



**Education Resources**  
Executive Director **Tony McDaid**  
**High Mill Primary School**  
Head Teacher: **Kirstine McDonald**

27<sup>th</sup> August 2021

### **Lunch Time and Office Arrangements**

Over the first 2 weeks of term, the children have missed playing with footballs and basket balls in the playground. They were delighted when this was introduced because of the split play times that were in place last session due to COVID-19 mitigations. Unfortunately, with all 4 classes outside at the same time the playground space is too small to safely accommodate this.

The children's voices and views are important to us, so we are trialling the following arrangements at lunch time:

- Lunch time for all children will continue to be 12:15pm-1pm
- At 12:15pm
  - P.2/1 and P.7/6 will go to the hall with 2 members of support staff while P.4/3 and P.6/5/4 go outside with 2 the members of support staff.
  - The classes will then swap over.
- Home lunches will continue to be signed out at the main office at 12:15pm but should return to the playground gate where a member of staff will sign them back in.

This split of classes will enable the P.2/1 children to have access to their Buddies and enable us to have large ball games back in the playground a lunch time. There are no changes to play time.

Due to supervision arrangements and staff lunches, the school office will not be manned between 12:15pm and 1:35pm. The school answering machine will be turned on and messages checked when staff return from lunch. Messages can also be emailed to the office ([office@highmill-pri.s-lanark.sch.uk](mailto:office@highmill-pri.s-lanark.sch.uk)).

We will review these arrangements prior to the October week. Thank you for your continued support.

Yours sincerely

Kirstine McDonald  
(Head Teacher)

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