



# QUEENSMEAD PRIMARY ACADEMY

## Playtime and Lunchtime Procedures

Please do not go out onto the playground until there is an adult there to supervise you.

Once you have gone outside at playtime or lunchtime, you do not come back into school unless

- You ask to go to the toilet and get a toilet pass card from an adult on duty
- You are a lunchtime monitor
- Your teacher has asked you to do a job, and has given you a sticker to wear
- You are attending a lunchtime club and your name is on the club list

If you are inside, you should behave quietly and calmly at all times or you will be asked to go outside.

### **On the playground →**

- Please keep to your areas and do not play in the reception classes' area.
- Respect and follow any rotas for football and other games.
- Only go on the Trim Trails and into the Gazebo's when it is your classes' turn and an adult is supervising.
- Look after any playtime equipment properly and put it away when you have finished.
- Stand still when the whistle blows or bell rings at the end of playtime and then line up as instructed with your class.

### **When it is wet lunch or play →**

You will choose which room you wish to go in (watch a DVD, or a quiet activity room) and stay there for the rest of the lunchtime.

Please use playtime paper and equipment only – no scissors.

If it is only drizzle, you will go outside – please put your coat on!

**At all times  
follow the Queensmead Academy Code**