



**St Hugh's School**

Break Time and Lunch Time  
Policy and Procedures

## **Break time & Lunch time Policy and Procedures**

### **Aims**

- At St Hugh's we aim to ensure that lunchtimes and break times are a constructive time for recreation, exercise, social interaction and appreciation of the arts.
- We expect the same school rules and standards of behaviour to apply as during the rest of the school day

Related documents: Behaviour Policy, Anti-Bullying Policy, Safe Guarding and Child Protection Policy.

### **Strategies to Develop Constructive Lunchtimes**

- ❖ Regular Communication
- ❖ Clear School Rules
- ❖ Clear Rewards and Sanctions
- ❖ Clear Routines/Roles
- ❖ Designated Areas
- ❖ Student Support Mentors

#### **1. Regular Communication**

- Walkie-talkies are used by staff to communicate throughout lunchtime
- Lunchtime supervisors are expected to read daily the update book containing notes/minutes from morning briefings.
- A senior lunchtime supervisor oversees the work of others to ensure effective communication, acting as the main contact point for any concerns/worries or issues.
- All staff rotas for duties can be found in the staffroom and around school.

#### **2. Clear School Rules**

School rules should be known and understood by all students. They are fairly and consistently enforced by all staff including lunchtime supervisors at all times.

#### **3. Rewards and Sanctions**

Lunchtimes are a positive happy time at St Hugh's and all students are aware of the high expectations of behaviour. Students are rewarded with lunchtime awards and being chosen to sit on the COME DINE WITH ME table on a Friday. Any sanctions necessary will be fairly and consistently applied in line with our Behaviour Policy and will meet the needs of the individual student. All staff including lunchtime supervisors are to be fully aware of Personal Handling plans, Moving & Handling plans and any Safeguarding plans or Contracts. The senior lunchtime supervisor oversees the work of others, ensures effective communication, acts as the main contact point with the behaviour management and ensures the reporting of incidents to the necessary staff.

#### **4. Routines and Roles**

All lunchtime duties are covered by lunchtime supervisors and teaching assistants.

<b>1st sitting KS</b> <b>12:15-12.45pm</b>	<b>2nd sitting KS4</b> <b>12.45-1.15pm</b>	<b>KS4/5 social lunches in</b> <b>class base</b>
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KS3 have access to a variety of lunchtime clubs after their lunch. The senior lunchtime supervisor oversees allocation to these clubs and changes them termly. This ensures all students have the opportunity to change or experience different activities.

Dining Hall Procedures:

- All students are escorted to the hall and take their seats at the tables.
- Students can choose where they sit and who with (where appropriate and at the discretion of staff in charge)
- Students make their way to the server, when directed, to avoid lengthy queues
- Staff are to assist and support where necessary whilst promoting independence
- All staff including lunchtime supervisors are to be fully aware of individual feeding mats for students

#### **Indoor Break-time and Lunch-time**

In poor weather, the Senior Leadership Team may decide that students should not go outside at break-time or lunch-time.

In case of a 'wet' break-time, students should remain with the teacher and staff from the previous lesson, being purposefully occupied with table-top activities and games. Students are to be escorted by staff to the dining hall for 'tuck'.

In case of a 'wet' lunch-time students will access clubs or wet weather rooms the senior lunchtime supervisor will advise at the time.

#### **5. Designated Yard Areas**

The school's yard environment is carefully organised to offer space for educational, social, physical and creative activities, reduce boredom and keep students engaged. These include:

Football cage  
Basketball hoops  
Quiet seating areas  
Table tennis area  
Swing and assault course area

Lunchtime sees an addition to these areas with a music area and a box of outdoor games for students to access.

All areas are risk assessed and reviewed annually.

#### **6. Student Support Mentors**

Students support mentors operate across the Key Stages to promote students independence and socialisation.

## **Accident and Injury**

First aid boxes are stored in all team-bases, specialist rooms and there is always a nominated 'First Aider' on duty at break-times and lunch-times for the treatment of minor injuries. The names of trained first-aiders are displayed next to first aid boxes.

All injuries need to be entered in the "Accident Book" and our school policy adhered to. Parents and carers are to be informed either by the home/school journal or a telephone call home.

## **The Role of the Teachers**

With the exception of the Senior Leadership Team, teachers are not required to perform lunch-time supervision duty. This does not however, absolve teachers in law from attending to a situation involving a student, if the matter is brought to their attention. At all times, whilst on the premises, the welfare and safety of students is paramount.