



# Spencer Park Primary School Provision of Emergency Lunches Policy (2012)

Emergency lunches may be provided when a student does not have a lunch for the day. Before an emergency lunch is provided the classroom teacher will endeavour to contact the student's parent/carer. If the classroom teacher is unable to contact the parents/carers or parent/carers can't get lunch to school an emergency lunch can be provided.

Emergency lunches **will not be provided** when the student simply does not have a recess snack or has finished their lunch and remains hungry. **(However, a student who reports that they have had no breakfast and also do not have lunch may be issued with a something to eat during the morning if the teacher feels that this is needed to maximise concentration levels.)**

Ingredients for emergency lunches are located in the fridge in Room 6 and will consist mostly, depending on what is available, of a basic sandwich (vegemite/cheese) and a piece of fruit.

Pre-prepared lunches will be made weekly by the Chaplain and AIEO during morning break and placed into the freezer.

Lunches can be prepared and provided in the following ways:

- By the classroom teacher
- Someone from admin
- By an EA or the AIEO
- The School Chaplain (Tuesday and Thursday)
- From frozen pre-prepared sandwiches
- An Emergency Lunch Request (Appendix 1), issued by the classroom teacher, given to the Time Out Teacher in exchange for a pre-prepared sandwich and fruit.

### **Please note**

Preparation of lunches is **not** the responsibility of the **Time Out Duty Teacher**. Students are not to enter Room 6 and prepare their own food.

In relation to this issue classroom teachers should:

- Monitor the provision of food for their students, particularly those that have a history of coming to school without adequate food intake.
- Where a student is regularly without adequate daily nutrition, keep brief records so that these can be used should contact with DCP be required.
- Keep the school leadership informed of students who are frequently without adequate daily food provision.

Emergency Lunch Request
Students Name
Room
Teacher Sign
Date

Emergency Lunch Request
Students Name
Room
Teacher Sign
Date

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Students Name
Room
Teacher Sign
Date

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