



Our mission: Valuing Potential, Creating Opportunities

**HARTSBOURNE PRIMARY SCHOOL
LUNCHTIME AND PLAY POLICY**

This policy to be read in conjunction with Behaviour Policy, Equal Opportunities Policy, Child Protection Policy, Positive Handling Policy, Teaching and Learning Policy, Racial Equality Policy, PE Policy

POLICY REVIEW

This policy has been agreed by staff and Governors and will be regularly reviewed.

DATE OF POLICY:	January 2025	DATE OF NEXT REVIEW:	January 2027
MONITORED BY:	Deputy Headteacher, Pupil Progress Committee		

VISION

Children are at the centre of everything that we do. Decisions that we make around the curriculum and school life are carefully considered to reflect their current and future needs. Mental health is balanced with academic needs to nurture the whole child.

RATIONALE

At Hartsbourne we want to provide a constructive time for children to participate in recreational activities, exercise and social interaction. This policy is to ensure that the same standards of behaviour in the classroom are transferred to the playground and all adults in school will have clear guidelines to follow about behaviour management.

AIMS AND OBJECTIVES

The school seeks to provide a safe, secure and happy environment for all pupils and will consistently and fairly seek to resolve incidents and repair relationships wherever possible. We will:

- Ensure regular communication between appropriate adults.
- Provide a clear set of rules for children to follow.
- Use rewards, praise and sanctions appropriately.
- Provide designated play and activity areas.
- Provide Play Leaders to support the younger children.
- Provide training and guidance for lunchtime supervisors.

We aim for children to develop:

- Self-confidence and independence.
- Self-control and self-motivation.
- Sensitivity and consideration for others, including a sense of fair play.
- Pride in themselves and in their school.

And for children to take responsibility for:

- Their actions towards other children and adults.
- Meeting school expectations.
- Showing respect and tolerance for race, religion, gender, other lifestyles and opinions.
- Taking care of any equipment provided.

SUPERVISION



The Deputy Headteacher sets the rota for morning break. Two adults will supervise the KS1 playground, and two will supervise the KS2 playground, ensuring that the apparatus and astroturf are both closely monitored. It is the responsibility of staff in Years 1 and 2 to supervise the KS1 playground if they deem it necessary for children to have an afternoon break. The decision as to whether or not it is wet play is made by the class teacher on duty that day. During wet play, classroom staff should implement their own system whereby everyone is afforded a comfort break without the children being left unsupervised.

The Senior Mealtime Supervisor oversees the logistics of lunchtime processes, sets the rota and acts as the main contact point at lunchtimes. The Senior MSA will meet regularly with the SLT to discuss any potential concerns and communicate consistently with MSAs to ensure everyone is on the 'same page'. The Senior MSA also makes the decision as to whether or not it is wet play. In the event of wet play, the Senior MSA will provide a supervision rota to ensure all classes are supervised.

All accidents/incidents that involve physical injury should be logged, using accident books or bumped head books, by the member of staff managing the incident. A major behaviour incident is defined as one that involves physical violence between children, and/or an incident where our usual management approaches are not yielding the desired effect and a second adult has been required for support. Any major behaviour incidents are to be logged on Arbor, unless otherwise specified (i.e. there may be times when all incidences for certain children are to be recorded on CPOMs).

The following classes will use the areas below when outside at lunchtime:

Reception and Key Stage 1: KS1 playground (including area outside Year 1 classroom) and stage area (if safe).

Key Stage Two: KS2 playground, astroturf and tyre park (if safe).

All children may play on the field when the Senior MSA declares it dry enough. MSAs will designate specific areas for specific classes if necessary (e.g. dedicated space for Reception, football pitch rotas, etc). When the field is being utilised, Reception and KS1 children may also use the KS2 playground and equipment. Unless supervised, children may not access classrooms, classroom toilets, the parents' waiting area (outside Year 4), library or nature reserve at lunchtime.

At the end of morning break or lunchtime, a member of staff on duty should blow the whistle twice. After the first whistle, children should stand still. After the second whistle, they should line up in designated spaces. Duty staff and/or play leaders should ensure that playground equipment is put away.

BEHAVIOUR MANAGEMENT

All staff on duty at lunchtime should follow the procedures set out in our behaviour policy. Due consideration should be given to the fact that during unstructured activities or high-octane games, children can often find it more difficult to regulate their unhelpful feelings and this may lead them to display detrimental behaviours. As such, staff should be positioned themselves in a way that ensures them to monitor as wide an angle as possible, ready to administer early intervention if necessary. Benches and picnic tables should also be utilised as spaces for children to cool down and reset if heightened.

TIMINGS AND ROUTINES

Morning Break: 10:40-10:55.

Lunchtime: 12:00-13:00 (Reception)

12:15-13:10 (Years 1-6)



Reception and Key Stage 1 will wash their hands, line up and walk to the dining hall at the start of their lunch break and then go outside once they have finished eating. Key Stage 2 will go outside at the start of their lunch break and be called in on rotation to eat by the Senior MSA.

During lunch, children should raise their hands to get attention if they need to:

- Leave the dining room for the toilet
- Eat their pudding
- Leave the table (and go out to play) after clearing their place

Staff supervising the lunchroom should encourage good table manners including supporting children with learning to cut their food independently. All staff should encourage but not force children to eat the majority of their lunch before leaving the dining hall. If a child has not eaten anything or is consistently eating very little, this will be recorded in a book retained in the dining hall. Teachers will be notified at the end of lunchtime so that parents can be informed.

In the dining hall, the bells should be rung to praise good behaviour and to remind children about the volume of their voices as it is a small space. Clive the Carrot points should be given out to encourage good manners and sensible behaviour. At the end of the week the points are added up and the class with the most points is awarded Clive and an extra break time. This is announced in the achievement assembly.