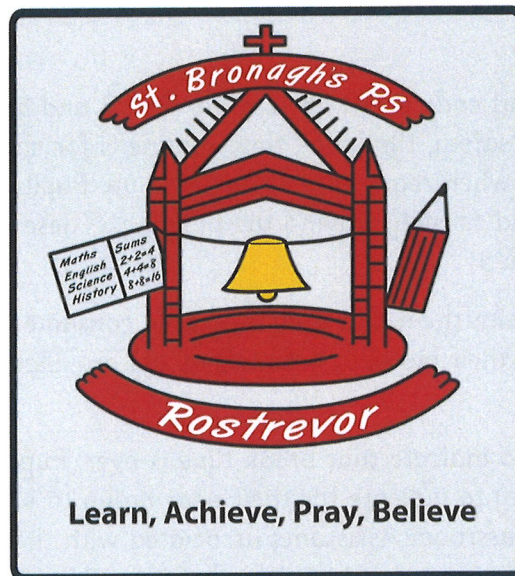


St Bronagh's Primary School



Break time and Lunch Time Policy

Date approved by Board of Governors: 8/11/23.

Review Date – Autumn 2025.

Signed 

Chair of Governors

INTRODUCTION

In St Bronagh's Primary School, it is our intention that during the Daily Mile, break time and lunch time, children will have a safe, happy, and worthwhile break from school teaching sessions. As well as providing time to eat, it also provides time for pupils to exercise and chat and engage in child-directed free play, learning to socialise and expanding their learning outside of the classroom. We believe in St Bronagh's PS that the experiences should be positive, and pupils will be supported by supervisory staff and teachers.

THE DAILY MILE

The Daily Mile operates for most classes from Monday to Thursday (weather permitting) between 9.30 – 9.45 a.m. Pupils are encouraged to complete 7 laps of our school building, which equates to approximately one mile. Pupils are also encouraged to socialise and chat with others.

BREAK TIME

Break time begins at 10.30 a.m. and ends at 10.45 a.m. for P1-P3 and begins at 10.45 a.m. and ends at 11 a.m. for P4-P7. To ensure pupil safety, the break time routine is for children to go to the toilet attached to their classrooms and take coats, when required, before lining up. Pupils then make their way outside, in single file. Pupils must act safely and sensibly leaving the building. (These arrangements are subject to participation or not in the Daily Mile.)

All pupils take their break outside with them and they may only consume healthy foods such as fruit, sandwiches, crackers and water for their morning break. Bins are provided in the playground for the safe disposal of any food waste.

At the end of break, the bell rings to indicate that break time is over. Pupils should freeze on hearing this bell and wait for the teacher on duty to indicate for their year group to walk to their lining up position, where they will be supervised by Classroom Assistants associated with that class. Pupils should form an orderly line, in their allocated position and stand silently. Teachers should collect their pupils from the playground promptly and return to their classrooms.

Wet Break Arrangements

On days when the weather does not permit outside play, all pupils are supervised in their classrooms by the classroom assistants on duty.

LUNCH TIME

The school has the responsibility to provide lunch time meals and supervise the pupils. Meals are provided by the Education Authority and are cooked in our meal's kitchen. Alternatively, pupils may bring their own packed lunches. No pupil may leave the school at lunchtime without the principal's permission. St Bronagh's Primary School promotes a Kiwi and Nut Free Policy to ensure the well-being of any pupil who may suffer from allergies which may cause an anaphylactic shock.

Lunch time is from 12 noon - 12.45 p.m. for P1-P3 pupils and from 12.30 p.m. - 1.15 p.m. for P4-P7 pupils. During second sitting, lunch pupils can choose to eat outside at the picnic benches, under the direction of a lunch time supervisor.

Dining Hall

Cooked meals are eaten in the school Assembly Hall. Water and milk are supplied to drink at each table.

Each class enters the hall accompanied by their teacher, who should ensure that the number of dinner placings corresponds with the numbers in their Dinner Books.

- In the first sitting, supervisors will assist the pupil's accessing food from the hatch.
- Pupils are expected to show good manners at the table, including using the cutlery to eat.

- Pupils should be careful with their use of cutlery.
 - Pupils are encouraged to eat their food.
 - Pupils should show be respectful and say please and thank you.
 - Pupils should raise their hands and wait if they require assistance from an adult.
 - Pupils will be escorted from the hall in order, one class at a time. They should line up without leaning against or touching the walls and walk in silence with the supervisor.
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- In the second sitting, children should line up silently on the corridor with their teachers, enter the dinner hall and sit quietly at their tables.
 - Children may talk quietly to others at their table ONLY. They should not talk to children at any other table as this may lead to shouting.
 - Children are called up for their dinner in order.
 - Children waiting to collect their dinner should stand silently, thinking about what they want to eat. A menu will be displayed beside the hatch.
 - Children return to their table in silence, then they can talk quietly again while eating their meal.
 - Children are called up for their dessert from the hatch in order and they bring up and clean their dinner plates.
 - Children waiting to collect their dessert from the hatch should stand silently, thinking about what they want to eat.
 - Children return to their table in silence, then they can talk quietly again while eating their meal.
 - Children should bring up their dessert plates silently and clean them at the hatch, then return to their tables and tidy up.
 - Children will be escorted from the hall in order, one table at a time. They should line up and always walk silently and shouldn't lean against or touch the walls.
 - Lunch children will use the same rules as above except for the ones describing how to collect dinner and dessert.
 - Lunch children should only make one trip to the bin to dispose of their rubbish, so keep all wrappers etc. at the table until they are completely finished.
 - If the Chatter Tracker is being used and it goes red and the alarm sounds, then the teacher on duty will raise their hand to get attention and then set the traffic lights for 30 seconds of silence. You may continue to eat your food. If this happens more than five times in any one dinner sitting, then the children will stay in the resource area for the extra time.
 - Pupils should show be respectful and say please and thank you.

PACKED LUNCH ARRANGEMENTS

The area for eating packed lunches is in the hall for P1 – P3 and/or hall/picnic benches for P4 – P7 and packed lunches brought in by pupils are consumed there.

- Pupils carry their own lunch boxes to the dining hall.
- Each class enters the dining hall accompanied by their teacher who will direct their pupils where to sit.
- Pupils are expected to show good manners when eating.
- Pupils should show be respectful and say please and thank you.
- Pupils should talk quietly.
- Pupils should walk at all times in the dining room.
- Pupils should have adequate time to eat their food.

- Lunch pupils should take all packaging and left over food home to recycle in an environmentally friendly manner.
- Pupils should tidy up after eating and rubbish should be placed in bins.
- Healthy lunches are promoted in our school.
- When directed by the supervisors the pupils line up and proceed to the play areas.

LUNCHTIME SUPERVISORY STAFF

Lunchtime supervisors have an invaluable role in the school. Currently there are 4 lunchtime supervisory assistants - Mrs Serridge, Mrs Sherry, Mrs O' Hare and Mrs Clarke. Classroom assistants also accompany their pupils at this time.

Lunchtime supervisors are responsible for:

- Ensuring pupils are supervised at all times.
- Supervising and assisting pupils eating their food, if required.
- Helping any pupils who have concerns, or cause concern during mealtime, e.g. pupils who may have problems eating their lunch, spill or drop their lunch, cannot find a place to sit, do not eat their lunch or skip lunch, etc.
- Clarifying what foods are if a pupil is unsure what they are eating.
- Reporting eating concerns to the class teacher/principal.
- Managing pupil behaviour, including orderly queuing, acceptable noise levels.
- Ensuring spillages are cleaned up and floor areas remain safe.
- Supervision in the playgrounds and in classrooms on wet days.
- Dealing with incidences in line with the School's Positive Behaviour Policy.
- Recording pastoral concerns and report them to the class teacher or principal.

Wet Day Arrangements

On days when the weather does not permit outside play, arrangements are in place for inside supervision. All pupils will eat in the hall, then line up in an orderly manner and under the direction of a supervisor and/or classroom assistant, proceed back to their classrooms.

PROMOTING GOOD RELATIONSHIPS BETWEEN CHILDREN AND BREAK/ LUNCH SUPERVISORS

Positive relationships between pupils and staff are central to all aspects of school life. In maintaining these at break and lunch, staff should:

- Be in their designated area punctually.
- Move about, not remaining in one place for any length of time.
- Should remain vigilant and should not stand talking to other supervisors or spend a long time with one group of pupils.
- Should expect a high level of behaviour from pupils.
- Be fair and consistent in their approach.
- Deal with minor misdemeanours quickly, with reference to the Golden Rules.

- Listen and use appropriate strategies to remediate if pupils report an incident, (Often an apology or a handshake can suffice).
- Deal with dangerous or persistent offending using the agreed procedures and in line with the School's Positive Behaviour Policy.
- Model good behaviour and acknowledge examples of other pupils' positive behaviours as encouragement.
- Encourage silent lining up and supervise the class lines.
- Use the Behaviour Notes to report incidents that need to be brought to the teacher's attention.
- Be familiar with Child Protection Practice in St Bronagh's Primary (Refer to Child Protection and Safeguarding Policy).
- Adhere to the Staff Code of Conduct (Refer to Code of Conduct).

BREAK/ LUNCH PROCEDURES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

If a behaviour is witnessed that falls below our standards, the following procedures have been agreed by staff:

1. Pupils should initially be directed to try to resolve the incident between themselves to promote problem solving in a real-life setting.
2. A verbal warning shall be issued by a supervisor/classroom assistant, redirecting them to the appropriate school rule and the behaviour that is expected.
3. If the behaviour continues -
 - The pupil will initially stand next to and/or follow supervisor or classroom assistant or be sent to the 'time out area'; (3 minutes for P1-3 and 5 minutes for P4-7) and the reason why will be explained to him/her.
 - The pupil will then be allowed to return to their activity, without further disapproval.
 - Finally, if inappropriate behaviour continues, the pupil will be sent inside to have time out at principal's office during break; P6 during first lunch and P2 during second lunch. A Behaviour Note will be given to the class teacher when the pupils are lining up and this will allow the teacher to deal with the incident at an appropriate time on return to class.

If a pupil refuses to follow these procedures, the class teacher or principal will be informed. The pupil will be placed on breaktime detention the next day and parents/guardians will be informed via a detention note.

If a pupil receives 2 behaviour notes in a week, they will be placed on break and lunch detention the next day. Parents will be informed via a detention note.

For particularly dangerous behaviour or persistent offending, pupils will be brought to the staffroom by an adult, where the incident will be investigated and an appropriate level of sanction will be applied, if necessary. The principal will contact the parent to agree strategies and sanctions to promote acceptable behaviour in line with our School Positive Behaviour Policy.

TOILETING

To ensure pupil safety, the break and lunch time routine is for children to go to the toilet at their classrooms and take coats, when required, before making their way outside. In extenuating circumstances, supervisors may give permission to pupils to go to the toilet. P1 – P3 can use the hall bathrooms at lunch times and P4 pupils will be directed to the P5 toilets.

ACCIDENTS AT BREAK/ LUNCHTIME

Supervisors ensure the safety of pupils at playtime. It is understood that pupils may have minor accidents while playing. If a pupil receives a minor injury, supervisors will assess the situation and can assist the pupil. If necessary, they will send the pupil to a trained First Aider (Mrs Downey, Mrs Joyce, Mr Murney or Mr Gallagher) if appropriate.

If an accident is of a more serious nature, the supervisor will seek the assistance of a trained First Aider. If at all concerned about the pupil's injuries, the supervisor should not move them until their condition has been assessed.

All injuries requiring First Aid will be recorded on a School Accident Report Form (First Aid); any injuries requiring First Aid then further medical assistance will be recorded on an EA Accident Report System by the principal.