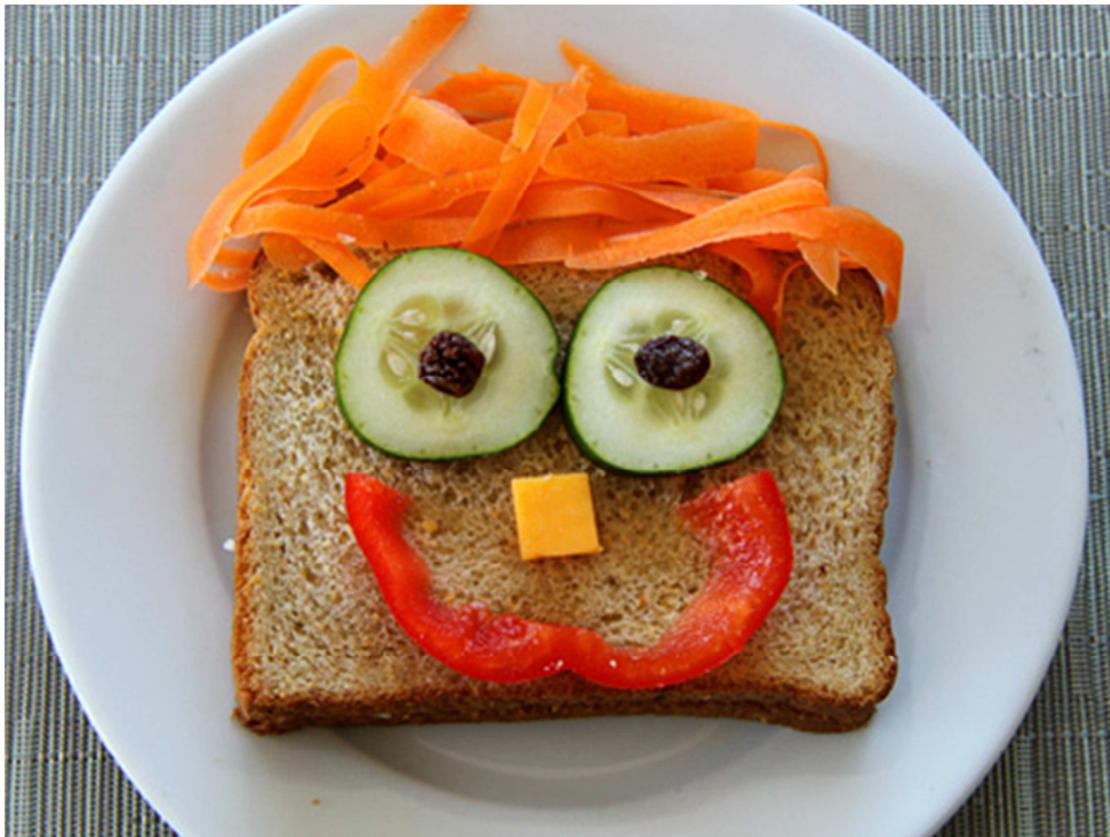




Parkland Infant School Lunchtime Handbook



Aspiration, Curiosity & Creativity

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Philosophy and Values

At Parkland Infant School we recognise that lunch time is a key component of the day. Very often a child's experiences at lunch will set the tone for their whole day and can even colour a child's whole view of school. For most children this is a valuable hour in their day which is treasured but for some it is a difficult time through which they need supporting.

In line with our Mission Statement, we recognise that lunch time is an opportunity to learn important life skills and a chance to put into practice the Rights and Responsibilities and Golden Rules that are central to our school. This handbook aims to reflect that and show how this is going to be put into practice.

Our Aims

- To ensure that all children feel safe and valued
- To create an enjoyable and calm lunchtime environment
- To promote the schools PSHCE and Healthy Schools programme through the attitude and behaviours of children and staff

All children in Key Stage 1 are entitled to Universal Free School Meals from September 2014.

Key Staff

Class	MDSA
Inkpen Class	Mrs W Taylor
Kerr Class	Mrs E Wise
Grey Class	Mrs J Southgate
Donaldson Class	Mrs E Deaves
Blyton Class	Mrs M Stubbs
Morpurgo Class	Mrs R Sumner & Miss K Gilmore
Principle MDSA – Mrs K Bianciardi	

Preparing the Lunchtime Environment

DINING HALL

The hall will be clear and ready to be set up by Chartwells Staff with tables and chairs at 11.30am each day. The PMDSA will ensure that music is on and that the projector is set up ready to display the lunchtime values and dining etiquette.

Organisation

Under normal circumstances, the following procedures will be followed:

As per separate rota:

3 MDSA's will set up the playground and be ready to welcome the first year group out onto the playground from 11:55am.

3 MDSA's will be ready to welcome the first and second serving year group into the dining hall. The YR teachers will see their classes into the dining hall.

The second serving classes will be walked down the corridor by their class teacher, where an MDSA will see them into the dining hall in meal option order.

An MDSA on the playground will line up the third serving classes separately, ready for an MDSA from the dining hall to collect and take in at the appropriate time.

Class Rota Table:

	First Serving from 11:50am	MDSA	Second Serving from 12.00pm	MDSA	Third Serving from 12.15pm	MDSA
ALL TERMS	INKPEN KERR	WT EW	GREY DONALDSON	JS ED	MORPURGO BLYTON	RS/KG MS

The serving rota and class times will be displayed on the hall notice board.

Children have sufficient time to eat all of the lunch they have been provided with and MDSAs will encourage children to do this, checking as required.

Children who have finished put their hand up and may pack up and go outside once an MDSA has given permission. Year2 Buddies are on hand to assist the children and the adults through the lunchtime, as well as supporting Road Safety over the zebra crossings and reminding children about road safety. **(No traffic is permitted to exit or enter the school site between 12 noon and 1.15pm and a 'Lock Down' is in effect.)**

All children should have finished eating by 12.50 and be outside by 12:55, ready to join their class line to go back into class for afternoon registration. If children are still eating, they will join together at a single table and will be supervised by an MDSA. The school hall will be ready to be used at 1:10pm each day.

OUTSIDE

MDSAs will set up zones on the playground and on the field in summer, rotating equipment being used. MDSAs will **pro-actively promote** playtime games such as 'What's the time Mr Wolf', 'Duck Duck Goose', and ball games to suit the interests of the children.

Winter Months (Playground guidance)	Summer Months (Field guidance)
Skipping <i>Bikes and Scooters (MDSA to specifically monitor)</i> Quiet zone (*books) Small balls (throwing and catching) <i>Bowling</i> <i>Basketball</i> <i>Lego</i> <i>Stacking Cups</i> <i>Jenga</i> <i>Domino's</i> <i>Model making with recycling materials</i> <i>Connect 4</i>	Football <i>Cheerleader Pom-Poms</i> Space hoppers Skipping Quiet zone (books and colouring activities) Bubbles <i>Lego</i> <i>Stacking Cups</i> <i>Jenga</i> <i>Domino's</i> <i>Model making with recycling materials</i> <i>Parachute (MDSA to specifically monitor)</i> <i>Connect 4</i>

Wet Lunchtimes

Children need to take part in quiet settled activities during these sessions. All classes have a wet games box.

Normal times for first lunch sitting classes into the hall are the same as above, unless PMDSA otherwise advises.

Second lunch sitting classes will remain in their own class with their MDSA until PMDSA advises that serving is ready and there are tables available

When the children have finished eating the following will apply:

Both YR Reception classes will return to Kerr class

Both Y1 classes will return to their own class

Both Y2 classes will return to their own class

**The year group class used can be rotated as instructed by the Teacher if so required*

With MDSA guidance and monitoring of timings, children can choose if they want to watch a DVD, listen to a story or play games such as hangman, noughts and crosses or colour etc.

When possible, the Head of school will be in attendance to provide additional support should it be needed.

In the summer children will be allowed to eat their packed lunches outside in picnic style.

Basic First Aid

This will be administered by an MDSA who will have basic first aid training. A First Aid bag will be available in the playground or on the field. Any incidents occurring in the hall will be dealt with at the school office. Relevant paper work, where necessary, will be completed once treatment has been administered.

First Aid trained MDSA who has:

- A child requiring an EPI PEN
- A child requiring an inhaler

Will administer these if required and details will be recorded in the relevant folder.

MDSAs with children who have EPI PENS will carry this on them **for the entire lunch break** in case it is needed. Children who have an EPI PEN are noted on the Health and Safety Notice Board in the staff room and in the serving area of the hall. Other children with allergies also have their information on the wall where dinners are served and detailed within the class registers.

A full list of allergies per year group is also available within the MDSA folder, which at lunchtimes is in our red box in the dining hall for inside and a second copy is kept within the first aid folder for outside.

Prescribed Medicine is administered by a qualified 'AOM' member of staff only.

Lunchtime Behaviour & The Golden Model

Lunchtime is also a social time and children are allowed to speak to each other in between eating. If the noise level becomes too loud they are reminded to keep it to a socially acceptable level. We continue to follow our school behaviour policy at lunchtime (The Golden Model) and good behaviour is recognised and rewarded. MDSAs give out stickers to children who behave well at lunch time. They also give out raffle tickets to children who can exchange these back in class for Dojo points. A small toy dove will land on the quietest table each lunchtime so that other children can see good role models.

In the hall children are expected to:

- Eat in a calm and orderly way –thinking of others and doing their best to make sure that everyone has the chance to enjoy their lunch
- Talk quietly to those on their table – using a 'table voice'
- Take care of and help other children on their table. Place their knife and fork together on the plate when finished
- Clean up after themselves, as best they can
- Stay seated until they have eaten their lunch (if they need help they should ask someone on their table or put their hand up)

Children who do not eat in an appropriate way will be:

- Spoken too. What they are being spoken to for will be explained to them and MDSAs will use restorative practice to assist with any issues
- Sent to a member of the SLT. The reason why will be recorded on the school behaviour tracking system. This would automatically be reported to parents

Outside the children are expected to:

Behave in the same positive way as they do in all other aspects of the school day, following The Golden Model. Children should aim to have fun, exercise, include others and enable everyone to enjoy lunchtime in the same way as they would want to.

Positive behaviour will be encouraged by :

- The setting up and monitoring of games and activities by MDSAs
- Reminders through assemblies and PSHCE lessons
- Activities and projects set up by and run by the School Council

Children who behave inappropriately will be:

- Spoken to. What they are being spoken to for will be explained to them. They will be reminded of the Golden rule that has been broken. MDSAs will use restorative practice to assist the child/children
- If the behaviour continues, they will be warned verbally- what they are being warned for will be explained to them and they will be given 5 minutes time out
- If the behaviour continues still, the child will be sent inside to discuss the behaviour issue with a member of the SLT. The reason why will be recorded on the school behaviour tracking system. This would automatically be reported to parents

Lunch Club

For those children who require additional support during lunchtimes, the Inclusion Department runs a special lunchtime club that takes a small number of children if necessary. This takes place in the 'Eric Carle' Room and is run by LSAs. There is a focus on social skills as well as the development of speaking & listening skills. Children who would benefit from lunch club are mentioned by the PMDSA or Class Teacher who will speak to the SENCO/PSA first. *Class teachers have a list of who is attending and they then pass this onto MDSA's so that an accurate record of which children attend can be maintained. Details are also on the board in the dining hall.*

Lunchtime Monitors

Playground Buddies

At the beginning of each year, Children in Year 2 are encouraged to consider becoming playground buddies. They apply for the post and are given an afternoon of training by the PMDSA. They will learn to spot children who have no one to play with as well as how to initiate games and help defuse any conflict. This helps us to promote the children's understanding of 'Rights and Responsibilities' and 'The Golden Rules'.

Road Crossing Monitors

At the beginning of each year, Children in Year 6 are encouraged to consider becoming Road Crossing Monitors and mentor Year 2 buddies. Although no traffic is allowed on site during the lunch hour, the school's promotion of road safety is continued during this period. The monitors discuss road safety with children and ensure they develop the skills of stopping, looking and listening at the side of a road.

The Golden Super Special Table

The Golden Super Special Table will be in the school hall every Friday and is located on the stage. Children can earn a fast pass to the Golden Super Special table by achieving or behaving exceptionally well during the week. MDSA's and teachers will decide which child will be awarded and will hand out one pass every Friday and the selected child may bring a friend. The table is decorated with accessories and crowns are worn by those earning a fast pass.

Lunch Time Awards

Every term, the MDSAs decide on two children who have behaved extremely well during lunchtimes. Those children receive a special award in assembly.

A trophy is awarded weekly to a class demonstrating consistent exemplary behaviour at lunch time.

A certificate will be issued to a child who has shown exceptional behaviour during the lunchtime.

Lunch Time Resources

- One box of indoor games per classroom
- Lunchtime rota and lunch club displayed on the hall notice board
- Outdoor games equipment kept in the MDSA shed and linked to The Thrive Programme

MDSA Additional Responsibilities

As part of ongoing training and commitment to providing top quality lunchtimes for all children, MDSAs will on occasions be required to attend training days that are deemed relevant to the whole school and to Lunchtime requirements specifically.

MDSA's and PMDSA have a termly meeting with the Head of School to ensure that any news is disseminated and any issues are raised and addressed swiftly.

MDSA's are required to attend *selected* inset days.

MDSAs are responsible for ensuring that they are up to date with first aid training and that certificates are current.

At the start of the school year and mid-year MDSAs, with the PMDSA are required to tidy, update and clean equipment.

* This handbook should be read in conjunction with all school Policies.

😊 Healthy Lunch Boxes 😊

Parkland Infant School is committed to promoting healthy lifestyle choices and habits. Therefore we request that parents use the following guidelines for a healthy packed lunch.

- Sweets, crisps and chocolate are **not** recommended for lunchtime.
- Fruit juices, water, squash or milkshakes are suitable drinks. **Fizzy drinks are not permitted.**
- A sandwich, a piece of fruit, a yogurt and a drink should be enough for a child of this age at lunch time. Too much food can overwhelm children and this can lead to a lack of appetite.
- **Peanuts and sesame seeds must not be sent in to school as we have children with serious nut allergies.**
- Parents should ensure that cold meats or fish are kept cool with the use of cool blocks within thermal lunchboxes.
- Children are not forced to eat all of the food provided, but any food not consumed will be returned in their lunchbox.

NHS advice states that, a balanced packed lunch should contain:

- Starchy foods. These are bread, rice, potatoes and pasta, and others.
- Protein foods. These are meat, fish, eggs, beans and others.
- A dairy item. This could be cheese or yoghurt.
- Vegetables or salad, and a portion of fruit.

At morning break time children are provided with a piece of fruit for their snack – this is paid for by the Government.

Studies have shown that the right foods can lead to increased concentration in the classrooms and that foods high in sugar can cause lethargy and poor behaviour. You may find the following websites helpful when considering healthy lunch boxes.

<http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>

<http://www.netmums.com/family-food/food-for-kids/lunchbox-ideas#tips>

Choose a food from each section of the chart to make a healthy lunchbox

<u>Carbohydrate</u> (For energy)	<u>Fruit and Vegetables</u> (For vitamins and minerals)	<u>Protein</u> (For growth)	<u>Dairy</u> (For healthy teeth and bones)
<i>Bread, cereals, pasta, potatos</i>	Small tomatoes	<i>Meat, Poultry, Fish, Eggs, Pulses</i>	<i>Milk, cheese, yoghurt</i>
Brown bread	Cucumber	Chicken strips	Cheese strings
Pitta bread	Carrot	Chicken leg	Triangles
Bridge rolls	Sliced peppers	Sliced Turkey	Spread
Cheese bread	Apple	Ham	Dip
Soda Bread	Banana	Pork	Cheddar
English Muffin	Orange	Beef	Edam
Bread Sticks	Satsuma	Party sausages	Babybel
Crackers	Grapes	Eggs	Yoghurt plain or flavoured
Crisp-breads	Mango pieces	Tuna	Fromage frais
Potato Cake	Peach	Salmon	Frubes
Chapati	Nectarine	Prawns	Custard
	Melon	Fishfingers	<i>(Spoons should be provided by parents, please)</i>
	Raisins	Tofu/Quorn	
	Berries		