



**Park House
English School**

Park House Café Etiquette

- Café opening times 7am-15:00
- 7am - 8:30am - open for parents no booking required.
- 1:50pm-3:00pm- open for parents no booking required.
- Parents should obtain prior permission to use the café for key events e.g., book club and class rep coffee mornings, by contacting psa@parkhouseschool.com meetings are restricted to 1-hour slots.
- When the café is booked by parents, staff and students can purchase drinks and snacks but cannot stay in the café.
- Please be always respectful to the cafeteria personnel and clean up after oneself.
- Do not save places/chairs for friends or colleagues
- If you are using the fridge to store food, please make sure all items are labelled, we cannot take responsibility for missing food items. If Items remain in the fridge for over 1 week, they will be disposed of.
- Please refrain from microwaving strong-smelling meals
- Always keep the microwave clean after use
- Please use the bin provided for disposable items
- Keep your area clean after use
- Parents visiting the café and are not permitted to walk around the school site unsupervised
- Please be respectful of all people using the cafeteria.
- Parents should make sure they sign in/out with the security team and follow the Safeguarding guidelines
- Cash only can be used at this stage. CC payment will be available in Term 2.
- Parents can utilise the café during ECA'S until 3pm only
- No children should be in the café unsupervised
- The café will close at 3pm
- Sixth Form Students shall conduct themselves in a respectful manner and show proper respect toward all cafeteria personnel and Park House parents.
- Sixth form Students have access to the café to purchase drinks/snacks but cannot use this space as an additional common room.
- Loud talking, yelling, screaming, and other disruptions are prohibited.