

STUDENT WELLBEING



Lunch Assistance Procedures

1. Classroom teacher fills out a Student Lunch form and sends it with the student to the office.

Student Welfare Lunch	
Date:	
Name:	Class:
SIGNED: Class Teacher	

2. A School Administration Officer enters this on SENTRAL using the 'No lunch/No food' tab in Wellbeing → Data, and provides a sandwich.
3. Classroom teacher to liaise with team leader to determine further action, if required, when a student's pattern of insufficient lunches continues.
4. Discuss with senior executive if the issue persists.

NOTE: Students with no food for Break 2 can come to the office for a piece of fruit or a muesli bar. A note is not required.