

## **Lunchtime Policy**

### **Introduction**

It is our policy to make lunchtimes safe and happy, building self-esteem and positive relationships between adults and children. There are 3 Lunchtime Supervisors each at Titchmarsh School and Warmington School. They all rotate sharing responsibility between the Hall and the playground or field.

Eating and Play arrangements are as follows:-

Timings are approximate but should be adhered to as closely as possible:-

#### **First sitting 12.00noon – 12.25pm**

YR/Y1/Y2 Packed lunch and all hot dinners and club members when applicable

Y3/Y4/Y5/Y6 – Play

#### **Second sitting 12.30pm - 1.00pm**

Y3/Y4/Y5/Y6 Packed lunch

Hot meals will be taken in the Hall

**During lunchtimes, supervisors will oversee children whilst they wait to attend Clubs. Two Year 6 Ambassadors will assist lunchtime supervisors with helping younger children.**

#### **Supervision**

1 Supervisor will oversee children as they eat

1 Supervisor will oversee children at play

1 Supervisor will be available from 12.30pm to support as necessary.

Children will play either on the playground or on the field.(weather dependant)

#### **Rolling lunch 12.00noon – 1.00pm**

YR/Y1/Y2 Y3/Y4/Y5/Y6 Packed lunch and all hot dinners and club members when applicable

Hot meals will be taken in the Hall

**During lunchtimes, supervisors will oversee children whilst they wait to attend Clubs.**

#### **Supervision**

2 Supervisor will oversee children as they eat until 12.15pm

1 Supervisor will oversee children at play until 12.15pm

**2 Supervisor will be available from 12.15pm for the Children either on the playground, on the field or inside depending on the weather.**

#### **Supervision of 3-4 year olds (Robins) during lunchtime**

Robins staying for hot dinners or packed lunch will be accompanied to the hall by a member of the EYFS team, who will supervise them eating. At 12.30 the EYFS team will hand the child over to the child's carer if they are due to be collected at 12.30pm. The children that stay for the rest of the day will be taken outside by the other member of the Early Years team.

### **Procedures**

The Supervisor will disinfect tables and provide sufficient chairs to accommodate the number of children expected to eat.

Children will wash their hands and collect lunchboxes, enter the Hall in an orderly manner with their class teacher. They will select a chair and stand behind it waiting for the **Grace**, which will be said.

Following the saying of Grace, children will sit quietly and eat their meal. Children will go and line up as requested by the lunchtime supervisor to collect their hot meals.

Conversation during the meal is acceptable but a suitable sound level must be maintained.

**Conversation should not prevent the meal being eaten within the prescribed timescale.**

During the meal, assistance, if required, will be provided, if requested.

Children will be gently encouraged to eat their food but will not be placed under pressure to eat all the food provided.

Packed lunch that has not been eaten will **remain in the lunchbox** to enable the parents/carers to monitor eating habits.

**However, if a child regularly does not eat the food provided, the Class teacher must be informed so that the situation can be discussed with the parents/carers.**

Following the meal the Supervisor will ensure that the Hall is clean and ready for the afternoon session. This entails disinfecting and putting away the tables, cleaning the floor, returning chairs and generally tidying up.

### **Play**

Problems are best avoided when children are kept occupied.

The Supervisor on play duty, will decide on the provision of outside play equipment and also the location – playgrounds or playing fields. The Supervisor will encourage play, if necessary.

### **Play buddies**

Year 6 children take turns using a rota to guide, care and play with other children in Owlets and Hedgehogs. **Each play buddy will wear their fluorescent jacket or bib so they are easily identifiable.**

If a child needs a drink of water, they must be sent indoors, unless they have a water bottle outside. Children can play on the permanent play equipment when it is dry enough to do so and following a rota system when one adult is supervising.

### **Wet Play**

In the event that lunchtime play is declared a 'wet play' children will proceed to the following areas:

**EY to be in Hedgehogs classroom for break and lunchtime play with Hedgehogs teacher.**

Remaining rooms to be designated - Foxes - Colouring, Badgers- Computers with lunchtime staff supervising each room.

Where possible, the last ten minutes should have a structured physical activity and downtime to ensure pupils are ready and prepared for afternoon learning.

### **Accidents**

If a minor accident should occur the injured child should be accompanied by a Year 6 Support Ambassador to the Practical Room or to the Central Area with a responsible pupil. The supporting child should then be sent to inform the Duty First Aider. A green letter is used for injuries and a red letter is used for head bumps. A orange letter is used for head bumps and light blue for injuries. Letters are given to class teachers. Class teachers to hand head letters directly to child's parent and other letters are placed in book bags.

***If an accident is serious or semi-serious, the injured child should not be moved but shielded from other children and comforted by the Supervisor.***

**A sensible child should be sent immediately to summon the Duty First Aider and Executive Head or Head of School informing them that the situation is urgent.**

### **Entering school**

Children **must always** enter and leave the building, **without** running. They **must** be encouraged to walk quietly in the building **at all times**.

### **Behaviour**

Supervisors must be familiar with the Behaviour Policy of the Unity and reinforce it at all times.

**No inappropriate behaviour will, at any time, be overlooked.**

**Success is measured not by the absence of problems, but by the way we deal with them.**

Listen – be seen to be listening

Do not over react to a situation

Address a problem

Avoid confrontation

If children shout, say you are not listening until they calm down and can speak calmly and in a civilised manner

Establish the facts

Judge when certain

Use punishments sparingly

**Rewards for positive behaviour at lunchtime.**

Verbal praise

Housepoints and/or stickers for good manners/behaviour

Sitting on 'Top Table' the following week or in the final week of term.

**Sanctions**

Verbal warning

Stand by shed/bridge/hedgehogs area for 10 minutes 'time out'

Class teacher deals with the situation

Send to the Executive Head teacher or Head of School re:

Racist/sexist language, vandalism, pre-meditated violence

Persistent acts of physical aggression and name calling are acts of bullying and should be reported to the Executive Head teacher or Head of School and class teacher as soon as you are aware of it.