



Hebden Royd C.E. (VA) Primary &
Nursery School

Lunchtime Policy

Approved by:

Headteacher &
Governing Body

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1. Introduction

At Hebden Royd Primary School it is our intention that during lunchtime children will have a safe, happy and worthwhile break from school teaching sessions in the middle of the day. The experiences should be positive, and pupils will be supported by supervisory staff.

The school has the responsibility to provide lunchtime meals and supervise the children at lunchtime. Meals are provided by the Riverside Junior School Meals Service and are not cooked on the premises.

Alternatively, pupils may also bring their own packed lunches.

No child may leave school at lunchtime without the Headteacher's permission.

Hebden Royd Primary School has a Nut Free Policy, and this policy is strictly enforced to ensure the well-being of any pupil who may have a nut allergy.

(Refer to Nut Allergy Policy)

2. Aims

- To ensure all children feel safe and valued
- To create an enjoyable and calm lunchtime environment, where children can enjoy eating with their friends in a sociable environment
- There is an environment of mutual respect and good behaviour

3. Practice

Lunchtime begins at 11:50 and ends at 12.50pm Monday to Friday.

- EYFS – 11:50 a.m.
- KS1 – 12 p.m.
- KS2 – 12:05 p.m.

To ensure pupil safety, the lunchtime routine is for children go wash their hands, go to the toilet and get their coats (if required) before they enter the dining hall.

a) Dining Hall (School Dinners)

Cooked meals are eaten in the school Dining Hall. Water is supplied to drink at each table.

- EYFS pupils enter the dining hall accompanied by their teacher. The pupils have their meals brought to them by the Lunchtime Supervisors – they are given their main meal and dessert at the same time
- KS1 and KS2 form an orderly line and collect their meals from the kitchen. Pupils are expected to show good manners when being served their lunch. They can then choose a table to sit on with their classmates.
- Pupils should show respect to adults and always display good manners
- Pupils should be careful with cutlery
- Pupils are *encouraged* to eat their food
- Pupils should raise their hands and wait if they require assistance from an adult
- Pupils should tidy the area where they have been eating
- Pupils should talk quietly
- Pupils should walk at all times in the dining hall
- Having finished their meals, pupils leave the table tidy and carry their plates, cutlery and cups to the designated area and pass to canteen staff.
- Pupils then proceed to the play areas.

b) Dining Hall (Packed Lunches)

- Pupils carry their own lunch boxes to the dining room and sit on the designated packed lunch tables.
- Pupils are expected to show good manners at the table
- Pupils should show respect to adults and always display good manners
- Pupils should talk quietly
- Pupils should walk at all times in the lunchroom
- Pupils are *encouraged* to eat their lunches
- Pupils should have adequate time to eat their food
- Uneaten lunches should be brought home
- Pupils should tidy up after eating and rubbish should be placed in bins
- Healthy lunches are promoted through curricular areas and the Phunky Foods Ambassadors
- Once they have finished their lunches they return their packed lunch and proceed to the play areas

Pupils will be aware of the school's positive behaviour policy and that this policy applies to lunch time as well as class time

4. Supervisory Staff

Supervisory Staff are responsible for:

- Ensuring children are supervised at all times
- Supervising and assisting children eating their food, if required
- Helping any children who have concerns or cause concern during mealtime, e.g. children who may have problems eating their lunch, spill or drop their lunch, cannot find a place to sit, do not eat their lunch or skip lunch, etc.
- Clarifying what foods are if a child is unsure what they are eating
- Managing pupil behaviour, including orderly queuing
- Ensuring spillages are cleaned up and floor areas remain safe
- Once all children have eaten and made their way to the play areas, supervisors ensure the floor in the lunchroom is swept and the tables are wiped clean and put away
- Supervision in the playgrounds and in indoor locations on wet days
- Recording any incidents accidents in the accident book, which is kept in the office.

5. Rewarding Positive Behaviour

Supervisors have an important responsibility to reward positive behaviour in the dinner hall. Supervisors and other adults are asked to feedback to staff on how polite pupils are being during lunch time. Every Friday the class who has shown that they have been the politest gets to keep PAM the dog and receive a 'Kapow' on the school hall display. Once a class has received 5 'Kapows' they are bought a class prize by the headteacher.

Supervisors may also award Dojo points to pupils for positive behaviour, and these are passed to the class teacher.

6. Playtime Arrangements

All children play in the backyard. Children are supervised by supervisors and Learning Support Assistants (if required).

Play equipment is provided and adults and Year 5/6 Buddies support play activities. Pupils are encouraged to develop friendships, relationships and play in a cooperative play environment.

In the play areas, Supervisors should:

- Move about, not remaining in one place for any length of time
- Should remain vigilant and should not stand talking to other supervisors or spend a long time with one group of pupils
- Should expect a high level of behaviour from children
- Should be positive role models in all interactions with the children
- Ensure the children line up in an orderly manner at the end of playtime
- Be familiar with Child Protection Practice at Hebden Royd (*Refer to Child Safeguarding Policy*)

a) Wet Day Arrangements

On days when the weather does not permit outside play, arrangements are in place for inside supervision and activities.

Children have wet-play activities in their classrooms and are supervised by lunchtime supervisors.

At the end of play children should ensure their classrooms are tidy, this will be monitored by lunchtime supervisors.

b) Buddies

Year 5/6 pupils have the responsibility of buddying with EYFS pupils; during lunchtimes the older children will assist, support and encourage EYFS children in playground games and activities.

Buddies will:

- Assist with games and activities
- Being positive role models to younger pupils

7. Accidents at Lunchtime

Supervisors ensure the safety of pupils at playtime. It is understood that children may have minor accidents while playing. Any accidents which result in injury should be reported to a First Aider. If First Aid is required, a trained First Aider should be summoned.

All serious injuries and injuries to the head, neck or facial should be recorded in the Accident Book and left in the Office. Office staff should inform parents or guardians by phone when there are injuries to the head, neck or face, or for other serious injuries. These forms are sent to the Education Authority. Advice from a First Aider should be sought for minor injuries, such as grazes, cuts, etc.

A member of the Senior Leadership Team should be informed immediately of any serious injury.