**New Lunch Box Procedure**

Please see the new system that will start after the holiday. This has been explained to pupils. Thank you for your co-operation.

**Start of Day**

1. Lunch Box trolleys will be placed by main staircase (soft start) entrance.
2. Pupils should leave their lunch box on trolley. There will be designated rows for each year group.
3. Any pupil who is late should leave their lunch with a member of the office staff, who will ensure it is taken to the trolley.

**End of Day**

1. Pupils should collect their lunch box from the trolley when they have been dismissed by their class teacher.