



Lunchtime Policy

Review Date October 2025

Every Child, Every Chance, Every Day; Working Together



LUNCHTIME POLICY

Review Date – October 2025

1. BACKGROUND INFORMATION

- 1.1 Lunchtime at Crabtree Farm Primary School runs from 11.40am (EYFS) until 1.15pm (KS2) every day.
- 1.2 There are a number of Midday Play Workers (MPWs) employed at Crabtree Farm Primary School.
- 1.3 At Crabtree Farm Primary School, the MPWs are to be actively involved with the children in their play. This enables the skills of negotiation, turn taking, conflict resolution and problem solving (to name a few) to be developed. MPWs can model how these are done and support children in using these skills. Fine and gross motor skills can be practised as well as imaginary role play.
- 1.4 According to contracted hours, MPWs will arrive at school 15 minutes prior to the start times of 11.40am, 12.00pm or 12.15pm. In this time MPWs should set up the equipment ready for the lunch period. There is 15 minutes time allocated for the putting away of resources and highlighting lost and broken equipment.
- 1.5 A prompt start means that MPWs will be with their classes before they are dismissed for lunch by the class teacher.

2. AIMS

At Crabtree Farm Primary School, we aim for our lunchtimes to be as smooth running as possible.

3. EATING ARRANGEMENTS

- 3.1 The KS1 school hall is used for the children to eat their meals at lunchtime, as well as the dining room.
- 3.2 MPWs are all allocated to a class having main responsibility for those children.
- 3.3 All children are expected to follow the lunchtime rules.
- 3.4 The lunchtime rules are as follows:
 1. We eat our dinner sensibly in a reasonable amount of time.
 2. We do as we are asked the first time.
 3. We look at and listen to who is speaking.
 4. We put our hands up for attention and do not call out.
 5. We keep hands, feet and objects to ourselves.
 6. We use quiet voices and friendly words.
- 3.5 Each class has a designated time when they go in to the hall to have their dinner and when they are outside.
- 3.6 The designated MPW takes their class in to the hall and supervises whilst they are eating.



- 3.7 The designated MPW has a list (which is updated regularly) of the dietary and SEND needs of the children in their class.
- 3.8 When most of the children in the year group have finished eating one member of the MPW team for the year group will go outside to help the other MPWs on duty.
- 3.9 The children enter through their own classrooms in order to wash hands and pick up/drop off coats.

4. AREAS

- 4.1 The school playground is split into KS1 for years 1 and 2 and KS2 for year 3-6. The playing field can also be used at the discretion of the Senior MPW. EYFS children use the outside space next to the Early Years unit.
- 4.2 Football pitches and trim trails are allocated to year groups using a separate timetable.
- 4.3 The allocated areas for lunchtimes predominantly outside are:
 - Dinner hall/ KS1 Hall
 - EYFS outdoor area
 - KS1 playground
 - KS2 playground
 - ✓ Basketball/netball/games area
 - ✓ Trim trail
 - ✓ Sports pitches
- 4.4 The allocated areas for lunchtimes predominately inside are:
 - Dinner hall/KS1 hall
 - EYFS- EYFS unit
 - Year 1- classrooms 1 and 2
 - Year 2- classrooms 3 and 4
 - Year 3- classrooms 5 to 6
 - Year 4- classrooms 7 and 8
 - Year 5- classrooms 11 and 12
 - Year 6- Classrooms 9 and 10

The KS2 hall and the computer suite can be allocated by the senior MPW.

5. OUTDOOR LUNCHTIMES

- 5.1 MPWs work with the children in the class that they are responsible for with a range of sporting activities.
- 5.2 Each year has different resources for different activities and games which are colour coordinated.
- 5.3 The KS2 playground is split into three specific areas.
- 5.4 The top part of the playground is marked out as two football pitches – one for years 3/4 and another for years 5/6.
- 5.5 The middle section is the netball and basketball zones and games area.
- 5.6 Nearer to the school building seating areas (near the planters) can be used for quieter activities.

- 5.7 MPWs ensure that equipment for their class is on the playground and at the end of lunch is returned to the cloakroom where it is stored.
- 5.8 In EYFS, the MPW use a mixture of resources the children have out that day as part of their outdoor provision, along with additional resources specifically for lunchtime use. These are stored in the lunchtime shed in the EYFS outdoor area.

6. INDOOR LUNCHTIMES

- 6.1 During indoor lunchtimes the children remain in their classroom.
- 6.2 When it is a particular class's turn for lunch, they are taken by their MPW.
- 6.3 Immediately after the children have eaten their lunch the children return to their classroom.
- 6.4 There are a variety of indoor games and resources available in each classroom.

7. EYFS – Wrap Around Care (WAC)

- 7.1 For children attending our nursery provision, their lunchtime support is facilitated through WAC.
- 7.2 Children who attend for 15 hours funded places are supervised for 30 minutes each day by the MPWs in the WAC team. For morning children this is at the end of their session from 11.30am to 12pm, and for afternoon children this is at the start of their session from 12.25pm to 12.55pm. During this time the WAC staff work with the children on short direct teaching tasks e.g. handwriting or milk and fruit sessions. They then engage with the children in their child initiated learning.
- 7.3 For 30 hours funded children who stay all day, a member of the WAC team takes them for dinner in the dining hall and sits with them to support their lunchtime/eating. Once they have eaten, they return to the EYFS unit and join in with the afternoon children in their child initiated learning.

8. BEHAVIOUR MANAGEMENT

- 8.1 The children are expected to follow the lunchtime rules during the lunch hour.
- 8.2 MPWs deal with any minor issues e.g. bickering, arguing, name calling, falling out, arising in their zone in an appropriate way, i.e. calming time.
- 8.3 For any major issues e.g. fighting/violence towards children and/or staff, racial abuse, vandalism, incidents MUST be reported to the Senior MPW. The Senior MPW will liaise with class teachers when/where applicable.
- 8.4 Any serious incidents must be reported to the Head teacher immediately ONLY by the Senior MPW.

- 8.5 If 'handling' is required, MPWs must send for the members of staff currently up to date with Positive Handling training.
- 8.6 Stickers and house points can be used to reward positive behaviour, healthy packed lunches and children who are positive role models at lunchtimes.
- 8.7 MPWs should not deal with issues that arise with their own children/grandchildren or close relatives and friends.
- 8.8 A certificate will be presented each week to a child who has shown exemplary behaviour throughout the week.

9. HEALTH AND SAFETY

- 9.1 There are allocated first aiders on duty throughout lunchtime to complete minor first aid incidents. Any incidents are recorded in the first aid log and a copy is given to the class teacher to send home to parents/carers.
- 9.2 If a child is deemed to be ill enough to 'go home', this will be reported to the office and they will make appropriate arrangements AFTER a discussion with the child's class teacher.
- 9.3 MPWs must NOT phone a child's parent/carer to ask them to collect the child.

10. RISK ASSESSMENT

All Risk Assessment procedures and concerns operate through the school's identified Risk Assessment Officer. The office has copies of all risk assessments.

11. CONFIDENTIALITY

- 11.1 All incidents that happen within school will be reported to parents/carers by the class teacher or the Headteacher if necessary.
- 11.2 It is not the responsibility of MPWs to pass information on to parents/carers, in or out of school.

12. CODE OF CONDUCT

- 12.1 All MPWs are members of school staff and as such are positive role models for the children.
- 12.2 Appropriate clothing must be worn at all times.
- 12.3 Mobile phones must be turned off and not in use during work time. If a member of the team is expecting a call/message this must be discussed with the Senior MPW.

Miss Haskey, Headteacher

Written in October 2023, to be reviewed in October 2025

