

# Student Code of Conduct – *Break & Lunchtime*

## Break Arrangements

1. Staff on duty at break should patrol the areas specified. Any student problems should be dealt with and when necessary the Duty Team Leader notified. Matters dealt with should be recorded on IRIS by the member of staff on duty.
2. On the warning bell, students should make their way to the room where their next lesson is due to take place to ensure that they arrive in time for their next lesson

## Lunchtime Arrangements

1. All students will remain in school at lunchtime. The Headteacher will grant permission to leave school at lunchtime, only in exceptional circumstances and on most occasions after interviewing parents.
2. The Dining Room runs a cashless system.

All students are issued with a swipe card and instructions on how it is used in school. Students pay with coins - 10p, 20p, 50p, £1, £2 – into any of the 5 machines installed in school during their non-lesson time.

Students who are on free school meals have their accounts automatically credited each morning with £2.51 per day. This must be used on the day it is issued or it will be deleted from the balance. Any top-up money paid in by students will remain on the account until it is spent.

Students can check their balance at the re-val machine. If paying with notes, students should use the change machine on the ground floor.

There will be a daily spend limit of £4 programmed into the system, this can be increased or decreased for any student, if parents make a request in writing to the Cover Admin Officer.

If students lose their swipe cards they are required to pay £2 for a replacement, however all machines have capacity to enter swipe card numbers which students should record in their school planners to enable them to have continued access without the need to swipe their card.

Parents can also credit students' cards through Parentpay, an online payment system. Full details have been issued to parents on how to access and use the system. Further information can be found on the school website.

3. A rota system is operated in the Dining Room.

TIME	YEAR GROUP
<b>FIRST SITTING</b> 12.39 pm (30 mins)	<b>Years 7 &amp; 8</b>  <b>Year 11</b>

<b>SECOND SITTING</b> <b>1.10 pm</b> <b>(30 mins)</b>	<b>Years 9 &amp; 10</b>
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4. At lunchtime there will be designated areas for students in Year 7:
  - From 12.40 Year 7s will be allowed into the Theatre and will use this as a social area.
  - Students can go outside or attend the many extra-curricular clubs available.
5. Year 8 students will remain on the ground floor at lunchtime and can access the canteen.
6. Years 9 and 10 will remain on the first floor.
7. Year 11 will remain on the second floor.

**NB:**

- No food or drink can be consumed in any classroom at any time of the day by any year group.
- Students should take any food to the break out areas to eat.

**Active Playgrounds**

The Active Playgrounds system operates at lunchtime and is very popular. Students can hire equipment such as skipping ropes, tennis balls etc. Details are published by the PE Department.