

FIVEMILETOWN PRIMARY SCHOOL

BREAK AND LUNCHTIME POLICY

INTRODUCTION

Fivemiletown Primary School recognises the unique contribution that break and lunch time make to the social, emotional and physical development of children through the provision of opportunities for play, creativity, fun and enjoyment. This document is a broad statement of the aims and procedures for the school break and lunch times.

Aims:

It is our aim that during break and lunch times children will:

- Have a happy break from formal learning opportunities
- Enjoy a safe informal learning environment
- Participate in activities which will promote social, emotional and physical development
- Understand that exercise, fresh air and natural light are all important for good health
- Maintain the school's high standards of behaviour, courtesy and consideration for others
- Have the opportunity to have the support of Playground Helpers and, when older, be a Playground Helper.

BREAKTIME:

Generally the breaktimes are as follows:

10.30am – 10.45am P.1 – 3

10.45am – 11am P.4 – 7

On occasion this may change to facilitate in-class activities and variations in class numbers.

These breaks are supervised by teachers and assistants according to the rota devised at the beginning of term. Staff must circulate around the playground and be proactive in encouraging positive play.

As stated in our 'Food in school' policy the staff and Governors of Fivemiletown Primary School recognise the growing problem of obesity and diabetes among children and as a school we wish to play our part in educating the choices children make in their eating habits and exercise choices. **On dry days, all children must play outside.** Children are expected to bring a coat with them for use at breaktime when it is cold, damp or snowy and a sun hat if sunny. Playground equipment is provided at break time for the children to use in the playground and playground helpers are 'appointed' from the older classes in order to help organise this, befriend children who require support and inform the teacher on duty of any

concerns over breaktime. The use of the obstacle courses and the grass pitch is weather dependent. Games of football must not be played on the hard surface area.

Anyone wishing to remain indoors due to illness must have a letter of explanation from a parent. The child's age and reason for staying in will be considered when deciding where they will remain over this period. In general they will go to a classroom where there is still a class working e.g. a P.2 child may go to P.4.

The teacher on duty determines whether or not it is too wet or slippery to go outside. **On wet days**, children will return to their classrooms where they will sit and engage in something of an educational nature, for example, reading or make use of the 'wet playtime' resources.

Snacks

For safety reasons snacks are generally eaten prior to children going outside. If snacks are brought outside the children must not run while eating and any litter must be placed in the bins provided. If children are drinking milk outside milk containers must be brought back in at the end of break time and placed in the milk box in their classrooms.

As stated in our 'Food in school policy' healthy snacks are provided to P.1 – 2 at a cost of 40p per day. P.3 – 7 are able to purchase fruit from the school through the P.7 fruit selling enterprise.

Children bringing their own snack are encouraged to only bring the following items for break time:

- Milk or water (no fizzy drinks)
- Fruit or vegetables (washed and ready to eat)
- Bread / sandwiches
- Plain biscuits (cereal bars containing nuts must not be brought to school)
- Yoghurt / cheese

We have a number of children with nut allergies in the school and therefore we request that nuts are not brought to the school. We appreciate that this may be viewed as a nuisance by some parents but are sure that everyone will realise that the health of the attending children is paramount and will co-operate with this policy.

Reminders will be sent out periodically and whenever necessary. On occasion encouragement stickers will be awarded to children who are abiding to our healthy snack policy.

Any profit made from the school's healthy break enterprises will be used to purchase necessary equipment, food related training needs, play equipment, treats e.g. theatre visit or towards transport costs for educational visits.

Relevant members of staff have attended food hygiene related training.

LUNCHTIME ROUTINE:

11.50 – 12.30pm P.1 – 2

12.05pm – 12.45pm P.3 – 4

12.20pm – 1pm P.5 – 7

The school will support in any way possible the work of the catering staff in encouraging healthy eating. Teachers will actively assist at the beginning of the lunchtime of their classes to ensure that the children enter the dining hall in a managed and happy manner. This is seen as particularly important for the younger classes for whom it is important to establish lunch time as a social time. To allow the smooth operation of the dining hall ‘grace’ will be said in individual classrooms prior to entering the hall.

A packed lunch room operates for children from P.5 – 7.

Teachers have contractual rights to a 30 minute unpaid lunch break. During children’s lunch times the children are supervised in the dining hall, packed lunch room and outside by the lunch time supervisory assistants. The Senior Supervisor organises the rota, times and areas for the supervisors. The senior supervisor’s line manager is the Executive Officer.

On dry days, all children are expected to play outside. Children are expected to bring a coat with them for use at lunch time when it is cold, damp or snowy and a sun hat if sunny. Playground equipment will be provided at lunch time for the children to use in the playground and playground helpers will go to lunch ten minutes early to allow them to set up and assist the younger children. Playground helpers will inform the supervisor on duty of any concerns over lunchtime. The use of the obstacle courses and the grass pitch is weather dependent. Games of football must not be played on the hard surface area.

Anyone wishing to remain indoors due to illness must have a letter of explanation from a parent. The child’s age and reason for staying in will be considered when deciding where they will remain over this period. In general they will go to a classroom where there is still a class working e.g. a P.5 child may go to P.1. Children in P.1 – 2 will remain in the dining hall or go to the packed lunch room between 12.20 and 12.30pm.

The Senior Lunchtime Supervisor determines whether or not it is too wet or slippery to go outside. **On wet days**, children will return to their classrooms where they will sit and engage in something of an educational nature, for example, reading or make use of the ‘wet playtime’ resources.

TOILETS AND CLOAKROOMS

The toilets and cloakrooms are not part of the playground environment.

Children may ask a supervising adult to use the toilet during lunch and break time. Once the bell rings for the end of the break or lunchtime, children asking to go to the toilet are

generally asked to wait the short time until their teacher comes to collect them from the playground.

BEHAVIOUR DURING LUNCH AND BREAK TIME

It is recognised that incidents of poor behaviour including bullying is more likely to occur in the playground than in the classroom. The school behaviour policy applies during break and lunch time and the Break and Lunch time policy should be read in conjunction with the discipline / behaviour policy and the Safeguarding /Child Protection policy. We expect the same standards of behaviour as during the rest of the school day and for pupils to respond to the authority of the adult on duty (teachers, lunchtime supervisors, classroom assistants)

As stated in the Discipline Policy five core rules have been established for the school:

- We show respect for property
- We listen to each other
- We want a safe and clean school
- We always do our best
- We care for ourselves and other people.

Children will be encouraged to manage, with adult help only when necessary, their social situations positively and independently. They should feel safe and secure so as to feel that they can ask for help when needed. Playground disagreements will be dealt with sensibly and calmly with staff encouraging pupils to sort out any problems in a fair way and encourage pupils to take responsibility for their behaviour. They will listen to all pupils involved and encourage pupils to find solutions which they can all agree to and feel are fair. While it is recognised that it is not always possible, the aim will be that issues which arise in the playground will be dealt with prior to children returning to class to avoid teaching and learning time being disrupted. Only serious issues such as an injury or bullying should be reported to the class teacher.

Key relevant sections of the school discipline policy which relate to break and lunch time are as follows:

- Children should use the toilet before going into the playground at lunchtime. Only in an emergency should children re-enter the building before the bell rings.
- On dry days, all children must play outside. Anyone wishing to remain indoors due to illness must have a letter of explanation from a parent.
- On wet days, children will return to their classrooms where they will sit and engage in something of an educational nature, for example, reading.
- Children should only play in the playground (not play on the banks or on the pathways along the sides of the school. Children must not climb trees, fences, or hedges in the school grounds or leading to surrounding property). Children must not enter the Rectory Grounds or other adjoining properties.
- When the bell rings to end the mid-morning or lunch break, children must walk quickly to their line and remain there in an orderly fashion until directed to enter the building.
- Litter should be disposed of in the receptacle provided/small bins

Specific rules for the dining room

- No toys or books to be brought into the dining room.
- Cutlery should not be handled except when being used for eating.
- Noise in the dining room should be limited to conversation with a neighbour.
- No running or hurried walking in the dining room.
- No one must interfere with another person's meal.
- Pupils should always keep the four legs of their chair on the floor – no balancing on the back legs.

Playground rules:

- We care for ourselves and other children
- We respect the supervisors and do as they say
- We help children to do things that they can't do on their own
- We look after the equipment and play with it in the right zone
- We share and wait for our turn
- We line up safely and quietly.

Role of parents

The support of parents is important in maintaining positive behaviour in school. The discipline policy is on the school website and is reviewed every other school year. Hard copies are available on request from the school office. The school has an expectation that parents will be supportive of the school if it is necessary to apply sanctions for inappropriate behaviour.

ACCIDENTS

Following an accident in the playground, any significant injuries will be recorded on the school's accident forms and be reported to parents by telephone / text, or when the child is collected (depending on scale of injury). Accidents will be recorded in the accident report books (separate books for pupils and adults). When necessary the yellow accident / incident report forms will be completed and forwarded to the legal section of the Education Authority.

The following staff members have been trained in 'First Aid at Work':

- Miss M Houston (Principal)
- Mrs H Graydon (Vice Principal)
- Mr M Bloomfield (teacher)
- Mrs A Millar (teacher)
- Mrs C Elliott (teacher)
- Miss G Campbell (senior supervisor)

MONITORING AND REVIEW

The lunch and break time policy will be reviewed when felt necessary during the year and formally reviewed on an annual basis each August. Children will be encouraged to bring ideas on how to further develop break and lunch times through class and school council meetings.