

# Hinchliffe Mill Junior and Infant School

## Lunchtime Policy and Guidelines

(January 2013)

At Hinchliffe Mill Junior and Infant 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 Headteacher'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 Special Mentions Assembly.

### Consequences

The same consequences as those listed in the behaviour policy and should be followed through as appropriate.

If you do not follow instructions  
This 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 Mrs Noble

### Restraint

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. We aim to train staff in these techniques by rotation.

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 a teacher/Mrs Noble and do so
3. Ask your lunchtime colleague to take an arm of the child, on the word, one arm each if they continue
4. Please be aware of your colleagues position at this time
5. It may be necessary to ensure all other children line up – use the bell
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 12.55. Children from Beech class and Rowan class have fifty minutes for lunch; Cherry Class has fifty five minutes and Holly class one hour.

- At 11.40 the Senior Lunchtime Supervisor starts work, preparing for lunchtimes, including organising any equipment that may be used in the playground
- At 11.55 Holly class are collected for dinner
- At 11.50 The Assistant Lunchtime Supervisors start work. The three lunchtime supervisors are timetabled to vary which job each is doing - in the dining room and which parts of the playground.
- Cherry class are collected for lunch at 12 noon
- At 12.05 all key stage 2 pupils finish lessons
- Rowan and Beech classes will have their school lunch first on a rota basis decided by the lunchtime supervisors
- Sandwich eaters will have some play before lunch on class rotation to manage numbers
- Children eating sandwiches are seated at the same time
- By 12.20 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 12.55 the bell rings and all children line up ready to come back into school with their teachers.

## **Does and Don'ts**

There is one 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 tray 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 Mrs Noble

All staff at Hinchliffe Mill 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 staff toilet. There are cold packs in the staffroom fridge.

- Don't ask another child to deal with a child who is bleeding
- Always wear gloves if you are treating a blood injury
- If it continues to bleed please put a plaster on
- 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 their own classrooms if it is a wet play. A box 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 may be possible to set up a DVD in the hall or a classroom for the children to watch after lunch is over.

## **Lunch in the Garden**

If the weather is nice and the Headteacher is available sandwiches may be eaten in the garden on Fridays only. The kitchen sometimes provides a packed theme meal which we can all eat in the garden. If this is the case it is important that litter is collected carefully.

Usually all food should be eaten in the dining room. There should be no food in the playground at lunchtime.