

# **Bordon Junior School**

## **Policy for Lunchtime Supervisors**

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### **HALL**

Good behaviour here is essential. It affects the way children approach the rest of the day. There needs to be good control exercised in a friendly and fair manner. Lunchtime is a social occasion and there should be chatting but not shouting. Be prepared to remind children about their manners at the table as any parent would.

1. Please have a cheerful disposition! Be happy and smile.
2. Please be positive all the time reinforcing all the good you see. Even when intervening to stop poor behaviour start by saying "You know that what we want here is ....."
3. Please be at your tables before the children come in at 12.15.
4. Please help anyone who needs help
5. Please talk to the children calmly and quietly.
6. Please talk to the children as you would like them to talk to you.
7. Please do not blow your whistle in the hall.
8. Please do not forget to let the children know you have noticed they are being nice and quiet, by letting them know how good they are, or by giving them a sticker.
9. Please go out onto the playground at the appropriate time.

### **CORRIDOR**

This needs your attention. No child should be inside at lunchtime unsupervised.

1. Make sure children have their coats when they come into the hall when required.
2. Children are not allowed to go back to class unless a member of staff has told them to meet them there.
3. Any child who is not well should be sent to the First Aid Post. A record of every incident must be made in the first aid book.
4. The First Aider will inform the office of any head injuries so a letter can be sent home.

### **PLAYGROUND**

Outside play should be fun for everyone!

1. Please do not restrain children – this can only be done if the child is causing a danger to him/herself or others.
2. Supervisors should space themselves around the playground/field so that they can monitor lunchtime activities.
3. Give lots of praise to children you see being good.
4. Give stickers to children you see being good or helpful.

5. Please don't shout at the children, stay calm and talk quietly to them, they are more likely to talk quietly to you.
6. Consider carefully the scale of any misbehaviour before putting children's names in your book as this can make a situation worse.
7. Injured children need attention and compassion. Consider the scale of the injury and send in to the First Aid Post if you feel it is necessary.
8. Try to spend time talking with the children. Show interest in them – especially if they are quiet or on their own.
9. Try to initiate games that will occupy the children and keep them happy and fit.

Help the children keep the following :

### **PLAYGROUND RULES**

- continue to follow the schools Golden Code at all times
- keep everybody safe, control your hands, feet and tongue
- stop, listen and do as you are asked
- walk in and around the school keeping to the paths
- stay within allocated play zones
- think before you act – thoughtless actions hurt and upset others
- when playing games share, take care and put things away
- use seating areas appropriately, not as climbing frames

### **WET BREAK**

For all wet break times the following applies :

- Children are to remain in their classrooms and follow their usual classroom rules
- Children are expected to participate in the organised activities as outlined by their class teacher. All classes have a set of games/activities to include draughts, jigsaws etc. Children will know which are suitable activities for wet break times
- Children will either be sent to the toilet or need to ask permission. No more than two children at a time may go to the toilet.
- If children misbehave during wet break times then the usual sanctions will apply for inappropriate behaviour.
- During morning break duty teachers and LSA's monitor classes.
- At lunchtime children are taken to the hall by lunchtime supervisors.
- Children return to their classrooms when they have finished their lunch.
- In classrooms children are monitored by a rota of mid-day supervisory assistants (as organised by the senior mid-day supervisor) who are responsible for designated classrooms.
- Lunchtime supervisors ensure class is ready by 1.00 to begin afternoon session promptly.

## **LUNCHTIME SANCTIONS**

To discourage bad behaviour and particularly to impress upon children the need to make the right choices about their behaviour, the following hierarchy of sanctions will be used:

1. Speak to child one to one, explain, making choices
2. Verbal warning
3. Time out at "Thinking Bench"
4. Record name in book
5. Tell the child why his/her name is going in the book
6. Child sent in to Senior Supervisor
7. Letter sent home for constant offenders

## **REWARDS**

To encourage good behaviour and reinforce the playground rules the following rewards will be used.

1. Lots of praise
2. Stickers given out to children who behave at lunchtime and teachers give stars
3. For every child who gets ten stars they are given a certificate

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This policy was formulated by the staff and governors of Bordon Junior School and will be reviewed every two years in line with the policy review schedule.