



## Simonside Primary School



### Lunchtime Policy

2017 - 2018

#### 1. INTRODUCTION

It is our intention that during lunchtimes, children will have a safe, happy and worthwhile break from school teaching sessions. Lunchtimes should be a positive experience and pupils will be supported by supervisory lunchtime assistants and senior teaching staff.

#### 2. AIMS

The aims of lunchtime are that children will;

- Develop good relationships with other children.
- Play together and have fun in a safe environment.
- Feel safe.
- Eat a healthy lunch in a relaxed environment.
- Look after each other and enjoy their free time.
- Have access to a variety of age appropriate activities.
- Abide by the lunchtime and school rules.

#### 3. LUNCHTIME RULES FOR PLAYGROUND

- We are respectful
- We are kind and helpful
- We listen
- We are honest
- We care for the playground
- We play well with others

#### 4. ACTIVITIES NOT PERMITTED

- Fighting (including 'Fun' fighting)/wrestling
- Climbing/jumping on the barriers/fences/walls/benches
- Climbing on trees and perimeter fencing
- Eating sweets, crisps or chewing gum
- Dropping litter.

#### 5. DINNER TIMES

EYFS 11:45am – 12:55pm  
KS1 11:45am – 12:45pm  
KS2 12:15am – 1:00pm

## **6. DINNER TIME PROCEDURES**

Reception will go for their dinner first at 11.45 am supervised by two dinner staff. They will then be taken on to the Early Years Yard.

KS1 children will go on to the Big Yard at 11:45am. Certain groups of children will remain with the teacher for booster work. Year 1 will be brought off the Big Yard at 12:00pm and taken straight into the Big Hall by dinner staff. Year 2 will remain on the Big Yard and wait to be called in by dinner staff. KS1 children will go on to the KS1 Yard after lunch.

KS2 children will go on to the Big Yard at 12:15pm and wait to be called in for lunch (this includes the children from Y2/3 class).

Lunchtime staff will continuously circulate assisting children and watching behaviour (all areas must be supervised on the yards). This will include:-

- Encouraging and rewarding quiet and orderly movement through school, to and from the dining hall as well as calm entry into the dining hall.
- Encouraging social skills, politeness and good table manners
- Encouraging healthy eating
- Where necessary, assisting with cutting food, opening packets etc.
- Encouraging all pupils to eat their lunch and be aware of and report any pupils causing concern over their food consumption.
- Encouraging independence in clearing away trays/packing away lunch boxes.
- Engaging and interacting with the pupils as they move around the dining hall and yard areas, offering support where necessary.

The Lunchtime Supervisor will make sure there are enough members of dinner staff in all areas, both inside and outside and will speak to the Deputy Headteacher if there are any issues due to any staff being absent. Children should be praised for their good behaviour and shouting should be avoided. Dinner Staff will choose on a weekly basis any children who they think should be on 'Top Table' for their behaviour/attitude at lunchtime.

### **DINNER HALL GOLDEN RULES**

- We line up calmly
- We walk carefully through the hall
- We speak quietly to those around us
- We use good table manners
- We keep our table clean
- We are polite to everyone

## **7. SANCTIONS**

Sanctions must be fairly and consistently applied and be seen to match the offence in order to be most effective. In most cases, children are just given 'time out' for 5 minutes, however if the child continues to break the lunchtime rules, they will be sent down to the Y2/3 classroom to do work supervised by the Assistant Headteacher (in the case of their absence, then a member of the SLT will supervise the detention). Any serious incidents should be reported to the Lunchtime Supervisor who will see that matters are dealt with and she will decide if an incident is serious enough for the class teacher or a member of the SLT to be involved.

Swearing, being disrespectful to any member of staff or using any form of violence will not be tolerated. In these cases, a child will miss their lunchtime and be sent to the Y2/3 classroom to carry out work supervised by the Assistant Headteacher and parents will be informed. If this behaviour continues, internal exclusions will be put in place and parents will be notified. The child will eat their lunch on their own supervised by a member of the SLT.

If a child leaves the premises, an internal exclusion will be put in place.

If a child's behaviour continues to be unacceptable, parents will be asked to take their child home for lunch and return them to school in time for the afternoon session.

All incidents of poor behaviour must be recorded on CPOMS on the day that the incident has occurred.

## **8. PLAYGROUND ZONES**

Zones will be set up in the KS1 and KS2 yards. Children must make sure they stay in their zones if they are doing an activity. There will always be a Football Zone on KS2 yard and a Ball game Zone on the KS1 Yard.

Rules will be agreed for football at the beginning of every year and all footballers in KS2 must sign a contract. If they disobey the rules of the contract, they will be removed from playing and miss the next day. If they have to be removed three times over a half term, they will not get to play until the next half term. A timetable has been set up for Football.

## **9. INDOOR LUNCHTIMES**

In poor weather, duty staff may decide that children should not go outside at lunchtime. If this is the case, all classes should be purposefully occupied with table-top activities and games. These activities are the responsibility of the class teachers. The Lunchtime Supervisor will ensure that there is a suitable amount of supervision between classes. In some cases, members of the SLT will assist with supervising particular classes.

Any children thought to be showing signs of not coping with an indoor lunch will be sent to the Y2/3 classroom between 12:15pm and 12:30pm and then to Nurture Group between 12:30pm and 1pm to be supervised by the Behaviour Support Assistant.

## **10. ACCIDENT AND INJURY**

First Aid boxes are located at different points around the school. There are a number of trained first-aiders on duty at lunchtime to deal with minor incidents. Staff ensure that at least one first aider carries a First Aid box on each yard to deal with minor injuries outside. Any child who has a more serious accident requiring First Aid should be sent to the office, if able, accompanied by a

member of support staff. The necessary action will be taken by a qualified First Aider. The class teacher will be informed of this decision and any child going home will be collected from the office. Any First Aid treatment given is logged by the First Aider who gave the treatment in an 'Accident Book' detailing the injury and any treatment given. A copy of the First Aid treatment must be given to the parent when they collect the child. Major injuries should be reported to the Head or Deputy Head Teacher as soon as possible and recorded in the school accident book. In the case of a serious accident, then an Accident Form will need to be filled in.

If a child has a minor accident, parents should be informed by the class teacher at the end of the day.

#### **11. END OF LUNCHTIME PLAY**

- Reception children will be brought in by their lunchtime assistants and brought to their carpet area ready for registration.
- In KS1, the children will be lined up sensibly on the yard and KS1 teachers will promptly collect them from the yard.
- In KS2, each class will line up in their class lines quietly and sensibly. The Lunchtime Supervisor will send one class in at a time (a rota is in place). Class teachers will be in their classrooms ready to take the register and children will do silent reading.

#### **12. COMMUNICATION**

The Lunchtime Supervisor will deal with any problems from dinner staff. She will meet with the Head Teacher or Deputy Head Teacher if she feels there are any problems arising that need to be discussed.

The Head Teacher and Deputy Head Teacher will meet with all dinner staff regularly to discuss areas of concern and check the implementation of the policy and procedures.

**Reviewed February 2018**