Swavesey Primary School

Lunchtime Handbook
**Introduction**

This lunchtime handbook is an integral part of the Swavesey Primary School Positive 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, behind the mobile classroom, in the toilets or in the classrooms.
- Children should walk in the courtyard 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 balls, skipping ropes and other outside toys when it is dry.
- Children should follow the Sun Policy during hot sunny weather – slip on a ‘T’ shirt, slap on a hat and slurp plenty of water.
- Children must not play games that involve physical contact i.e. play fighting games.
- Children in KS2 should use the toilets by the hall. Children in KS1 must use the toilets by the side door opposite the coat hooks.
- Children should not use the side door by the hall during lunchtime.
- Children must ask an adult before coming back into school.

**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.

Swavesey Primary School Lunchtime Handbook
• If a child is unhappy see an adult – do not hide in toilets.
• Honesty by all.

**How we encourage good behaviour:**
Everyone at Swavesey 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 smilies.
• 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 smilies for outstanding helpfulness.
• Adults 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 Swavesey 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
  • Yellow Card – the child will be given a yellow card by lunchtime supervisors and will spend Time Out for 5 mins by the wall and then return the yellow card to the lunchtime supervisor at the end. These incidents will be recorded by the lunchtime supervisor who gave the card and placed in a box outside the school office. These notes will be distributed by a Year 6 monitor to the class teachers. Three Yellow Time Out cards will be followed by a lunchtime detention.
  • 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 Miss Godbold’s room. 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 is help is urgently required outside.

Communication
At Swavesey 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 by our two way radio system. These can be used to warn of a problem, ask for help, to locate a child, to call for a first aider, for backup when dealing with a possible explosive situation and for an emergency.
• 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.
• Children should talk quietly.
• Children should keep the food within their lunchboxes and not on the floor.
• Children should only touch their own food.
• Children should take any rubbish home.
• Children should walk out onto the playground.
**Eating in Courtyard**
- Children should sit in the shade where possible whilst eating their lunch.
- Children should stay sitting until they have finished their lunch.
- Children should talk quietly.
- Children should keep the food within their lunchboxes and not on the floor.
- Children should only touch their own food.
- Children should take any rubbish home or compost any fruit and vegetable waste.

**Eating in Hall**
- Children should sit in allocated tables with chairs tucked in.
- Children should stay sitting until they have finished their lunch.
- Children should talk quietly.
- Children should keep their food within their lunch boxes and not on the floor.
- Children should only touch their own food.
- Children should take any rubbish home.
- Children should 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 and 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, in the courtyard 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 kwick 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.
Playing in the Courtyard
Children may play quiet games that do not involve balls or running.

Playing on the Apparatus or Football
Children may play on the apparatus or play football using the timetable displayed on the hall windows.

Lunchtime Supervisors’ Duties
Lunchtime supervisors must follow the timetable for duties displayed on their board.

End of Lunchtime Play
At 12.55 Lunchtime Supervisors will blow a whistle to send in Year 6 monitors to collect trolleys and for all children to tidy away toys.

When the school bell goes all children must stand still in KS1 playground. In the KS2 playground the children come off the apparatus and grass and go onto the playground. Then in KS1 a whistle to be blown – all children to walk to class lines and line up to wait to be sent in. In KS2 a Lunchtime Supervisor shows cards with class teacher’s names on and the appropriate class walks into school. All children should be quiet to hear and follow instructions.

Remember once the whistle has been blown playtime is over