



Lunch Time Guidance and Procedures

(Whole School including EYFS)

Aims

To ensure a safe environment for pupils to eat their lunch showing polite and respectful behaviour to others when eating.

To ensure safety procedures are met.

To ensure the children eat a healthy, balanced diet.

As part of our Guidance;

- Supervision in the playground is clarified by a rota posted in the staff room, school hall and kitchen
- Staff are responsible for ensuring alternative arrangements are in place if they cannot eat lunch with their class
- Clear expectations and requirements are listed

These are:

- Ensure no pushing and show pupils how to form an orderly queue
- Pupils are offered a selection of food to include dietary requirements
- Menus are posted on the board
- Pupils are given time to make their choices
- Pupils may refuse food and may choose the amount of food content on their plates, but encouraged to have either vegetables or a salad
- Pupils are encouraged but not forced to finish what is on their plate
- Pupils take the plates and cutlery to the designated area when they have finished
- Drinking water is available on every table

A permanent member of the midday supervision team is stationed in the hall to oversee the children. This includes waiting to collect their lunch, being seated and eating in an orderly manner. In the Pre-Prep vegetarian children and those on special diets wear a yellow lanyard to aid the catering team. The hall midday supervisor will liaise with the Welfare Officer where there are dietary issues.

Timings

Lunch service starts at 12 noon for Foundation 1 Puffins followed by Foundation 2 Mallards and Kingfishers. In the autumn and spring terms Puffins have family service which is brought to the table. In the summer term all EY children queue up at the server to collect their lunch.

Main lunch service for school starts at 12.20 pm with the Pre-Prep children followed by the Prep department. The Prep children have a rota so each year group has first lunch. Clubs and choir have lunch according to their timings.



Staff

A free hot lunch is provided for all staff. Staff are asked to join the pupils' queue and will be served centrally although they can go to the head of the queue in a discreet fashion. Staff are asked to eat their lunch with their class to help demonstrate good table manners. Specialist and Admin staff are asked to eat lunch in the hall and sit with the children.

All food at Avon House is prepared by the nominated school caterer CH&Co.

Playground Supervision

The school employs a supervision team who arrive at school by 11.30am to set out the hall. They attend to the EY children and then supervise the playgrounds and outdoor spaces. The Pre-Prep playground has three supervisors whilst the Prep department has two. One midday supervisor is permanently based in the hall.

Year 6 pupils also assist in the Pre-Prep playground as playground buddies on a rota basis.

If staff are absent from school the heads of department arrange for school staff to be rostered for sessions to assist with the cover.

Reviewed September 2018 AC

Reviewed May 2019 AC

Reviewed August 2020 AC