



Alloway Primary School

Lunchtime Procedures



Article 24

*I have the right to nutritious food,
clean water, a clean environment
and to see a doctor if I am ill.*

Break Time: 10.30 - 10.45

Lunch Time: P1-3 12-12.45 / P4-7 12.15 - 1.00

LUNCHTIME POLICY

Rationale and Purpose

Due to the high volume of pupils in Alloway Primary, the routine at lunch breaks is well structured and organised to ensure high standards of behaviour and wellbeing for all children. Lunchtime is viewed as a social occasion, where children are encouraged to chat and interact with peers. The policy is shared with all staff, pupils and interested parents and is reviewed at regular intervals. Our kitchen serves a variety of healthy meals at lunchtime, catering for the needs of all pupils and staff in the school. In the main hall, hot meals and salad items will be available.

Cashless Catering System

We operate using a cashless system called Parent Pay. Parents/Carers are encouraged to pre-order their child's lunch and discuss this with them. This is paid online. Our kitchen doesn't accept any money. Although the preference is to pre-order for portion control and to reduce food waste, if children haven't ordered they can order first thing in class.

Children in Primary 1

All children in P1 classes have their lunch in the dining hall - either a school lunch or a packed lunch. Primary 1 class teachers should bring their classes, with packed lunches where appropriate, to the dining hall initially at 11.50am. They will supervise the children until members of the management team are in attendance at 12pm. This time should be spent teaching children about healthy options and table manners, hygiene etc.



Children in Primaries 2-3

Children in P2/3 will be brought to the dinner hall at 12pm and be seated. They will be invited up to the hatch to be served. SLT will gauge when most children have finished usually about 12.20/25pm and invite children to clear up and go out to play with School Assistants. All children will be encouraged to recycle.

Children in Primaries 4-7

Children in P4 will be brought to the dinner hall at 12.15pm and be seated. They will be invited up to the hatch to be served. Children in P5-7 will go straight out to play at 12.15pm and be brought round by a school assistant on a rota basis to the dining hall

door. When P4-7 children finish, they are encouraged to clear up and recycle and go back to play in the playground.

All Classes - General Guidance

- Menus are shared with children at home through Parent Pay.
- Children should be reminded to keep on jackets until at a table, to ensure safe carrying of food trays. The children can then sit on their own jacket.
- Children in all classes having a packed lunch will eat this in the dining hall.
- Infant school assistants will assist the management team with supervision and in escorting P1-P3 children to the playground areas. They will also supervise recycling.
- Children will be expected to ask permission to leave their table after eating their lunch. A member of staff will check tables and floor for litter and for dropped food, which would be picked up before the child leaves the dining hall.
- All children should leave by the door at the bottom right of the lunch hall and where appropriate, return their packed lunch box to trolleys in the appropriate order.
- No toys or games should be brought into the dining hall.
- All infant packed lunch trolleys will be moved into the lunch hall by staff at 12.15pm and moved back to the **cloakrooms** at 1.00pm by children.
- In the dining halls, all P1 children will be directed to use the same area of the hall, to allow closer supervision.
- Children should leave their seat by permission only and will place all rubbish in bins when finished eating their whole meal. Children having packed lunches should take home uneaten food and packaging, to allow parents to see how much of packed lunch was actually eaten, unless messy!



Packed Lunches

Parents/carers are encouraged to provide a healthy packed lunch. This is promoted through communications home and newsletters. We are a NUT FREE SCHOOL so no nut products are allowed in any packed lunches.

Wet Lunch Breaks

- During wet lunch breaks, indicated by a long constant bell, children will be supervised in classes by monitors, non teaching staff and members of the Management Team until brought to the hall as per the rota. After finishing lunch, the children should return to their classroom.
- All staff should ensure the children have safe games, books and toys to engage them during this time and provide a wet playtime box.
- All teachers should ensure children know the class/stage wet playtime rules, to help Support Staff manage this time safely.

ROLES AND RESPONSIBILITIES

Senior Leadership Team

- Supervision of children in dining areas and ensure playground is well supervised:
- Ensuring appropriate standards of behaviour in dining areas, lines and corridors:
- Reinforcing good manners whilst eating and the hall is clean and safe.

School Assistants

- Be in designated area at agreed times for breaks: (This is a legal obligation.)
- Supervision of pupils in playground, or on wet days, in the classroom:
- Supervision of pupils in the dining hall as required and reinforcing good manners whilst eating:
- Providing opportunities in the playground for children to engage with each other, through a variety of games and activities; take out toys and refresh boxes:
- Provide first-aid where required; treat minor first aid on the spot:
- Wear red jackets, fleece or t-shirt to ensure children can identify you.

Janitor

- To assist the management team in ensuring the hall is prepared and safe:

Class Teacher

- Ensure pupils are fully aware of all procedures and expected behaviour during lunch breaks:
- Provide wet play boxes and remove any equipment necessary.

Reviewed June 2024

F Meney