

Lanesfield Primary School



Lunchtime policy 2021

Review Date: September 2022

Lunchtime Supervision Policy

Rationale

At Lanesfield Primary School we recognise our responsibility to ensure that our children enjoy their lunchtime feeling safe, secure and experience a social and pleasant eating experience. As a school community, we recognise the important role Lunchtime Supervisors / Play leaders contribute to our children's welfare, enjoyment and reinforcement of positive behaviour management. The school has responsibility for the provision of school meals. Aspens Catering are responsible for supplying the school meals and nutritional standards. The school is planning to work towards Healthy Schools status and actively encourages healthy nutritional content of packed lunches.

In October 2021 we received the Public health data profile from the Wolverhampton Public Health team at City of Wolverhampton Council. This data is bespoke to our school in 2021. The key figures relating to our health in school are the following.







24% reception children in our ward are overweight

40% year 6 children in our ward are overweight.

Average number of decayed, missing or filled teeth (DMFT) at age 5 0.70

Therefore, what we establish in school and what is put in place at lunchtimes will support our community and support our children's long-term health (see appendix).

At lunchtimes we aim to:

-  ensure that all children feel safe and valued.
-  ensure the lunch hour runs smoothly for all members of the school team
-  Provide children with an enjoyable, calm and positive dining experience that develops social skills.
-  provide a period of exercise and relaxation in preparation for the afternoon session
-  ensure staff to pupil ratio is effective and ensures a safe and secure free play time.
-  promote the schools PSHE and Healthy Schools programme through the attitude and behaviours of children and staff to encourage healthy eating in line with Healthy Schools guidelines

Lunchtime Supervisors

It is the school's policy to provide an adequate level of supervision to all children during the lunch period. The school currently employs 8 Lunchtime Supervisors:





1. Mrs Weller - Lead supervisor - 11:30 to 13:00
2. Ms Blackford to 11:45 to 13:00
3. Mrs Marshall - 11:45 -13:00
4. Mrs Sutton -11:45 -13:00
5. Mrs Bhoondpal to 11:30 to 12:45
6. Mrs Record to 11:45 to 13:00
7. Miss Bagley to 11:30 to 12:45
8. Mrs Hazlehurst to 11:45 - 13:00

Supervision in the dining hall

Learning support to accompany EYFS and KS1 children in the hall and stay with them while they are lining up and some support during dinnertime, whilst encouraging independence. They ensure proper order in the dining hall by an insistence on orderly queuing for service and that children make proper use of knives and forks, do not throw food or prevent others from enjoying their meals. This may at times mean teaching the younger children how to use cutlery and making sure that all children are aware of the dangers of misuse of cutlery or other items

Lunchtime Routine





The lunch break at Lanesfield Primary School spans from 11:40 to 1pm. This is dependent on the key stage. Children who have a hot dinner cooked by the Aspens team will eat in the hall. Those children who have a packed lunch will eat in the classroom. This is supported by a mixture of lunchtime supervisors and learning support.

-  EYFS Children enter the hall from 11:40. Teachers to accompany until approximately 12:00
-  Key Stage 1 children enter the hall at 11:45. Teachers to accompany until children seated.
-  Lower Key stage 2 (3 + 4) enter the hall at 12:00. Learning support and lunchtime supervisors accompany the children and bring them in from the playground.
-  Upper Key stage 2 (5 + 6) enter the hall at 12:20. Learning support and lunchtime supervisors accompany the children





Playground and Field Supervision

Playtime Routine

Children receive at least 15 minutes of outdoor break at lunchtime. Depending on the year group will depend on the time the children are outside.

-  EYFS Children start leaving the hall at 12:05 to go outside with learning support and lunchtime supervisors.
-  Key Stage 1 children go outside at 12:15 till 12:30 when they are brought back in by lunchtime supervisors or learning support.
-  Lower Key stage 2 (3 + 4) go outside at 11:45 till 12. This is when the lunchtime supervisors will bring them into the hall or classroom for their lunch.
-  Upper Key stage 2 (5 + 6) go outside at 12:40 till 1. They will be taken outside and brought back in by the learning support or lunchtime supervisors.

Lunchtime Supervisors ensure the safety of all children on the playgrounds or on the field at all times. This involves the following:

-  prevention of rough play which might lead to injury or incite fear in other children
-  stopping children from playing in any area that could present danger
-  removing any items from children which could be dangerous to themselves or others
-  during hot weather, encouraging children to wear a hat, sun cream and take their water bottles outside.

The climbing wall is not used by the KS1 and EYFS children, but when is in use should be supervised by an adult.

The Dart activity is only to be used by the EYFS and key stage 1 children and should be supervised by an adult.

The adventure up and over triangle (on field) is only to be used by key stage 2 children.

The cage may be used by all the children but no more than 16 for KS1 and 12 for KS2 and to be monitored by an adult.

The climbing trail on the grass may be used by the KS2 children and to be monitored by an adult.

Before letting the children on these activities, they must be checked as the weather may make the apparatus too slippery to use. All these activity zones must be monitored when in use & see risk assessment for more information.

The Role of the Lunchtime Supervisors/Learning Support

General organisation:

Although the Lunchtime Supervisors and Learning Support work as a team, each has a specific role to play within the general organisation and has a schedule to follow. The lunch break will involve children being in the hall and the playground as well as opportunities to access the field and playground activity zones & ie Dart, Climbing wall and adventure play equipment on the field.

The playground timetable states what area each class can have access to during each lunchtime. Each class learning support will be supporting their class at lunchtime, therefore that member of staff should be present at the area so the children are safe.







Playground Timetable

Adults must be present at the Cage, and Climbing equipment. If children are not on the area their class can use, then they should be on the playground. All children have 15 minutes breaktime. If football or basketball or netball is played in the cage it should be managed by changing the teams every 5 minutes to make everyone is able to have the opportunity to play.

Equipment boxes should be put away at the end of each breaktime with all equipment and box put back in the green shed.

	Key Stage 1 Field Weather Permitting			Lower Key Stage 2 Tyres and Field Weather Permitting			Upper Key Stage 2 Field Weather Permitting			
	Cage – 16 children	Tyres (Weather Permitting)	KS1 Climbing Frame	Cage – 12 children	Climbing Wall	Activity Trail	Cage – 12 children	Tyres & Field (Weather Permitting)	Climbing Wall	Activity Trail
Monday	Red	Yellow	Pink	Green	Blue	Orange	Purple	Lilac	Violet	Indigo
Tuesday	Yellow	Pink	Red	Orange	Green	Blue	Lilac	Violet	Indigo	Purple
Wednesday	Pink	Red	Yellow	Blue	Orange	Green	Violet	Indigo	Purple	Lilac
Thursday	Yellow	Pink	Red	Orange	Green	Blue	Indigo	Purple	Lilac	Violet
Friday	Red	Yellow	Pink	Blue	Orange	Green	Violet	Lilac	Purple	Indigo

When children are on the playground or field.

-  Appropriate outdoor clothing is worn. The requirement to wear a jumper and or coat is at the discretion of the adults on duty. (sun cream/hats in the summer etc as applicable).
-  Sports leaders (year 6) will work with KS1 and will bring equipment to support playground games.
-  Children must always ask to leave the playground on the grounds of Health and Safety.
-  Staff must spread out and walk around playground constantly monitoring the children playing.
-  Children are not allowed to go on to the field without an adult and must not go out of view.
-  Any injuries or incidents needs to be recorded, the relevant forms completed the relevant staff members informed.

Children having school lunch

- 🌈 At the beginning of term the youngest children are served first and assisted with this until they become secure in the routine. This gives them extra time to enjoy their food and builds self-confidence and independence.
- 🌈 Children are encouraged to eat dinner first before pudding. Children must put their hand up and have a member of staff check they have eaten enough before starting pudding. They must also check before they take the leftovers to the bin and leave the hall.
- 🌈 If children want to bring an additional piece of fruit or yoghurt to accompany their school dinner they may. The additional item should follow the packed lunch guidance to support healthy eating.

Children having packed lunch

- 🌈 The children set out their lunch and are encouraged to develop a sensible order of eating i.e. sandwiches first.
- 🌈 All items of litter are kept until the end of the meal.
- 🌈 If staff feel any child has not eaten enough they need to inform the class teacher so they can inform the parents.
- 🌈 What is not eaten should be sent home to ensure parents can monitor.
- 🌈 Children's packed lunches should follow the guidance in Appendix 1, to support healthy eating. If children have items such as chocolate bars and multiple sweet items. The class teacher should be informed to speak to the child's parents.

When children have finished their lunch

- 🌈 School dinner children empty any uneaten food into the bin, reporting any spillage
- 🌈 They stack trays ready for washing.
- 🌈 Packed lunch children put their rubbish in the bin, uneaten food back in lunchbox and replace their bags on the trolley

Wet lunchtimes





The children have activities such as colouring, dvd's and a selection of games to play. The children will be split across the classrooms according to the members of staff linked with the key stage group. In classroom's there is the opportunity to keep the children active using GoNoodle, Kidzbox and Cosmic Yoga. There is also a brain break document with links to support activity [Sharepoint](#) & [SEN Documents](#) & [Brain Breaks](#).

Nursery Children





All nursery children staying for dinners are supervised by a separate member of staff and have their playtime in a separate enclosed playground. Nursery children to pay for dinner supervision.

General duties: Lunchtime supervisors are responsible for




- 🌈 Supervising children eating their lunch, dining hall, playground or classroom.
- 🌈 A class/group of children during lunchbreak when wet.
- 🌈 Managing the children's behaviour, including orderly queuing.
- 🌈 Monitoring the playground, cloakrooms and classrooms to make sure that children are not in areas they should not be, eg: toilet blocks.
- 🌈 Making sure all the children follow our three rules to be Safe; Be ready and Be respectful.
- 🌈 Dealing with children who break the rules in line with the Behaviour Policy procedures.
- 🌈 Dealing with accidents
- 🌈 Ensuring classrooms and/or dining room are cleared up after use.

-  Taking a first Aid kit onto the playground and dealing with minor injuries outside as trained.
-  Assisting younger children with their meals as necessary.
-  Ensuring all playground equipment has been put away neatly.
-  Ensure all children have collected their belonging from the playground such as coats and hats.

Guidelines and tips to support positive reinforcement:

-  Do not stay in one place for any length of time unless you are involved in specific play duties or supervising a set activity zone of play.
-  Make sure that you patrol all areas for which you are responsible.
-  Follow the School behaviour policy. Remember some children just need time out to calm down.
-  The children may receive house points for following the Lanesfield way.






If a child is unsafe, causing harm to others, rude to a staff member:

-  Using a CALM voice, ask the child to make the right choices about their behaviour. Ensure they understand choice they are making and the consequences.
-  Use the consequence and reward cards to support on task behaviour.
-  Share any areas of concern with learning support and class teacher.

Disclosure:

-  Always follow school safeguarding policy.

Treatment of children/presentation:

-  When involved with playground games always be aware of the whole area of play around you.
-  Avoid questions that could be interpreted as "prying" into family matters.
-  Pass all lunchtime issues to appropriate staff, do not discuss outside of school.
-  Treat all children fairly and equally, regardless of prior knowledge or behaviour.
-  Be aware of personal space and intimidating behaviour.

Documentation:

Safeguarding Children Policy
 Health & Safety Policy
 Staff Handbook
 Behaviour Policy
 Child Protection Policy
 Risk assessments

Date: December 2021

Appendix 1

Public Health data profiles for schools

School: **Lanesfield Primary School**

Spring Vale

Public Health Indicators:

<p>Healthy Lifestyles</p>	<p>Ward</p> <p>0.70</p> <p>Oral Health- mean DMFT in children aged 5</p> <p>PHOF</p>	<p>School</p> <p>23.6</p> <p>of children in Year R who are overweight (including obese)</p> <p>NCMP</p>	<p>School</p> <p>39.7</p> <p>of children in Year 6 who are overweight (including obese)</p> <p>NCMP</p>
<p>Relationships and Sexual Health</p>	<p>Wolverhampton</p> <p>2257</p> <p>Chlamydia detection rate / 100,000 Population aged 15-24</p> <p>PHOF</p>	<p>Ward</p> <p>18.5</p> <p>Under 18 conception rate per 1,000</p> <p>PHOF</p>	<p>Wolverhampton</p> <p>33.3%</p> <p>of under 25s with repeat abortions</p> <p>PHOF</p>
<p>Drug Education and Substances</p>	<p>Wolverhampton</p> <p>3%</p> <p>% Children tried smoking by the end of Key Stage 2</p> <p>HRBS 2018</p>	<p>Wolverhampton</p> <p>28%</p> <p>% Parents/Carers smoke based on KS2 pupils' responses</p> <p>HRBS 2018</p>	<p>Wolverhampton</p> <p>19.1</p> <p>Hospital episodes due to alcohol misuse rate per 100,000 under 18</p> <p>PHOF</p>
<p>Emotional Health and Wellbeing</p>	<p>5 most prominent issues presented to CYPMM 'Getting Advice' commissioned services, 2020-2021: Wolverhampton</p> <ol style="list-style-type: none"> 1) Stress / Anxiety 2) Self Harm 3) Suicidal Thoughts 4) Family Relationships 5) Self Worth <p>Black country and West Birmingham CCG</p>	<p>Wolverhampton</p> <p>488.7</p> <p>Hospital admissions as a result of self-harm rate/100,000 aged 10-24</p> <p>PHOF</p>	<p>Wolverhampton</p> <p>Priority areas for Wolverhampton Youth Council identified from Make Your Mark survey:</p> <ul style="list-style-type: none"> • Youth Unemployment • Mental Health • Inclusive Education <p>Make Your Mark 2020</p>

Percentage of Reception Children that are overweight (including Obese)



● 22.24 - 24.00%
 ● 24.01 - 25.00%
 ● 25.01 - 28.00%
 ● 28.01 - 30.00%

NCMP

Percentage of Year 6 Children that are overweight (including Obese)



● 35.36 - 38.00%
 ● 38.01 - 41.00%
 ● 41.01 - 44.00%
 ● 44.01 - 47.00%

NCMP 2019

Lanesfield Lunchboxes Policy

At Lanesfield we want to ensure children develop healthy eating habits to ensure they get the energy and nutrition they need across the day. We have introduced this guide in line with guidance from Wolverhampton Health Schools Team to allow our children to be ready to learn and actively engage in all activities in the school.

We have created some guidance for packed lunches and what they should include:

- Base a packed lunch around a starchy food (a sandwich, pasta, wrap, pitta, bagel)
- Includes at least one portion of vegetables or fruit
- Include a dairy food (milk, cheese, yoghurt)
- No sweets or chocolate coated products
- Limit cakes and biscuits to 2 -3 times a week
- No nuts
- Suitable drinks: water, milk,



Pupils with special diets

The foods and drinks included in the policy guidance will be suitable for most therapeutic diets. However, if you have any queries about this then please contact the school to see how we can assist.

Monitoring:

Packed lunches will be monitored by teaching staff and lunchtime supervisors. Healthy lunches will be rewarded by house points. No child will be made to feel ashamed of their lunchbox contents. However, if a packed lunch regularly does not follow these guidelines, this policy will be sent home as a reminder. We want to work with parents and carers to help educate our children about healthy dietary choices, so that they can make their own informed choices independently when they are older.

Dear Parent/ Carer,

Following our Lanesfield Lunchboxes Policy I wish to inform that there was an item that was not suitable in your child's lunchbox the item was:



Dear Parent/ Carer,

Following our Lanesfield Lunchboxes Policy I wish to inform that there was an item that was not suitable in your child's lunchbox, the item was:

Please refer to the Lanesfield Lunchbox policy which offers advice on how to ensure your child's lunchbox is healthy.

If you need further advice please contact the school.

