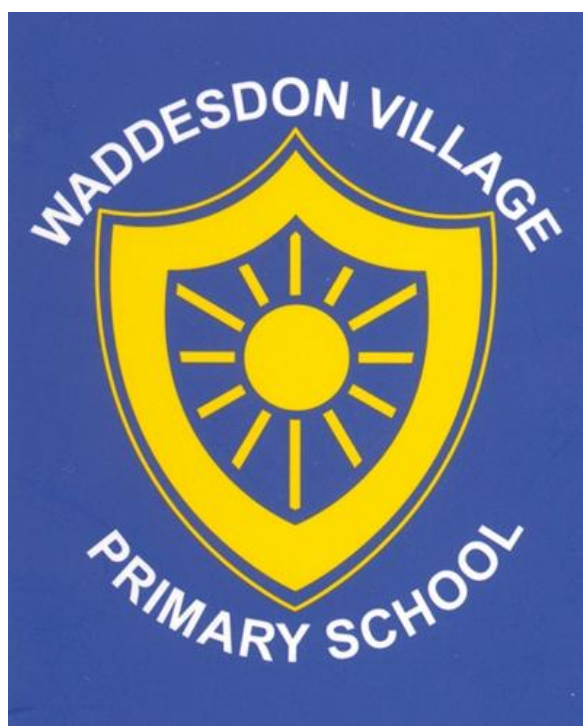


Play and Lunch Time Procedures

Waddesdon Village Primary School – a *Pathway to Excellence*



Written by:	Sarah Leslie	Date: September 2025
Approved by:	Laura Forchione	
Last reviewed on:	September 2026	
Next review due by:	September 2027	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

Waddesdon 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 tidy what they were playing with; 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 talk quietly to their friends in the area they are seated. Staff must remind and encourage pupils to not to shout across to other tables in order to reduce noise within the dinner hall.

To gain all children's attention, a staff member raises hand or claps to get everyone's attention in the hall. 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 messages and highlight positive choices.

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 added to Class Dojo. 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. It is everyone's responsibility to deal with behavioural choices in-line with the 'Behaviour and Relationship' policy consistently. If a staff member spots a situation developing, pupils should be encouraged to engage in a different activity before the situation escalates. Staff should be using behavioural scripts to diffuse situations before they happen.

Staff will be at key points across the playground so that the whole playground is monitored. These members of staff are to wear a high vis jacket so pupils know who to report incidents to.

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 to ensure pupils remain engaged.

Front Playground

The below sets out the zones for EYFS/KS1 and Year 4/3 play and lunch times. If it looks like it will rain then zones may need to be put away in between sessions.

Grass areas may continue to be used in the winter if pupils have their wellies in school.

	<u>EYFS/ KS1</u>	<u>Year 3 & 4</u>
<u>Start of Break</u>	Play leaders to set up zones in playground.	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.	KS2 children tidy up and reset zones after first bell or nominate some sensible Year 4 pupils ready for KS1 Afternoon break
<u>KS1 Afternoon</u>	Should already be reset	Play leaders pack zones away at end of the day.



Back Playground

The below sets out the zones for KS2 play and Year 5&6 lunch times. If it looks like it will rain then zones may need to be put away in between sessions.

Grass areas may continue to be used in the winter if pupils have their wellies in school.

	<u>Year 3 & 4</u>	<u>Year 5 & 6</u>
<u>Start of Break</u>	Play leaders set up zones for breaktime	Should already be reset
<u>End of Break</u>	Years 3 & 4 children tidy up and reset zones after first bell. Once tidy pupils quietly move to lines.	Years 5 & 6 children tidy up and reset zones after first bell. Once tidy pupils quietly move to lines.
<u>Start of Lunch</u>	Should already be reset.	Lunch Hall first

<u>End of Lunch</u>	On front playground	Play leaders pack away back playground.
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7.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.