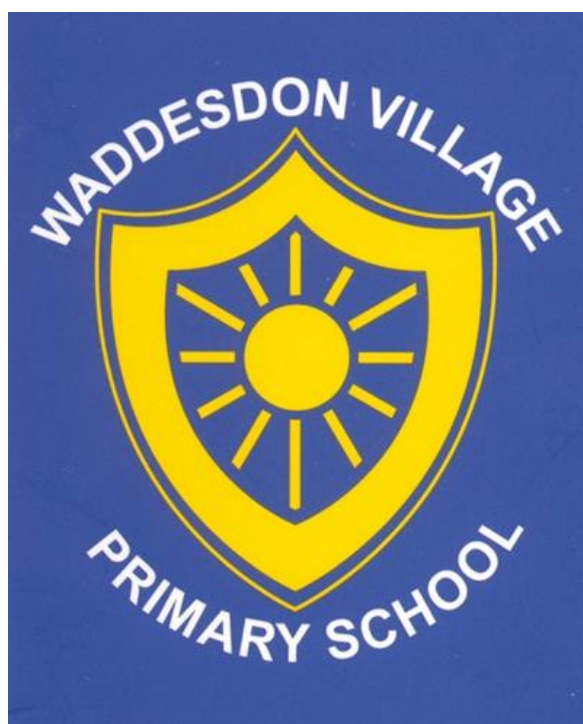


Play and Lunch Time Procedures

Waddesdon Village Primary School – a *Pathway to Excellence*



Written by: Sarah Leslie **Date:** September 2025

Approved by: Laura Forchione

Last reviewed on: September 2025

**Next review due
by:** September 2028

**N.B: This is a working document and may need amending and improving
as the year progresses.**

The purpose of our on-going development of break and lunchtime activities and procedures is to make it more enjoyable and calmer for all concerned. Break and lunchtime is an opportunity for children to relax, play and spend time chatting to friends both in the dining hall and on the playground. According to the United Nations Convention on the Rights of the Child (UNCRC) Article 31 '**All children have the right to rest, relax and play**'.

All stakeholders have been given the opportunity to express their opinions and these have been taken into consideration, where practical, as part of our new Behaviour and Relationship Policy. This will also bring us in line with the expectations of OFSTED. "*Inspectors must ensure that they observe pupils in a range of situations outside normal lessons to evaluate other aspects of behaviour and safety, for example during lunchtime, including in the dining hall, and break or play times.*"

1. In the Hall at Lunchtime

Waddendon Village core behaviour expectations displayed in the hall and what this should look like in the dining hall.

We show everyone **respect**

We are **kind and empathetic**

We **persevere**

To do this in the dinner hall we:

- We line up calmly
- We walk carefully through the hall
- We speak quietly to those around us
- We keep our table clean
- We are polite to everyone
- We use good table manners

2. Dining Hall Expectations

We line up calmly

KS1 children are encouraged to walk to the lunch hall sensibly and calmly by adults.

KS2 children are walked through the locker room and into the dining hall by their class teacher.

Lining up KS1/KS2 at end of break-times/lunchtimes

- Bell/whistle sound once.
- Children stand still without talking.
- Bell/ whistle sound again.
- All children walk, in silence, to their designated area and line up.
- Children collected by teachers who must be on the playground when the bell/whistle is sounded.

KS1 entry into the hall for lunch

- Tables set up for classes hot and packed lunches to sit together, correct number of places to be laid for each year group.
- Slow eaters for each class to be sent at the front of their class.
- All Reception children into hall at the same time (children to wash hands before entering the lunch hall).
- Class 2 wash hands and onto playground.
- Class 1 wash hands and straight to the hall.
- Children to be filtered in groups of eight to wash hands, etc.
- Staff member on playground to stay with children still remaining outside (not outside toilet door).
- Staff member to be on playground before children leave hall.
- As soon as a child finishes their lunch they are to be taken out to play.

KS2 entry into the hall for lunch

- All children to be taken to the hall by their teachers. Hands can be washed prior to this or hand sanitiser to be used.
- Children can choose where they want to sit in order for them to be able to talk to their friends at an appropriate noise level.

We walk carefully through the hall

- Children must put up hand to leave their seats.
- Children are encouraged to calmly scrape their plates and put their dirty plates/cutlery away.
- Make sure that belongings are stored away from walkways.

We speak quietly to those around us

Pupils can choose who they sit next to in order to be able to talk to their friends without shouting across tables. This should reduce noise within the hall.

To gain children and adults attention, staff member raises hand and waits silently while hand is raised. Everybody in the dining hall raises hand and stops talking and eating. If an adult notices a child talking, tap them on the shoulder and point to the leading adult. Children, if they notice their neighbour talking, tap them on the shoulder and point to the leading adult. This should not only be used because it is too noisy, but also to give a child praise and rewards.

We keep our table clean

Children should be encouraged to tidy up after themselves. This includes a tidy table and clean floors under where they are sitting. If a seating area is left unacceptably untidy, pupils may be asked to come back and clean it. Pack lunch waste must be taken home, part finished drinks or yogurt can be put in the waste bin.

We are polite to everyone/We use good table manners

Children should be encouraged to show everyone respect and demonstrate kindness and empathy in-line with our Behaviour and Relationship Policy which includes being polite to everyone and showing good table manners. This should be rewarded by positive praise from

the adults on duty. Adults should also model good manners towards the children in-line with our Behaviour and Relationship policy

3.Lunchtime concerns

If a child does not eat a substantial amount of their dinner because they do not like it, staff member to notify the class teacher. This information can then be shared with parents.

4.Rewards in the Dining Hall

Lunchtime gems – to be issued at discretion of staff members for demonstrating Waddesdon Village Primary Schools core behaviour expectations; dining hall expectations or any other positive behaviours that staff feel should be rewarded. Lunchtime gems are stored in class pots, at the front of the school hall. At the end of each half-term, the gems are counted and the class who have the most gems will have their lunch on the Golden Table which will have table cloths, napkins etc.

5.Behaviour at Play and Lunchtime(s)

Behaviour and Relationship Policy to be followed at play and lunch times.

The behaviour and safety of pupils at Waddesdon Village Primary School is everyone's responsibility. In-line with our Behaviour and Relationship Policy, staff should use positive behaviour strategies to encourage pupils to make positive choices. Dojo/House points can be rewarded on the playground and pupils class teacher informed. If a member of staff sees a pupil not following our core behaviour expectations this should be dealt with consistently using our behaviour script to encourage positive choices to be made. On the playground there will be a nominated person to deal with **most** behaviour incidents in-line with the Behaviour and Relationship policy to ensure consistency. These members of staff are to wear a high vis jacket so pupils know who to report incidents to. There will also be a nominated person to referee the team sport zone on the playground to avoid unnecessary conflict and to support pupils to resolve differences that may occur in competitive games (this person will also be on first aid duty).

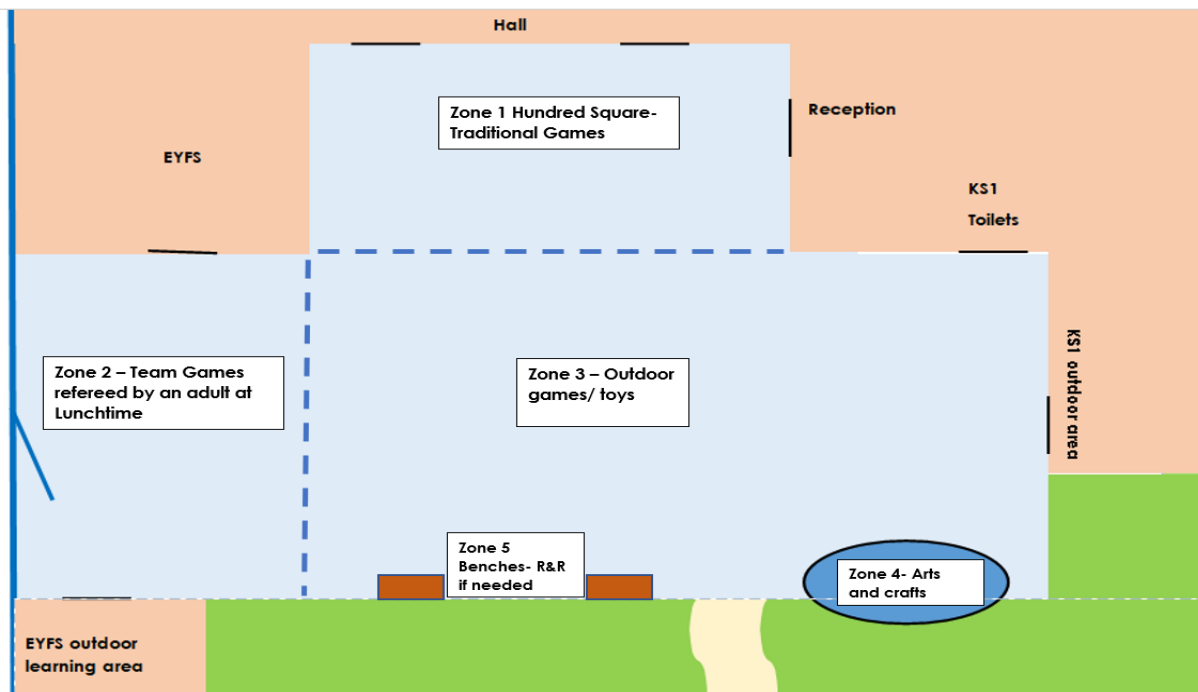
6. Play and Lunchtime(s) activities

To ensure all pupils are have a variety of activities to choose from which they can play safely, both playgrounds are zoned. In each zone there will be a different activity for children to choose from. Activities will be changed regularly on a weekly rota system.

Front Playground- Grass area can also be used when dry

The below sets out the zones for EYFS/KS1 and Year 4/5 play and lunch times. If it looks like it will rain then zones may need to be put away in between sessions.

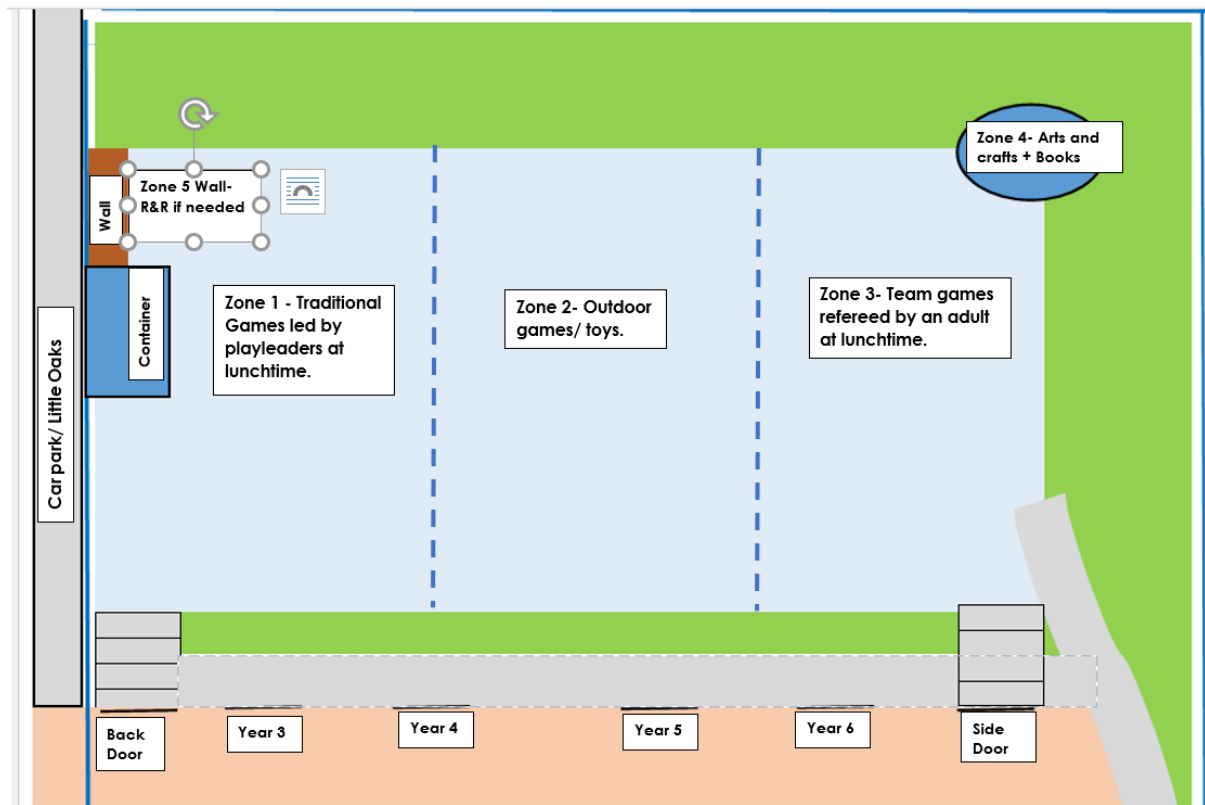
	<u>EYFS/ KS1</u>	<u>Year 4 & 5</u>
<u>Start of Break</u>	KS1 staff take it in turns to set up zones for breaktime- see rota of activities.	NA
<u>End of Break</u>	KS1 children tidy up and reset zones after first bell or nominate some sensible Year 2 pupils ready for Lunch.	NA
<u>Start of Lunch</u>	Should already be reset.	Should already be reset.
<u>End of Lunch</u>	KS1 children tidy up and reset zones after first bell or nominate some sensible Year 2 pupils ready for KS2 lunch.	Sensible Year 5 pupils pack zones away.



Back Playground- Grass can be used when dry

The below sets out the zones for KS2 play and Year 3&6 lunch times. If it looks like it will rain then zones may need to be put away in between sessions.

	<u>Year 3 & 6</u>	<u>Year 4 & 5</u>
<u>Start of Break</u>	KS2 staff take it in turns to set up zones for breaktime- see rota of activities.	Should already be reset
<u>End of Break</u>	Years 3 & 6 children tidy up and reset zones after first bell or nominate some sensible Year 6 pupils ready for Year 4 & 5 breaktime.	Years 4 & 5 children tidy up and reset zones after first bell or nominate some sensible Year 5 pupils ready for Year 3 & 6 Lunchtime.
<u>Start of Lunch</u>	Should already be reset.	NA- On front playground
<u>End of Lunch</u>	Children tidy and reset zones- Nominated Year 6 pupils to pack away zones	NA- On front playground



7.Wet Play

SLT member to make decision on whether or not it is wet play.

Class teachers to have clear wet play procedures displayed in classrooms.

If children are sent out after a period of wet play all toys must be cleared away before leaving classroom.