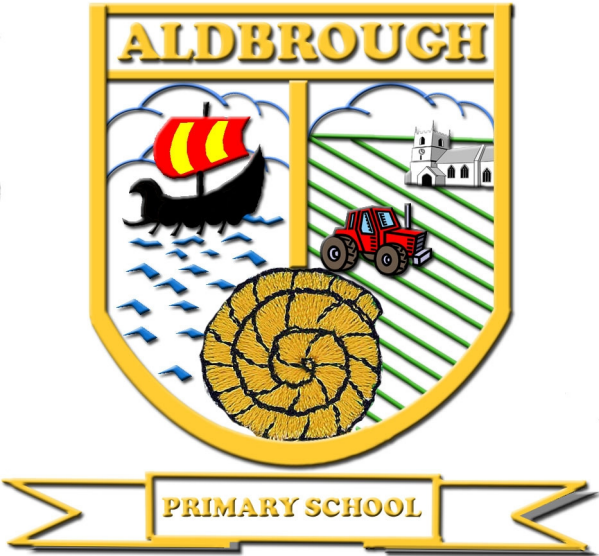


ALDBROUGH PRIMARY SCHOOL



LUNCHTIME POLICY

DOC-APS-POL-0031

Revision	Amendments	Date	Gov Ratified	
	2015			

Lunch Time Policy

WE BELIEVE

Lunch time should be a happy and safe time for all children on the site. Lunch time should be seen as part of the school day, whereby the rules and expectations are the same as they are at any other time of the day. There should be consistency and fairness.

AIMS

- To give all children the time required to eat their meal.
- To promote the social aspect of meal times.
- To teach and expect appropriate manners when eating and when at the dining table in general.
- To ensure a safe environment for all children.
- To apply the same rules that apply during the rest of the school day.
- To give the children opportunities to occupy themselves in ways which are imaginative and enable all to share the environment safely.
- To give the children some degree of choice during wet lunch times as to their choice of activity.

STAFF

SENIOR SUPERVISOR:

Mr. Trevor Hart.

The Senior Supervisor organises the deployment of the staff.

ROUTINE FOR A DRY LUNCH TIME:

AT 12 NOON

Foundation Stage children to eat first, followed by Year 1. All other children to go out to play unless instructed otherwise. They will be called in when there is room in the dining room.

IN THE DINING HALL

On entering the hall packed lunch children proceed to a space to sit. Children must move in the directions indicated below to ensure safety.

Those having a cooked meal line up at the serving hatch ready to be served with their chosen meal. When the meal is on the trays children then collect cutlery and a beaker and find a chosen place to sit.

AT THE DINING TABLE

Children must eat their food in an acceptable manner.

They can talk quietly to children on their table, not across the room. They must not tamper with anyone else's food.

AFTER EATING

Children must go directly to the collection point. Here they will scrape their trays and put cutlery, beaker and tray in the appropriate place.

Supervisors will clean tables ready for the next person who will need the space. If a child is leaving the hall leaving uneaten food, they should be encouraged (not forced) to eat up the food. If this is regular for any child the Head Teacher should be informed so that Parents / Carers can be made aware.

SECOND SERVINGS

Should food be left over, it will only be offered to children who remain in the dining hall.

AFTER LEAVING THE HALL

Children will be expected to collect their coats (except in hot weather) and proceed outside via the toilet if necessary.

ONCE OUTSIDE

The children will be expected to stay outside unless they are to attend a club, teachers will forewarn lunch time supervisors.

On the playground the rules are exactly the same as they are during a playtime. (see Discipline)

SPECIAL NEEDS

Medication will be administered to children providing the appropriate documentation is completed.

Asthma: The medical record is readily available to the senior supervisor. Should there be an asthma attack information will be explicit as to what should be done for that child. Inhalers are either kept in the office or worn by the individual.

Children should not be asked to eat apart from their year group on medical grounds. Refer also to Medication Policy.

PACKED LUNCHES

Parents will be encouraged not to pack sweets with their children's lunches.

The reasons for this are

- a) a desire to promote healthy eating
- b) the need to get children through the lunch system in the time available.
Sweets can take a long time to eat!

In the final analysis it is up to the parents what they pack in their children's lunch boxes.

- Drinks can be brought but they must not be in cans or glass bottles.
- Contents of lunch boxes must be eaten in the dining hall only.
- These are not negotiable.

ALTERATIONS FOR A WET LUNCH TIME.

GENERAL

Children do not go outside. Paper, games and other materials are to be provided specifically for wet lunch times. Before the end of a wet lunch break supervisors must organise the children to start work at 1.15 p.m.

KEY STAGE 1

Children in F2 and KS1 spend wet dinner times in the year 1 and year 2 classrooms, they are given a range of toys and activities.

KEY STAGE 2

As soon as mid-day supervisors are available children in KS2 stay in their morning classroom. Activities are available in lunch time boxes.

DISCIPLINE

Children must see Lunch Time Supervisors as teachers. Teachers have a duty to reinforce this. Teachers must not undermine the position of lunch time supervisors by not following up problems. Lunch time incidents must not however affect the afternoon programme. Teachers should sort out more involved incidents at the next break if there is any uncertainty around the issue.

Supervisors must be careful to follow the school's guidelines on discipline and bullying. Supervisors must also be careful not to immediately believe what is told to them. Everyone must have their chance to explain their actions. Any bad behaviour entered into the Red behaviour book must be recorded with confidence and certainty.

RULES

The school rules will be posted in relevant positions to remind children of them. They will be divided into two groups, Key Rules and Other Rules.

A child who breaks a key rule will automatically be recorded in the "Red Book" and miss the next afternoon playtime.

Procedure

When we hear the whistle we stand still

When we hear a second whistle we walk quietly into school.

The Schools Good Behaviour Policy is applied at lunchtimes.

DINING HALL EXPECTATIONS

These rules are to keep us all safe and happy.

Key Rules

1. We respect each other, keeping our bodies and clothing to ourselves. We do not fight or pretend to.
2. We do exactly what we are told by supervisors and teachers immediately being polite at all times.
3. We respect each other's feelings and never touch or do anything to anyone else's food.

ACCIDENTS & NEAR MISS EVENTS

Accidents or near accidents must be recorded in the appropriate accident book after the session.

A copy of the recorded incidents is sent to the LEA every month.

CHILDREN WHO GO HOME FOR LUNCH

Children leave at 12.00 noon. They should not return to School until 1 pm at the earliest.

LUNCH TIME CLUBS

Children attending a lunch time club and who go home for lunch, may return early but it is presumed that most will stay for lunch.

Those attending a lunch time club will be able to join an earlier sitting.

POLICY WRITTEN BY:

Head Teacher and Senior Lunch Time Supervisor.

PUBLISHED:

January 1995

TO BE REVIEWED:

Termly by the Head Teacher and all Lunch Time Supervisors at a termly meeting.

Reviewed January 1996

REVIEWED: September 2005.

REVIEWED: September 2015.