



LUNCHTIME POLICY

March 2020

REVIEW DATE:	March 2022	
SIGNED OFF BY:	C Elliott	D Johnson
ROLE:	Headteacher	Chair of Governor
LEAD PROFESSIONAL:	J Pratt	
STATUS:	Statutory	

Sandal Magna Lunchtime Policy

Abbreviations within the document:

KS1	Key Stage 1
KS2	Key Stage 2
HLTA	Higher Level Teaching Assistant
TA	Teaching Assistant
SLT	Senior Leadership Team

Introduction

This lunchtime policy is an integral part of the Sandal Magna Positive Behaviour expectations. It is available to all lunchtime staff, teaching staff, teaching assistants, admin staff, parents, governors and visitors to the school. It will form the basis of the induction of new lunchtime staff as well as clarifying the procedures for existing staff.

This policy will be reviewed regularly by the lunchtime staff and leadership team. It will be explained to the children. Playtimes and lunchtimes should be an enjoyable and valuable experience for children where through play they can discover, explore and develop an understanding of the environment around them.

Children have the right to

- Feel safe
- Be treated fairly
- Be listened to and heard
- Have consideration for others

Health and Safety

Lunchtime supervisors have a responsibility to ensure the health and safety of the children in their charge at all times. Class teachers will let their Lunchtime Supervisor know if there are any health issues with a member of their class e.g. Informing them of asthmatic children who may need to use an inhaler. (These will be in a designated place in the classroom.) All lunch time staff are aware of pupil's individual food allergies by posters that are displayed in classrooms and in the kitchen. The school kitchen staff have pictures and details of children's individual allergies/requirements.

Children should

- stay visible at all times
- walk in school
- keep shoes on their feet at all times
- report any broken glass, sharp objects or dead animals/birds to the lunchtime supervisors and not pick them up themselves
- be discouraged from engaging in 'play fighting'

Toilets

When coming out during their meal

All Children - Disabled toilet in the foyer

When playing outside

Reception – Foundation Unit

Key Stage 1 – Class 1 and 2 toilets

Key Stage 2 – Disabled toilet outside Year 5/6

What to do when the whistle blows

- First whistle, stand still and hold any play equipment. Stay still until –
- Second whistle, children walk to their class line, handing in any equipment to the monitors.
- Line up sensibly whilst waiting for the teacher or HLTA who will come out to collect their class.

Expectations of behaviour

- Children should listen to and follow instructions
- Politeness from all (this includes staff as well as children)
- Respect for each other and the environment
- To use the toilets sensibly
- If a child is unhappy see an adult

How we encourage good behaviour

Everyone at Sandal Magna Community Academy agrees that the following are effective ways of encouraging good behaviour:

- Adults should show an interest and listen to the children
- All children should be treated fairly and equally. Don't label children and jump to the wrong conclusions
- Give gentle reminders "Remember your class rules..."/ "Make the right choice..."
- Adults should stay calm. This will help you to remain in authority and be effective
- Give praise frequently – it's more effective than criticism

- Adults should recognise and reward good behaviour (e.g. stickers for children in our Foundation Unit and Key Stage 1, family points, 1 nomination a week from each Supervisor for the 'Lunchtime Treasure Chest' prize in Special Mentions and 'Top Table' nomination)
- Adults should encourage children to take responsibility
- Adults should encourage children to apologise and be considerate and caring of other people's feelings
- Help children out of awkward situations which would prevent bad behaviour occurring
- Smile and appear happy
- Model politeness
- Playground Friends (selected children from Year 4/5/6) assist the Lunchtime Supervisors

Around the school remember to

- Talk to pupils in informal situations
- Greet pupils, especially those with whom you have difficulty
- Set high standards in all you do with pupils
- Take any opportunity to rebuild relationships soon after using control tactics

How to prevent inappropriate behaviour

We believe it is more effective to try to prevent inappropriate behaviour. The following are guidelines to help prevent poor behaviour...

What to look for

- Noise level – too loud, too quiet, excessive laughter
- Groupings – large groups or isolated child
- Facial expression – crying, looking worried, upset or angry, frowning
- Body language – hunched shoulders, physical contact, boisterous play
- Pupils checking of adults' whereabouts

Be aware of

- Voice – avoid the 'loudness cycle'
- Gesture – pointing
- Body language – hunched shoulders, extended neck, tense, arms folded
- Proximity – invasion of personal space
- Facial expression – looking miserable and cross

Avoid conflict by

- Explaining rules
- Avoid audience participation
- Give choices – this helps avoid more confrontation
- Remain calmly in control
- Try not to shout
- Explain how you feel
- Always follow up the incident
- Rebuild the relationship

Rewards

- For our younger children, stickers may be awarded to children for good behaviour or manners
- Children may be awarded Family Points from Lunchtime Supervisors
- Each supervisor nominates a child each week for a reward from the 'Lunchtime Treasure Chest' (gifts to be presented during Golden Time assembly) and also nominates a child each week to sit at the 'Top Table' during lunch on Friday of the following week.

Sanctions

1. Remind children of our school rules
2. Stand at the wall (**5 minutes**) if necessary to allow the child/children to consider their actions
3. If poor behaviour continues consult a member of the SLT, who may decide to ask the child/children to reflect on their behaviour with Mrs Rashid in her room

(For serious incidents children are brought immediately inside to a member of the SLT)

Entering the Dining Hall (KS1)

- Children wash their hands ready for lunch
- Children will be led to the hall by their teacher and TA, who will help supervise their class until 12.00 noon
- Playground Friends will have an early lunch and help to supervise the younger children
- Children wait in the hall after lunch, until their supervisor escorts them outside (or back to class if it's raining).

Entering the Dining Hall (KS2)

- The whistle will be blown for each class to be called for their lunch.
- Children will line up sensibly on the decking
- Classes will walk to the glass corridor door
- Groups of 6 at a time are allowed in to wash their hands
- The last person from each class will ensure the wash area is tidy (no paper towels on floor)

Wet Playtimes

Each class teacher will explain to their classes the activities available during 'Wet Play'.