

BEHAVIOUR and DISCIPLINE POLICY
APPENDIX 1
LUNCHTIME SUPERVISION

General.

- At lunchtime all girls should go outside, weather permitting.
- A first aid bag should be worn by at least one of the supervisors in each playground.
- One blow on the whistle means stand still and listen to the teacher's instructions.
- Girls should play safely where they can be seen by a teacher.
- Girls are not allowed to play on the banks, swing on the trees or stand on the benches in the playgrounds.
- Trainers must be worn on the Junior Trim Trail.
- Any girls wishing to re-enter the building must request permission from and report back to the teacher on duty. No girl should be in the building without supervision at lunchtime.
- If a member of staff requests that certain named girls come in on occasion, then the relevant information should be sent in writing to the supervisor in charge who will then inform the other supervisors.
- For regular occurrences, such as choir, a 'standing order' should be given to the supervisor in charge on a termly or yearly basis including a list of names of girls in the choir or orchestra.
- Girls should be encouraged to behave well at all times. Inappropriate language should be discouraged e.g. '*be quiet*' is more polite than '*shut up*', swearing e.g. *damn* is not allowed.
- Yellow lunchtime registers are kept in the kitchen and should be taken outside in the event of a fire drill or fire alert, in lieu of blue registers. KA will place the yellow cards in the **Lunchtime Register File** after Assembly and deliver them to the kitchen where they should be kept in an easily accessible place.
- In case of a fire alert or fire drill, the catering staff in the kitchen should take the **Lunchtime Register File** with them as they leave the building.
- If any girls leave school or arrive at school during the lunch break, the supervisor in charge should amend the yellow register accordingly.
- All lunchtime supervisors must be aware of allergies or other relevant medical information. They should check the Medical notice board in the staffroom on a regular basis.
- Any accidents or bumps, particularly those involving head injuries must be immediately reported to the supervisor in charge who will inform the teacher on duty, usually a member of the Senior Management Team.
- Any accidents happening at the end of lunchtime should be reported directly to the class teacher.

- All accidents, however minor, should be recorded on an accident report form (**At present we are using the old ones but are in the process of redesigning a new one**)
- All incidents, however minor, should be reported to the class teacher at registration

Lunch

- Good table manners are encouraged at all times. This applies equally inside the Hall or, in summer, in the garden.
- Lunch should be eaten in a quiet, calm environment.
- Girls should be gently encouraged to eat their lunch but never forced.
- If a particular girl does not eat her lunch or frequently leaves a certain item, the class teacher should be informed quietly by the lunchtime supervisor and the teacher will decide what action, if any, to take.
- Girls should not talk and eat at the same time.
- Only water is allowed at lunchtime . Fruit juice or squash is not allowed
- Girls are not allowed to drink out of bottles but should have water in a tumbler, poured from a jug.
- Water bottles are allowed in the playground but girls should drink water from them and not sip continuously.
- Drinking yoghourts and cheese strings are not allowed as they are not conducive to good manners. If any other items appear that give cause for concern then the supervisors should have a word with the class teacher who will raise the matter at a staff or co-ordination meeting.
- Discipline should be firm and consistent with no raised voices.
- Staff should always aim to lead by example
- Lunchtime supervisors should have access to a reward system e.g. Stickers for Preps and House Points for Juniors. In accordance with school policy these can only be positive and never negative, Therefore House Points and Stickers cannot be taken away.
- If playground ‘toys’ brought from home become a problem the supervisor in charge should bring the matter to the attention of the senior management (EO,SS or PAC).

Patrolling grounds at Lunchtime

- The supervisor in charge will patrol between the two playgrounds and inside the building on a regular basis each day.
- Staff in the Junior Playground should ensure that all areas are patrolled regularly. Possibly one patrolling the Trim Trail and Amphitheatre area and the other the playground and front lawn.
- Staff in the Prep Garden should regularly patrol the climbing frame, other equipment and the woods.

- If any hazards are encountered, then a hazard form must be completed and handed to a member of the Senior Management Team or to the Office.

Fire Drills and Procedures in case of Fire

- Fire Drill, detailed in the Health and Safety Policy, must be followed.
- If pupils are in the school when the bell goes, they are to proceed straight outside into the garden and line up in classes, before proceeding to the Junior playground. The kitchen staff should take the yellow register cards with them. Those who have given permission for a girl to come into school, usually to visit the toilet, must check to see if she is in line, if she hasn't reported back. Girls who are in school on the request of a teacher are the responsibility of that teacher.

In accordance with other policies relating to all staff

- Mobile phones should not be used when in contact with children. Phones may be left in the staffroom for safekeeping.
- The Melrose Dress Code should be adhered to. Staff should be smartly dressed. Low cut tops and thin strappy tops are not deemed appropriate. Nor are flip flop sandals, for health and safety reasons.