

Hadrian Primary School

Lunchtime Policy



Date: January 2023

Review: January 2026

Staff responsible:

Mr Brown Head Teacher

Mr J Brown School Governor

Lunchtime Policy and Guidelines

At Hadrian Primary School we aim to have lunchtime breaks that leave pupils and staff refreshed and ready for afternoon school. Eating together and playing together are social occasions. Our hall becomes a dining room where good manners and sensible behaviour are vital.

The lunchtime supervisors will decide what should happen at lunchtime with the Head teacher's agreement. It would be helpful if teaching staff would reinforce this authority in their approach.

Rewards

If children are well behaved or well mannered always acknowledge this. A word of praise is always effective. We have reward stickers for lunchtime good behaviour and two certificates are presented in Friday Assembly and every month there is a celebration top table for those children who have received rewards.

Consequences

This policy works in line with the behaviour policy and the following consequences should be followed through as appropriate.

Children should be made aware if they do not follow instructions the following will happen:

1. You will be reminded
2. You will be warned
3. You will be removed from the group (stand at the side of the playground)
4. You will have to leave the room/playground for a few minutes
5. You will miss a playtime
6. You will be sent to the head teacher, deputy head or a senior teacher

Restraint

Is only used as a very last resort if the child, another person is in danger. If at all possible it should only be employed in the presence of a witness.

If there is an incident where a child becomes physically violent:

1. Tell them to stop!
2. Tell them you are sending a child for the head teacher / deputy / teacher and do so
3. Ask your lunchtime colleague to take an arm of the child, whilst you take the other
4. Please be aware of your colleagues position at this time
5. It may be necessary to ensure all other children line up
6. Never chase a child who leaves the playground, they are more likely to have an accident or run into the road. Send for a teacher to take over!

Timetable

Lunchtime begins at 11.55 and ends at 1.00pm (juniors), 1.15PM (Infants). Key stage 2 children have one hour lunch and Key Stage 1 children have one hour fifteen minutes.

- At 11.45 the Senior Lunchtime Supervisor starts work, preparing for lunchtimes, including organising any equipment that may be used in the playground / on the field.
- At 11.55 lunch time begins
- At 11.50 The Assistant Lunchtime Supervisors start work. The four lunchtime supervisors are timetabled to vary which job each is doing - in the dining room and which parts of the playground.
- The first Key Stage two class is collected on the bell ringing for lunch time
- Infants will begin lunch around 12.15
- Children eating sandwiches are seated at the same time
- By 12.45 most children will have finished their meals. Try not to encourage indigestion but we do have a few slow coaches!
- From 12.30 to 12.55 there should be no reason for children to come back into the building. Encourage children to use the toilet before they eat, as soon as they have eaten and as they go back into the classroom.
- At 1pm (juniors) the bell rings and all children line up ready to come back into school with their teachers.

Does and Don'ts

There is one golden school rule: To follow instructions.

Guidelines for outside include:

- Children should treat each other with respect
- Children should treat adults with respect
- Children should not hit one another. Watch out for play fights and discourage them as they can end up with children getting hurt.
- Children should treat equipment with respect
- Children should not climb on walls or fences or swing on trees
- Children should not pick one another up or carry one another around

Guidelines for the dinner hall include:

- Having good table manners
- Using a knife and fork
- Making a real effort to eat the food they have been served with
- Try to choose a healthy lunch
- Eating their packed lunch tidily
- Maintaining a sensible noise level
- Keeping the floor clean
- Scraping left over food into the bin sensibly

If children do not follow instructions this is what happens:

1. A reminder
2. A warning
3. To be removed from the group for a few minutes
4. Sent to see Mr Brown/deputy head / senior teacher

All staff at Hadrian Primary School should be held in the same high regard. If this is not the case please refer the child to the Headteacher.

First Aid

The main first aid equipment is situated in the secretary's office. There are cold packs in the staffroom freezer.

- Don't ask another child to deal with a child who is bleeding
- Always wear gloves if you are treating a blood injury
- If a child falls never pick them up, ask them to get up on their own
- A list of children with health problems is available in the office
- The majority of staff have had First Aid Training and this is updated on a three year plan.

Wet Playtimes

All children should remain in the designated classrooms if it is a wet play (The small hall for the infants). A variety of wet day things will be available for the children to use. They should not be using best paper or interfering with displays etc. In each classroom children will know what they are allowed to use.

It is possible to set up a DVD in one of the classrooms for the children to watch after lunch is over.