



# CASTILION PRIMARY SCHOOL

Engage, Enthuse, Empower

## Amadeus

Primary Academies Trust



Limitless Learning Together

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### CASTILION LUNCHTIME SUPERVISORS' HANDBOOK

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## **Introduction**

This lunchtime handbook is an integral part of the Castilion Primary School Positive Behaviour Policy.

It is available to all lunchtime staff, teaching staff, teaching assistants, admin staff, catering staff, parents, governors and visitors to the school. It will form the basis of the induction of new lunchtime staff as well as clarifying the procedures for existing staff.

This handbook will be reviewed regularly by the lunchtime staff and leadership team. It will be displayed in every classroom and explained to the children.

Playtimes and lunchtimes should be an enjoyable and valuable experience for children where through play they can discover, explore and develop the understanding of the environment around them whilst children can and should be able to play without being organised by adults, they need adults to provide a secure environment.

Children have the right to:

- Feel safe
- Be treated fairly
- Be listened to and heard
- Have consideration to others

## **Health and Safety**

Lunchtime supervisors have a responsibility to ensure the health and safety of the children in their charge at all times.

- Children's feet should be kept on the ground at all times unless children are using the apparatus. This means no climbing on trees, hedges, benches, fences, walls
- Children should stay visible at all times especially when upset. This means no playing or hiding in the hedges, in the toilets or in the classrooms
- Children's shoes should be kept on their feet at all times
- Children should report any broken glass, sharp objects or dead animals/birds to the lunchtime supervisors and not pick them up themselves
- Children should follow the four 's' during hot sunny weather – slip on a fastened shirt, slap on a hat, slop on some sun cream and slurp plenty of water
- Children must not play games that involve physical contact i.e. play fighting games
- Children should use the appropriate toilets

## **Expectations of Behaviour**

- Children should listen to and follow instructions
- Politeness from all (this includes staff as well as children)
- Respect for each other and the environment
- To use the toilets sensibly
- If a child is unhappy see an adult

What to do when the whistle blows

- First whistle stand still and hold any play equipment. Stay still until –
- Second whistle walk briskly to your own class line. Teachers will be waiting to receive the children at their classroom door. Remember once the whistle has been blown playtime is over

## How we encourage good behaviour

- Adults should show an interest and listen to the children
- All children should be treated fairly and equally. Don't label children and jump to the wrong conclusions
- Give gentle reminders
- Adults should stay calm. This will help you to remain in authority and be effective
- Give praise frequently – it's more effective than criticism
- Adults should recognise and reward good behaviour
- Adults should encourage children to take responsibility
- Adults should encourage children to apologise and be considerate and caring of other people's feelings
- Help children out of awkward situations which would prevent bad behaviour occurring
- Smile and appear happy; hence producing happy children
- Adults polite to children

## Around the school remember to

- talk to pupils in informal situations
- greet pupils, especially those with whom you have difficulty
- set high standards in all you do with pupils

## How to prevent inappropriate behaviour

At Castilion Primary School we believe it is more effective to try to prevent inappropriate behaviour. The following are guidelines to help prevent poor behaviour

### What to look for:

- Noise level – too loud, too quiet, excessive laughter
- Groupings – large groups or isolated child
- Facial expression – crying, looking worried, upset or angry, frowning
- Body language – hunched shoulders, physical contact, boisterous play
- Pupils checking of adults whereabouts

### Think about your:

- Voice – avoid the 'loudness cycle'
- Gesture – pointing
- Body language – hunched shoulders, extended neck, tense
- Proximity – invasion of personal space
- Facial expression – looking miserable and cross

## Avoid Conflict

Keep things cool by:

### Making rules clear

- Avoid audience participation
- Give choices – this helps avoid more confrontation
- Remain in control of yourself
- Don't shout
- Explain how you feel
- Always follow up the incident
- Rebuild the relationship

## **Positive rewards**

Raffle tickets will be given to children who demonstrate good behaviour. One raffle ticket will have the child's name recorded on it and kept in the 'raffle box'. The child will keep the other raffle ticket. At the end of each half term the top five boys and girls will receive a certificate. At the end of the year the top three boys and girls will receive a certificate. The child with the highest number of raffle tickets will receive a trophy. A record of children receiving the most raffle tickets will be kept on a display board located in the Reception area. Year 6 children will be responsible for maintaining the board.

## **Interventions**

The following interventions should be used to stop inappropriate behaviour:

- Verbal warning
- Yellow Card – the child will be given a yellow card by lunchtime supervisors and will spend Time Out for 10 minutes in the Time Out area and then return the yellow card to the lunchtime supervisor. These incidents will be recorded in the incident log book by the lunchtime supervisor located in the Time Out area. Three Yellow Time Out cards will be followed by Red Card.

*Yellow cards are issued for not following instructions, play fighting, rudeness and not following the school rules.*

- Red Card – if a child is given a red card by a lunchtime supervisors they will be sent to the Time Out area for the remainder of lunchtime. The incident will be recorded in the incident log book and then referred to the Headteacher.

Red cards are issued for fighting and extreme rudeness to adults and children.

The Headteacher and Senior Mid-Day supervisor will review the incident book every Friday lunchtime. They will set improvement and reward targets for children who consistently receive yellow and red cards. A letter will be sent to parents of any child that receives a red card. If there is no improvement in the behaviour of a child that consistently receives red cards, the Headteacher will decide whether the child should spend their lunchtime at home for a fixed period.

## **Communication**

- A copy of the lunchtime supervisors handbook is displayed and available in every classroom
- Any incident forms should be returned to a member of the leadership team.

## **Eating in Hall**

- children should move in an anti-clockwise direction around the hall
- children should walk
- children should sit in allocated tables
- children should stay sitting until they have finished their lunch
- children should talk quietly
- children should keep their food within their lunch boxes
- children should only touch their own food
- children should take any rubbish home

Noise level and behaviour in the hall

- If noise level is too loud, then bell will be rung to remind children to be quiet.
- If noise level remains too loud, bell will be rung and children will eat in silence for 15 minutes.
- The lunchtime intervention and card system applies in the lunch hall.
- Any child who unable to follow the rules on behaviour or eat quietly will have their name recorded by the lunchtime staff and will spend their next lunchtime standing in silence in the lunch hall.

## **Lunchtime activities**

Year 5 and 6 children are responsible for ensuring that equipment is put out and away during lunchtimes.

### **QUIET AREA**

The quiet area is only be used for quiet activities. Quiet activities/resources will be provided for children. Year 2 children are responsible for ensuring that activity box is properly resourced.

### **Playing on the Field**

In the interest of health and safety children should not play games which involve physical contact.

### **Playing on the Playground**

In the interest of health and safety children should not play games which involve physical contact. MDS will supervise the games that are available to children.

### **Playing in the Multi-Use Games Area**

At lunchtime children will be able to play games in the MUGA according to the timetable.

### **Playing on the climbing wall and adventure trail**

Children may play on the apparatus according to the rota.

## **General**

- MDS should actively engage in children's play – MDSs should not spend extended periods of time talking to each other.
- At the end of play MDS should record children not walking in the lunchtime incident book. These children will miss their next lunchtime.
- Teachers must ensure that they are waiting for their class at the class door when they line up at the end of play / lunchtime. Children must walk into class quietly.
- Water bottles may be taken outside but are the children's responsibility.

### **Playground Buddies**

Playground buddies are on hand to help resolve any playground issues. They wear yellow caps. The SMSC leader is responsible for ensuring that playground buddies carry out their duties effectively.

### **'Wet' lunchtimes**

The following activities can be done by all children but they must be sitting down

- Games, drawing, cards, quizzes, reading, etc.

In the interest of health and safety children are not allowed to use scissors or glue

*This handbook is reviewed yearly or when appropriate.*