



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

Date of Review	March 2024	Date of Next Review: March 2026
Reviewed By:	Governors, Staff, Pupils	

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.
- Train 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'
- A pride in themselves and in their school

And for children to take responsibility for:

- Their actions towards other children and adults
- Co-operating with school codes and rules
- Showing respect and tolerance for race, religion, gender, other lifestyles and opinions
- Taking care of any equipment provided

SUPERVISION

The Senior Mealtime Supervisor oversees the work of the mealtime supervisors, 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. Support staff will meet regularly with the Head to ensure good levels of communication.

All accidents/incidents that involve physical injury should be logged by the member of staff managing the incident. Any major behaviour incidents or incidents that take place with key children are to be logged on Arbor.



No children are permitted to remain in the school building during playtimes and lunch breaks without adult supervision. In the case of lunchtime clubs, the children involved must wait outside until the adult leading the activity is ready to collect them in person. The only exception to this rule is monitors with a specific task not requiring supervision i.e. register monitors.

Access to the Playground

Reception: Reception area outside the classroom

Year One and Year Two: upper playground, quiet area, music area and boat.

Key Stage Two: lower playground, the all weather pitch (on a rota), trim trail and the tyre park.

All children may play on the field when it is dry. Designated areas will be marked with cones.

Out of Bounds areas are: Classrooms (unsupervised), classroom toilets, Parents' Waiting Area, outside Year 4 (unsupervised) and the nature reserve.

UNACCEPTABLE AND POOR BEHAVIOUR

It is important to be clear about the difference between bullying and children not getting on together. In most cases bullying behaviour is deliberate, planned and persistent (see Behaviour Policy). We recognise bullying as a form of child on child abuse and it should be logged appropriately on our safeguarding systems, CPOM's. Poor and unacceptable behaviour will include the following:

- Deliberate disobedience and/or defiance, refusal to follow requests from adults.
- Violence towards others that includes biting, spitting, hitting and kicking etc.
- Foul language and swearing, making unkind, racist or sexist remarks.
- Damaging and defacing property.
- Answering back, rudeness or aggression to adults and others.
- Stealing and truancy.
- Making up or joining gangs.

Possible signs that a child is being bullied might include:

- Sudden changes in behaviour (aggressive/tearful/clingy) and avoiding eye contact
- Refusal to go out at playtime
- Inexplicable tummy-aches, feeling unwell, lack of appetite
- Increase in anxiety about going to school
- Uncharacteristic desire to be with an adult
- Unexplained injuries, bruises, marks
- Loss of or damaged personal property

REWARDS AND SANCTIONS

Rewards include (in no particular order):

- ✓ Specific verbal praise and eye contact, eg smiling, winking, grinning
- ✓ House points and stickers, sticker charts, raffle tickets
- ✓ Clapping (applause) or shaking hands, high five.
- ✓ Telling another adult / Head teacher something positive (in child's hearing)
- ✓ Inviting another adult to watch a game
- ✓ Playing a game with a group of children
- ✓ Sharing happy feelings/jokes/laughing
- ✓ Token for the vending machine

Sanctions:

A firm reprimand from a member of staff is expected to be sufficient and might include:

- ✓ Private Censure (a quiet word). A polite but firm request to stop the behaviour.
- ✓ Early intervention to avoid escalation (Eg rule reminder: 'What is our rule about our hands and feet?')



- ✓ Label the act or the behaviour **NOT** the child (eg 'that was unkind behaviour...').
- ✓ Acknowledgment of feelings ('I can see you feel..... but I need you to....').
- ✓ Discuss and allow the child to choose the consequence (modify if necessary!)
- ✓ Apologise for your mistakes.

Follow up any correction with positive encouragement a minute or two later. However if this fails to correct the behaviour of a child give ONE warning only, then the following procedure is used:

- Time out/removal from the scene of an incident to sit at a picnic bench
- Sit in the library for an agreed length of time (NEVER left unsupervised).
- An apology offered to adult/child for inappropriate behaviour (or a drawing).
- Missing afternoon break or part of lunch the following day (with agreement) of SLT.

If the above sanctions do not lead to a modification of behaviour then the following will be considered in conjunction with the Senior Leadership Team:

- Discussion with parents
- Exclusion from the right to represent the school in sports or similar
- Removal of privilege (eg class trip, monitor job)
- In-school suspension for a set period of time (eg an afternoon)
- Formal suspension from school for a fixed period of time
- Permanent exclusion from school

***NB: It is important that children learn that things have become very serious if the Head teacher is involved. ONLY the Head teacher can invoke the formal exclusion process.**

BEHAVIOUR MANAGEMENT

“DON'T FEED THE MONSTER!”

Do:

- ✓ Stay **CALM**, short and to the point - ('I'm not going to argue with you' – then turn away)
- ✓ Address the behaviour (eg 'I don't like it when you behave in this way')
- ✓ Avoid excessive eye contact (standing sideways is less threatening)
- ✓ Adopt the principle of 'public praise, private censure'.

Don't:

- ✓ Over-service attention-seeking or power seeking behaviour (try and ignore/use time-out or calm down system)
- ✓ Use sarcasm, embarrassment, belittling or persistent criticism (or other over-bearing tactics)

GIVE 'I' MESSAGES AND ACKNOWLEDGEMENTS:

('I want you to...' 'I need you to...' 'I feel that....' 'I'm sure that....' 'I understand – but...')

Acknowledge feelings: I can see you were only.... But I need you to.... Maybe you were, but

Demonstrate acceptance: I like the way you.... I think you have.... How do you feel....?

Show appreciation: Thank you – that helped me... I enjoyed it when you.... I appreciate your...

Recognise effort: Well done, you are playing nicely – you tidied up quickly etc

All Staff will:

- Treat children fairly and equally, irrespective of gender, race or religion.
- Apply consistently the agreed standards of behaviour.
- Model appropriate and acceptable behaviour at all times.
- Be alert to signs of targeted poor behaviour, bullying and racial harassment; respond appropriately, report to the SLT and record on CPOM's.
- Deal sensitively with children in distress; listen and respond appropriately.
- Support each other and show sensitivity to each other's needs and difficulties.



- ✓ Acknowledgment of feelings ('I can see you feel..... but I need you to....').
- ✓ Discuss and allow child to choose the consequence (modify if necessary!)
- ✓ Apologise for your mistakes.

GAMES AND PLAY

The Senior MSA will decide if it is wet play and if the field can be used. At lunchtime children may:

ALLOWED	NOT ALLOWED
Use of climbing frame, boat and tyre park	Climbing trees, fences, picnic tables
Fresh or dried fruit at break time	Sweets, crisps, biscuits, chewing gum
Eating packed lunch at a picnic table in warm weather	Eating on the ground or grass bank, moving around while eating, leaving litter.

Playground Duty

Adults on playground duty will be stationed at key points to monitor safety, there should always be an adult by the trim trail and tyres. Where possible, adults should lead games to engage the children. If anyone suspects bullying is occurring, they will intervene immediately. If there are still concerns at the end of break the teacher (or Head) will be informed. Children must be collected promptly from the playground at 10.55am, 1.15pm and 2.30pm.

All children must:

- ✓ Follow the playtime rules
- ✓ Stay in the appropriate playground unless given permission to be elsewhere.
- ✓ Ask an adult if they wish to re-enter the building.

Lining up:

- ✓ At the end of any break staff must be on the playground as the whistle is blown.
- ✓ On the first whistle all children must stand still.
- ✓ On the second whistle the children line up quietly in two short rows for each class.
- ✓ The children will lead back into school **quietly** and in an orderly fashion.

Wet Play

All children return quietly to their designated classroom. Year Six will be asked to help with the younger children. During wet play, children may play with allocated board games, draw and colour on scrap paper, play pencil and paper games (noughts and crosses), play clapping and singing games.

LUNCHTIME ROUTINE

RECEPTION:	12.00 – 12.10pm:	Wash hands and walk to the dining room and eat lunch.
KEY STAGE 1:	12.10pm:	Wash hands and line up at classroom door.
KEY STAGE TWO:	12.15PM	Go out to play.
	12.30pm	Eat lunch in dining room on a rota.
	12.30pm	Packed lunches called to get lunchboxes on a rota

During lunch, children raise their hands to get attention they must ask to:

- Leave the 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.

All staff should encourage but not force children to try new food and eat their vegetables.



If a child has not eaten anything or is consistently not eating then this will be recorded in the lunchtime book. Teachers will be notified at the end of lunchtime so that a snack of fruit can be offered and parents can be informed.

In the dining hall, the bells should be rung to praise good behavior 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.