



Lunchtime Handbook

Introduction

This lunchtime handbook is an integral part of the Wheatfields Primary School Behaviour Policy.

It is available to all lunchtime staff, teaching staff, teaching assistants, admin staff, parents, governors and visitors to the school. It will form the basis of the induction of new lunchtime staff as well as clarifying the procedures for existing staff.

This handbook will be reviewed regularly by the lunchtime staff and leadership team. It will be displayed in every classroom and explained to the children.

Playtimes and lunchtimes should be an enjoyable and valuable experience for children where through play, they can discover, explore and develop the understanding of the environment around them whilst children can and should be able to play without being organised by adults, they need adults to provide a secure environment.

Children have the right to

- Feel safe
- Be treated fairly
- Be listened to and heard
- Have and show consideration for others

Health and Safety

Lunchtime supervisors have a responsibility to ensure the health and safety of the children in their charge at all times.

- Children's feet should be kept on the ground at all times unless children are using the apparatus. This means no climbing on trees, hedges, benches, fences, walls
- Children should stay visible at all times especially when upset. This means no playing or hiding in hedges, in the toilets or in the classrooms
- Children should walk in school at all times
- Children's shoes should be kept on their feet at all times
- Children should report any broken glass, sharp objects or dead animals/birds to the lunchtime supervisors and not pick them up themselves
- Children may only use skipping ropes and other outside toys when it is dry
- Children should follow sun protocols during hot sunny weather
- Children must not play games that involve physical contact i.e. play fighting games
- Children must ask an adult before coming back into school eg to use the toilet.

Expectations of Behaviour

- Children should listen to and follow instructions
- Politeness from all (this includes staff as well as children)
- Respect for each other and the environment
- To use the toilets sensibly
- If a child is unhappy see an adult – do not hide in toilets
- Honesty by all

How we encourage good behaviour

Everyone at Wheatfields Primary School agrees that the following are effective ways of encouraging good behaviour;

- Adults should show an interest and listen to the children
- All children should be treated fairly and equally. Don't label children and jump to the wrong conclusions
- Give gentle reminders
- Adults should stay calm. This will help you to remain in authority and be effective
- Give praise frequently – it's more effective than criticism
- Adults should recognise and reward good behaviour with house points
- Adults should encourage children to take responsibility
- Adults should encourage children to apologise and be considerate and caring of other people's feelings
- Help children out of awkward situations which would prevent bad behaviour occurring
- Smile and appear happy; hence producing happy children
- Give house points for outstanding helpfulness
- Adults are polite to children

Around the school remember to

- talk to pupils in informal situations
- greet pupils, especially those with whom you have difficulty
- set high standards in all you do with pupils
- take any opportunity to rebuild relationships soon after using control tactics

How to prevent inappropriate behaviour

At Wheatfields Primary School we believe it is more effective to try to prevent inappropriate behaviour. The following are guidelines to help prevent poor behaviour

What to look for

- Noise level – too loud, too quiet, excessive laughter
- Groupings – large groups or isolated child
- Facial expression – crying, looking worried, upset or angry, frowning
- Body language – hunched shoulders, physical contact, boisterous play
- Pupils checking of adults whereabouts

As an adult you too can make it worse

Think about your:

- Voice – avoid the 'loudness cycle'
- Gesture – pointing
- Body language – hunched shoulders, extended neck, tense
- Proximity – invasion of personal space
- Facial expression – looking miserable and cross

Avoid Conflict

Keep things calm by:

- Making rules clear
- Using the rules as buffers
- Avoid audience participation
- Give choices – this helps avoid more confrontation
- Remain in control of yourself

- Don't shout
- Explain how you feel
- Always follow up the incident
- Rebuild the relationship

Interventions

The following interventions should/can be used to stop inappropriate behaviour

- **Verbal warning**
- **Time out**– the child will spend 5 mins by the wall and then return to the lunchtime supervisor at the end.
These incidents will be recorded by the lunchtime supervisor on a slip and placed in a box outside the school office. These slips will be distributed by a Year 6 monitor to the class teachers to be followed up in line with our behaviour policy.
- **red card**– if a child is given a red card by a lunchtime supervisors they will be sent off the playground to spend the rest of lunchtime outside Mrs Thornton's office. An incident form will be filled in and sent to their class teacher. This is then referred to a member of the leadership team. A red card can also be sent into school for a member of the Senior Leadership team if help is urgently required outside.

Communication

At Wheatfields Primary School everyone agrees that effective communication is important. Therefore a;

- copy of the lunchtime supervisors handbook is displayed and available in every classroom
- lunchtime supervisors are in constant contact with Mrs Moffat or class teachers.
- incident forms should be placed in the incident box for distribution to the class teachers.

Eating Lunch

Eating in Classrooms children should:

- stay sitting until they have finished their lunch
- talk quietly
- keep the food within their lunchboxes and not on the floor
- only touch their own food
- take any rubbish home
- walk out onto the playground

Eating in outside children should:

- sit in the shade where possible whilst eating their lunch
- stay sitting until they have finished their lunch
- talk quietly
- keep the food within their lunchboxes and not on the floor
- only touch their own food
- take any rubbish home or compost any fruit and vegetable waste

Eating in the Hall and KS2 dining hall children should:

- sit at allocated tables.
- stay sitting until they have finished their lunch

- talk quietly
- keep their food within their lunch boxes and not on the floor
- only touch their own food
- take any rubbish home
- walk out onto the playground

Water Bottles

Water bottles may be taken outside but are the children's responsibility.

What can we do at Playtimes?

Wet Playtimes

The following activities can be done by all children but they must be sitting down

- games, drawing, cards, quizzes, reading .In the interest of health and safety children are not allowed to use scissors, glue or staplers.

When the field is out of action

When the field is out of action children can play on the playground and on the apparatus areas according to the timetable.

Playing on the Field

In the interest of health and safety children should not play games which involve physical contact.

Children may play

- Football, rounders or kwik cricket, skipping, duck, duck goose, what's the time Mr. Wolf, Grandmother's footsteps, hop scotch, snakes and ladders, stuck in the mud, statue tag

Playing on the Playground

In the interest of health and safety children should not play games which involve physical contact.

Children may play

- skipping, duck duck goose, what's the time Mr. Wolf, Grandmother's footsteps, hop scotch, snakes and ladders, stuck in the mud, statue tag