



Date approved by Governors:

Date of review:

Signed:

Lunchtime Policy

Aims

At our trust schools, we aim to ensure that lunchtimes are a constructive time for play, exercise and social interaction.

We expect the same school rules and standards of behaviour to apply at lunchtime, as during the rest of the school day, so that lunch times are a positive experience for all. We expect children to respond to the authority of Midday Supervisory Assistants (MSAs) and treat them with the same respect as other adults in the school.

Dinner Hall Procedures

Manor Field & Westfield:

Children sit at a table, as instructed by an adult and are sent up to collect their hot lunch, one table at a time. Packed lunch children are led to certain tables, where they sit and eat altogether.

Aslacton:

Children have a lunchtime place where they sit every day at mixed age tables. One table is sent to the serving hatch at a time, to collect their lunch.

In all our schools, MSAs, circulate assisting children and watching behaviour. Children should put their hands up and not shout out.

MSA Training/ Guidance

General Advice

Do not shout

Shouting is a sign that you have lost control.

Use a quiet voice when talking to individuals.

Be Positive

Try to see good things being done in the hall, corridors and playground i.e. helping others, walking sensibly, playing co-operatively etc.

Take the opportunity to socialise with children, whilst maintaining an overview of the playground and spotting potential problems before they escalate.

Children tend to be respectful, when they are shown respect.

If any MSA is subjected to verbal or physical assault, the Head or senior staff should be informed.

Rewards and Sanctions

All staff are to be fully aware of playtime procedures, rules, sanctions and rewards (see Behaviour Policy) and apply them consistently.



Playtime behaviour book

Each school has behaviour books, which MSAs are familiar with and when concerned about a child's behaviour they will report this to the class teacher. If a child's name is put into the book, three times in a week, then the teacher decides the sanction. Children may lose their playtime when they will be supervised and complete work set by the class teacher due to poor behaviour.

Manor Field & Westfield:

First sitting

All the children wash their hands before entering the hall for dinner. The class teachers see the classes into the hall and ensure that the children are calm and orderly. Children are seated by the class teacher and sent up to collect their lunch from the serving hatch. Once children have eaten their main course, they put up their hand and are instructed to collect their main course. If a child has not finished their main course, they are encouraged to eat a little more, but staff understand that sometimes it is difficult for some young children to eat all of a meal.

Second sitting

These children have their supervised playtime on the playground before eating their lunch. When instructed, these children go in for lunch, after washing their hands. The MSAs see their class into the hall and ensure they are calm and orderly. Children are seated by the class teacher and sent up to collect their lunch from the serving hatch.

Reception teachers are present in the hall to supervise the very young children whilst eating.

All our trust schools

Children are taught the lunchtime routine as soon as they start school. Initially, they are heavily supported in ensuring they are in the right place at the right time. Very soon, these routines become second nature. Children are able to leave the lunch hall once they have finished their lunch and go outside, where there are MSAs on duty.

Each class has a designated Midday Supervisory Assistant (MSA), who is responsible for ensuring children line up sensibly, are all accounted for and are taken back into their class at the end of lunchtime, as well as support whilst in the hall, eating their meal.

At the end of lunchtime, an MSA blows the whistle at the end of lunchtime and the children line up in classes and follow the procedure for sending the children in.

No children are permitted to remain in the school building during playtimes and lunch breaks without adult supervision. Children are only allowed to return into school to use the toilet.

Indoor Lunchtimes

In poor weather, the lead MSA, in conjunction with teaching staff may decide that children should not go outside at lunchtime. In such circumstances, the class MSA takes children into their classes to supervise indoor activity.



First aid

All MSAs are suitably trained and able to administer basic first aid. Injury slips are completed in exactly the same way as during the school day and these are given to class teachers, who then ensure that parents are given them at the end of the day. More serious injuries are reported to the lead MSA/senior staff, who will make an informed decision about the most appropriate action.