



**Mercy Primary School**

# **Positive Lunchtime Policy**

**May 2016**

**S.H.**

## **Mercy Primary School Lunchtime Policy**

In Mercy 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 and the Lunchtime Play Coordinator. The school has the responsibility to provide lunchtime meals and supervise the children at lunchtime. Meals are provided by the Education Authority School Meals Service and are cooked on the premises.

Alternatively, pupils may also bring their own packed lunches.

No child may leave school at lunchtime without the Principal or Vice Principal's permission.

Mercy 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 Free Policy)*

### **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

### **Practice**

Lunchtime begins at 12.15pm and ends at 12.55pm Monday to Thursday.

On Friday lunch is 12.05-12.45pm. Primary 1-3 go to the dining rooms 2-3 minutes earlier. To ensure pupil safety, the lunchtime routine is for children go to the toilet at their classrooms, change into outdoor shoes and take coats, when required, before making their way to the dining hall and lunchroom. In extenuating circumstances supervisors may give permission to pupils to go to the toilet, accompanied by a Primary 7 buddy.

### ➤ **Dining Hall**

Cooked meals are supplied and eaten in the school Dining Hall. Water, milk or milkshake are supplied to drink at each table. Fresh fruit can be available.

- Each class enters the dining hall accompanied by their teacher. The pupils form an orderly line and they collect their meals from the serving hatch.
- Supervisors direct pupils to a table, which they share with their classmates.
- Pupils are expected to show good manners at the table
- Pupils should show respect to adults and 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 wish 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
- When directed by supervisors, having completed their meals, pupils leave the table tidy, push in chairs and carry their plates, cutlery and cups to the designated area and pass to canteen staff.
- Pupils then form an orderly line and proceed to the play areas.

Pupils will be aware of positive behaviour in the dining hall in the Lunchtime Code of Conduct. See Appendix 1.

### ➤ **Lunchroom**

The lunchroom is next to the dining hall and packed lunches brought by children are consumed there.

- Pupils carry their own lunch boxes to the lunchroom
- Each class enters the dining hall accompanied by their teacher.
- Supervisors direct pupils to a table, which they share with their classmates.
- Pupils are expected to show good manners at the table
- Pupils should show respect to adults and 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 School Council
- Pupils put lunchboxes into their class boxes and these are returned to the classroom by the Primary 7 buddies
- When directed by the supervisors the pupils line up and proceed to the play areas

Pupils will be aware of positive behaviour in the lunch room in the Lunchtime Code of Conduct. See Appendix 2.

When meals are finished Key Stage 1 pupils line up in an orderly manner and proceed to the junior playground, while Key Stage 2 pupils proceed to the senior playground. Pupils remain under adult supervision.

### **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 meal time, 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
- Following playtime supervisors ensure the floor in the lunchroom is swept and the tables are left clean

- Supervision in the playgrounds and in indoor locations on wet days
- Recording pastoral concerns in the 'Lunchtime Record' book, which is kept in the lunchroom. This is monitored by the Principal and Pastoral Care team.

### **Rewarding Positive Behaviour**

Supervisors have an important responsibility to reward positive behaviour in the dinner hall and lunchroom. Supervisors and other adults can elect pupils to sit at the 'Golden Table' on a Friday. This is a special award for pupils who have displayed positive behaviour during the period of a week.

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

### **Playtime Arrangements**

Primary 1, 2 and 3 play in the junior playground. Children are supervised by supervisors and Classroom assistants.

Play equipment is provided and adults and Primary 7 buddies support play activities. Pupils are encouraged to develop friendships, relationships and play skills in a cooperative play environment.

Primary 4-7 play in the senior playground, under the supervision of lunchtime supervisors and the lunchtime play coordinator. Play equipment is provided and the coordinator plans and organises games and activities. Pupils are encouraged to develop friendships, relationships and play skills 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 in Mercy Primary (Refer to Child Safeguarding Policy)

- Adhere to the Staff Code of Conduct( Refer to Code of Conduct)

### **Wet Day Arrangements**

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

Activities are timetabled and are supervised by lunchtime supervisors and the Lunchtime Play Coordinator. Pupils line up in an orderly manner and under the direction of a supervisor, proceed to the appropriate location.

The lunchtime rota for activities is revised annually. Activities include:

- A daily rota for organised games in the PE hall with the Play Coordinator
- Art and Craft activities in the lunchroom
- Table top games and activities in the wrap around room.

### **Primary 7 Buddies**

Primary 7 pupils have the responsibility of buddy duties at lunchtimes. The buddies receive training on their roles. The buddies follow a rota system for activities and are under the supervision of the Vice Principal. Their roles include:

- Being playtime buddies in the junior and senior playgrounds
- Returning lunch boxes to classrooms after lunchtime
- Supervising the exit door at the senior playground
- Assisting with games and activities
- Being positive role models to younger pupils

### **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 (Mrs Murray, Mrs Jackman, Mrs Hunt)

**All serious injuries and injuries to the head, neck or facial** should be recorded on Accident Forms and left at the General 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.

The Principal should be informed immediately of any serious injury.

## Monitoring and Review of Policy

This Policy should be reviewed annually by the Senior Leadership Team and the Board of Governors should ensure it is fit for purpose.

Parents, pupils and staff are welcomed to contribute to this policy.

Date reviewed: \_\_\_\_\_

Signed by Chairman of Board of Governors.

\_\_\_\_\_

Date: \_\_\_\_\_

### Review Dates

Review Date	Changes made	By whom	Date shared with staff



## Appendix 1

# Lunchtime Code of Conduct - Dining Hall

- Enter the dining room in a calm orderly manner
- Walk in the dining hall at all times
- Line up at the serving hatch and collect meal
- Walk to seat, as directed by a supervisor
- Remember good table manners
- Show respect and good manners to other pupils, supervisors and canteen staff
- Remain seated when eating
- Keep the dining hall tidy
- Talk quietly
- Raise hand if you need help
- Follow directions of supervisors and other adults when finished eating.
- Carry plates, cutlery and cups to the canteen staff
- Line up and leave the dining room quietly and calmly





## Appendix 2

### **Code of Conduct - Lunchroom**

- Enter the lunchroom in a calm orderly manner
- Walk in the lunchroom at all times
- Walk to seat, as directed by a supervisor
- Remember good table manners
- Show respect and good manners to other pupils, supervisors and canteen staff
- Remain seated when eating
- Keep the lunchroom tidy
- Dispose of litter correctly
- Uneaten lunches should be taken home
- Talk quietly
- Raise hand if you need help
- Follow directions of supervisors and other adults when finished eating.
- Line up and leave the dining rooms quietly and calmly



## **Also refer to other policies**

- Arrangements for the Provision of Milk, Meals and Related Facilities  
(Education Authority April 2015)
- Every School a Good School- Healthy Food for Healthy Outcomes-  
Food in Schools Policy (DENI September 2013)
- Every School a Good School- Healthy Food for Healthy Outcomes-  
Food in Schools Policy- Summary for Parents (DENI September 2013)
- Nutritional Standards for School Lunches- A Guide for  
Implementation- School Food, Top Marks ( Health Promotion Agency,  
DENI)
- Water Provision- School Food- Top Marks (Health Promotion Agency,  
DENI)
- Establishing a Whole School Food Policy Top Marks(Health Promotion  
Agency, DENI)
- Mercy Primary School Child Safeguarding Policy
- Mercy Primary School Code of Conduct

