

# Preston Primary School

## Assertive Discipline

### Lunchtime supervision in the Playground and Dining Hall

Much of the "task" of supervising children during lunchtime involves common sense and thoughtfulness. However, because different people can apply different interpretations to the same situation, it is important for the sake of the children in our care that Lunchtime Supervisors apply the same standards to all the pupils, as much as we do as teachers. We aim for a safe environment for our children where they are able to enjoy their lunchtime break, and do the things/play the games they choose, in an ordered, structured framework.

In the Dining Hall, most of the children are able to get on with their lunch with little adult help. Having said that, some of the children in there are **very young** (some only four and a half years old), and they need help from time to time to eat their lunch. A love of children really helps here, as I'm sure you appreciate. A friendly word, a smile now and then, a "spark" of humour with the younger children in particular can reap enormous rewards later in their school life (and make the Lunchtime Supervisor's job easier and more pleasant too!)

To make lunchtime supervision safer and more effective a "boundary line" has been painted around the yard which children are not allowed to cross unless permission has been given by the lunchtime supervisors or teaching/support staff. For details of this, please refer to the plan.

### Playground and Dining Hall Rules

1. We follow instructions.
2. We keep our hands, feet and objects to ourselves (no "fun" fighting allowed at all).
3. We ask permission to cross the "boundary line".
4. We ask permission to retrieve a ball which has gone out of the school grounds and always leave the premises in twos. Year 5 & 6 children only.
5. We don't swear or tease.
6. Children who are finding Lunchtime difficult or encountering problems may be placed in Lunch Club for a specified time.

### For the Dining Hall only

1. We use indoor voices.

### Consequences of Lunchtime Behaviour

#### Positive Behaviour

1. Chance Certificates to be given out for very good behaviour. The child's name and reason for receiving the reward is written on the Certificate by the lunchtime supervisor and catering staff. The child then hand this to Mrs. Bulmer who puts it into a box.

2. During Friday Assembly 2 Chance Certificates will be drawn from the box and the children may choose a reward.

#### **If children choose to break the rules**

1. The child misses part of/all lunchtime attending 'Lunch Club' which is situated in Mrs Coulthard's class
2. The child is sent to the Head/Deputy Head and will be given a Think Sheet to complete after having discussed their behaviour with the teacher.

#### **Severe Clause**

If extreme behaviour occurs, staff resort immediately to the severe clause.

1. Phone call from school to discuss the incident with parents.
2. Possible banning of child from staying at school during the lunch hour or possible exclusion from school.

#### **Wet Lunchtimes**

All children are to remain in their classes with a lunchtime supervisor. 'Wet day games' are available and children may make use of drawing paper, crayons, pencils etc. **Children may use classroom resources at the Teachers' discretion.**

#### **Sequence of classes into the Dining Hall**

Foundation and Key Stage 1 children go in first each day at 12 noon. Lunchtime supervisors arrive at 11.50 a.m. and supervise the children going to the toilet, washing their hands and moving around the corridor. Each supervisor takes responsibility for a Foundation Stage / Key Stage 1 class leading them across to the school dining hall. Key Stage 2 children's lunch break is from 12.15 – 1 p.m.

**Shouting should not be resorted to** - only a whistle should be used *outside* to attract the children's attention.

Lunchtime staff are requested to inform all relevant staff of any incidents they feel they should be aware of.

#### **Accidents.**

All accidents must be entered into the accident book which is located in the school office. Care must be taken to inform staff (and parents) of any head injuries or **any potentially serious injuries**. Don't assume "it will be alright" – fully inform a member of staff. A letter is always sent home informing parents in the case of a head injury.

#### **Copy of document given to Lunchtime Staff in January 2006**

#### **To be reviewed: January 2008**