



RAVENSDALE JUNIOR SCHOOL

**Lunchtime Behaviour Policy
2016**

Date Agreed: May 2016

Date of Review: May 2017

Philosophy

Our intention is that during the designated lunch break children will have a safe, happy and worthwhile break from school teaching sessions in the middle of the day. The experience should be positive and pupils will be supported by supervisory assistants and senior teaching staff.

Aims

- To ensure that all children feel safe and valued
- To create an enjoyable and calm lunchtime environment
- To promote the schools PSHCE and Healthy Schools programme through the attitude and behaviours of children and staff.

Strategies

1. Regular Communication
2. Clear School Rules
3. Clear Rewards and Sanctions
4. Clear Routines/Roles
5. Lunchtime Supervisor Training/Guidance
6. Mini-leaders to support playground games
7. Organised lunchtime Activities and Clubs

1. Regular Communication

Mid-day supervisors are informed of any changes to organisation or regarding pupils at a weekly meeting led by the Head or Deputy Head Teacher and Lead Mid-day Supervisor.

The Lead Mid-day Supervisor oversees the work of others, ensures effective communication and acts as the main point of contact with the Senior Leaders. She assists in co-ordinating the provision for any children with SEN, and liaises with the Learning Mentor.

2. Clear School Rules

School rules should be known and understood by all children and fairly and consistently enforced by all staff.

The same whole school behaviour policy and rules apply at lunchtimes. Mid-days have had training on this policy. Children should speak politely to all adults in school. For low level misbehaviour, the mid-days give children 'time-out' at the wall. For more serious 'red card' behaviour, the children are taken inside to discuss the issue with the teacher on lunchtime support duty. This is recorded on a lunchtime behaviour sheet and passed to the class teacher. The child has to complete a reflection sheet and miss social time for between one and three lunchtimes.

No children are permitted to remain in the school building during lunch and breaks without adult supervision. The only exception to this rule is monitors with a specific task.

Areas out of Bounds

- All grassed areas in unsuitable weather
- Car park areas

Activities not Permitted

- 'Play' or 'fun' fighting/wrestling
- 'Bull dog' or other games used as an excuse for overly physical contact
- Football on the playground, when the grass is not in use
- Tag and 'pushing' games.
- Bringing own play equipment from home

3. Rewards and Sanctions

- Year 6 monitors in the hall have stickers that they can give out for good behaviour.
- Midday supervisors will record incidences of good behaviour in the Lunchtime Book (one for each class).
- The Lunchtime Books will be collected by a designated member of staff at the end of lunchtime. All incidents of negative behaviour will be followed up and recorded in the Lunchtime Behaviour Book.
- Points for good lunchtimes will be awarded and the class with most points at the end of each week will be awarded the 'Lunchtime Stars' trophy in assembly on a weekly basis. Points can also be gained by children demonstrating positive behaviours.

The following behaviour may mean that a child is removed from the hall and eats the remainder of their lunch in the lunchtime support room:

- Inappropriate use of cutlery.
- Deliberately spoiling another child's food
- Shouting/arguing/annoying others
- Refusing to comply with a request from a mid-day supervisor.
- Being rude to a mid-day supervisor

The member of staff on duty will make a record of the behaviour and decide if any further sanctions are necessary.

On the playground

For low level misbehaviour, the mid-days give children 'time-out' at a suitable space on the playground. For more serious 'red card' behaviour, the children are taken inside to discuss the issue with the teacher on lunchtime support duty. This is recorded on a lunchtime behaviour sheet and passed to the class teacher. The child has to complete a reflection sheet and miss social time for between one and three lunchtimes, depending on the severity of the offence.

For persistent misdemeanours, parents will be informed and the child will receive further sanctions. If there is no improvement, a lunchtime behaviour plan will be drawn up and closely monitored by the SENCo and Learning Mentor.

Any child continuing to present problems could be temporarily or permanently excluded from lunchtimes.

Serious incidents involving violence, abuse or vandalism need to be responded to on an individual basis with appropriate sanctions (which may include exclusion), in line with the school behaviour policy as applicable.

4. Routines/Roles

There is one Lead Mid-day Supervisor, 2 mid-days in the hall and 7 outside on duty at any one time. One mid-day is responsible for dealing with any First Aid requirements.

11.45am Tables are set up for lunch

12.00 The first children come in for lunch,

1.10pm The whistle is blown and children line up in classes ready to return into school.

In the hall, the children having dinners line up and collect their main course, a drink and a dessert. They can help themselves from the salad bar.

For children having packed lunches, all rubbish must be taken home so that parents can see how much their child has eaten.

Indoor Lunchtimes

In poor weather (which may also include very cold weather), duty staff may decide that children should not go outside. In such cases, mid-days are assigned to each area of the school and activities will be provided in the classrooms. However, children are expected to have a coat and suitable footwear so that they can play outside for most of the time.

Activities

There is various equipment on the playground for the children to use. When the grass cannot be used, football is organised on a rota basis, with only one game at a time.

Mid-days should be actively involved with the children at all times and ensure that they are frequently scanning their area of the playground, as well as talking to and playing with the children.

Lunchtime Support

A member of the Senior Leadership team and a teaching assistant will be on duty in the community room over lunchtime. Children will use this support if:

- They have work to finish.
- They are missing social time due to poor behaviour.
- They have misbehaved in the dining hall.
- They want to 'self-refer' eg if they are struggling to control their anger and want to come inside to calm down.
- They have had a recent emotional issue such as a bereavement, feel upset and want to talk to an adult.

Some children with SEND who cannot cope with a long period of unstructured play, will regularly work with the Learning Mentor during lunchtime

5. Mid-day Supervisor Guidance/Training

Supervisors are given training in such areas as First Aid and Child Protection. They are also given guidance about children with special needs, conflict resolution and behaviour management.

If there is ever a major behavioural or first aid incident, a member of the SLT should be sent for immediately.

All matters regarding the children should be kept confidential.

Accident and Injury

All of the details for children who have medical conditions are kept in the kitchen and the staff-room. Locked in the First Aid cupboard are any medications that may be needed in an emergency eg epi-pens. The First Aid box is stored on the shelf in this area, along with the accident book. All injuries must be recorded in the accident book and a form completed to send home for those injuries requiring attention eg a bumped head, nose bleed, grazed knee etc. These forms are passed to class teachers straight after lunch to ensure that they are aware. Information about any notable injuries should be passed to parents by the class teacher at the end of the day.

If the mid-day supervisor believes that the injury may require medical attention, or the child needs to be sent home (eg they have been sick), the class teacher or a member of the SLT should be consulted.

Occasionally, a parent may be contacted for their opinion, but the child will remain in school. In these instances, a note that the conversation took place, should be recorded in the accident book.

6. Mini-leaders

Year 5 children are trained by the PE co-ordinator to be 'mini-leaders' and lead set games activities for other children.

7. Organised Lunchtime Clubs

There are some lunchtime clubs available. Children attending those clubs usually go in for lunch first. Staff running the clubs must give the children a laminated card to give permission for an early lunch.