to the Teacher On Supervision Duty who is patrolling your corridor when he/she comes to your classroom
- ◆ If you have any concern at all over any matter that may arise at lunchtime please discuss it with the Class Teacher on his/her return to the room – such matters should ***not*** be reported/discussed with other parents/guardians.
- ◆ Where other parents/guardians seek information from lunch time volunteers concerning their own or other children or staff, please advise them to discuss same with the class teacher/principal.
- ◆ The individual needs of each and every child must be respected, and therefore volunteer parents/guardians are asked not to make comment on/discuss matters pertaining to individual children.
- ◆ Lunch Duty parents should adhere to the school's Healthy Eating Policy and not give 'treats' to the children
- ◆ **Under no circumstance should photographs/video footage of children be taken on mobile phones/other devices, both on the yard or in the classroom**

When the children have finished eating their lunch and have tidied up they are expected to sit down quietly. For reasons of Health & Safety children are never allowed to run in the classroom.

RAINY DAYS

On days when it is raining and the children cannot go to the playground they eat their lunch first. Every class will have its own arrangement as to what the children are allowed to do when they have finished their lunch on rainy days. The class teacher will let you know what the children are allowed to do on these occasions.

WELL-BEHAVED CHILDREN!

At all times we expect the child in St Attracta's to be polite and respectful to each other and to those they meet. We hope sincerely that you will experience a warm and respectful reception from all the children in our school and in particular the children in the class in which you have so kindly volunteered to help in. Please expect the children to say "please" and "thank you" and to treat you in a polite and courteous manner. In the unlikely event of this not being the case, or ***if you are experiencing any difficulties in the classroom, please speak to the teachers on duty or to the class teacher immediately. These issues can usually be sorted out very easily and very quickly.***

Garda Vetting:

New Garda vetting procedures were enacted on April 29th 2016. From September **2017** everyone who has access to children in Irish schools-even in a volunteering capacity must be vetted.

IN CONCLUSION

Once again on behalf of the staff of St Attracta's Junior School and the pupils we would like to thank you for volunteering to help at lunch time. Your help is invaluable and it enhances the opportunity to allow the children in St Attracta's to enjoy a safe and enjoyable lunchtime. We hope that you enjoy the experience as much as we enjoy having you in our school! If you are collecting a child at 1:30 p.m. you are welcome to stay and have a cup of tea in the Staffroom. Should you have any further questions or worries, please do not hesitate to speak to a member of staff.

Ratification and Review

These Procedures were adopted at a meeting of the Board of Management on 6th March 2018, and will be reviewed as necessary.

Signed: _____,

Paddy Gough (Chairperson)