



John Scottus Primary & Pre-School

Mealtime Procedures 2020

	Break Time	Lunch Time
Robins (Ms Griffin)	10.00 am	12.00 pm
Swallows (Miss Dunne)	10.00 am	12.00 pm
Primary (Miss Dempsey)	10.00 am	12.00 pm

Robins Mealtime Procedure

1. The children tidy away all toys and learning resources from the tables
2. The children line up to wash their hands
3. The teacher cleans the tables in preparation for mealtime
4. The teacher and children wash their hands
5. The Catering Assistant leaves the trolley containing the food, drink, beakers, plates and cutlery at the door
6. The teacher and the children set the table
7. The children sit at the table
8. The teacher serves the meal
9. The teacher and children pause together and then eat their meal together
10. The children tidy away their beakers, plates and cutlery onto the trolley
11. The children line up to wash their hands and clean faces, if necessary
12. The teacher cleans the tables and cleans the floor where necessary
13. The Catering Assistant collects the trolley.

Swallows Mealtime Procedure

1. The children tidy away all toys and learning resources from the tables
2. The children line up to wash their hands
3. The teacher cleans the tables in preparation for mealtime
4. The teacher and children wash their hands
5. The Catering Assistant leaves the food, drink, beakers, plates and cutlery in the food serving area

6. The teacher and the children set the table
7. The children sit at the table
8. The teacher serves the meal
9. The teacher and children pause together and then eat their meal together
10. The children tidy away their beakers, plates and cutlery to the food serving area
11. The children line up to wash their hands and clean faces, if necessary
12. The teacher cleans the tables and cleans the floor where necessary
13. The Catering Assistant tidies away the dishes.

Primary Mealtime Procedure

1. The children tidy away all learning resources from their table
2. The Catering Assistant leaves the food, drink, beakers, plates, cutlery and table cleaning requisites on the food serving area
3. One child cleans the tables in preparation for mealtime, while the other children wash their hands
4. The teacher washes her hands
5. The children set the table
6. The children sit at their table
7. The teacher serves the meal
8. The teacher and children pause together and then eat their meal together
9. The children tidy away their beakers, plates and cutlery onto the food serving area
10. One child cleans the tables, another child sweeps the floor, if necessary. All other children wash their hands
11. The Catering Assistant collects the dishes from the food serving area