**St. Matthew’s PS**

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**Classroom/School Routines**

**Policy & Procedure Paper**



Daily Routines

* Children should visit the toilet during playtimes and lunchtimes except on wet play days when pupils should visit the toilet before playtime. Any child leaving the class to go to the toilet in class time should be signed out.
* Children will not be permitted to visit the toilet during wet plays.
* All snacks should be collected and children return to class on wet plays, children will not be permitted to leave the classroom during wet plays or return to the building to collect snacks on dry days.
* Children should be sent on errands in pairs. Errands should not be for Social Events or Union Business.
* Teachers should ensure all children have left the building at playtimes, lunchtimes and at the end of the day. On wet plays teachers should ensure that all children have returned to the class and that P7 monitors are in place before leaving for their break.