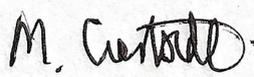


# MARLFIELDS PRIMARY ACADEMY

## Dinner Time Policy

Policy Author (s)	Mrs S Isherwood
Responsible Committee	Curriculum
Date discussed at SLT Meeting	
Date discussed at Staff Consultation meeting	
Date reviewed and approved by Committee	14 June 2023
Full Governors Meeting	28 June 2023
Chair of Governors Signature	
Frequency of Review	Review in the light of changes to legislation or operating experiences Or within three years of approved date from Full Governors Meeting
Review Month	May
Academy Website	

## **Dinner Time Policy**

Dinner time should be a time for children to relax and develop their social skills in a more informal setting. At Marlfields we aim to use this time to help children to develop positive self esteem and friendships, as such we ensure our Mid-Day Assistants (MDA) are trained and well prepared to meet the needs of our children. The school also ensures that those children that need additional support at lunchtime have an assigned Teaching Assistant and access to small group social skills activities.

### **Mid-Day Assistant Duties**

The Mid-Day Assistant Duties are as follows:

- to be in designated area on time
- check any concerns with class teacher
- to monitor toilets whilst in use
- Reception "Sandwich" children helped with packed lunches
- "School Dinner" children helped to sit at places ensuring cutlery is used correctly, children eat properly and talk quietly.
- drinks poured out for younger dinner children
- beakers and trays cleared away
- lunch boxes checked to ensure children have eaten their sandwiches
- boxes returned to cloakrooms and children sent out to play
- children may not re-enter school without permission
- spillages mopped up and sign positioned to indicate caution
- administer first aid, record in book, inform teachers of head injuries and complete head injury form, inform of other significant injury
- do not leave children unattended in areas
- cover absences as directed by a Senior member of staff

EYFS /KS1 MDAs are allocated to specific classes so they can build a two-way relationship with the class teacher. Teachers will inform them of children who need particular care and MDAs will inform class teacher of concerns and children's behaviour good and bad.

### **Wet Dinner Time**

- children must be sitting down at their tables or on the carpet.
- children may only use what the teacher has provided, report if more is needed.
- MDA will supervise throughout the whole of the dinner time either in the dining area or in their class area.

### **Fire Alarm**

In the case of a fire alarm, all children should exit from the nearest door and assemble in the playground. (See notices in teaching areas). If already outside they should assemble in the playground designated area.

Children will:

- on hearing the alarm stop.
- stand and place chairs under tables.
- exit calmly and quietly when told to do so.

### **Injuries**

If a child has a minor injury attend to it and record on incident forms which are handed to class teachers and the office. If you need expert advice, ask the first aid duty member of staff. If there is a possible major injury send for the Principal and first aider. All injuries need to be recorded on the appropriate accident/incident form.

### **General Safety Rules**

Children are expected to walk when inside the building. Running, jostling and overtaking are not acceptable. Use Code of Conduct as baseline.

### **Queuing Policy**

- avoid creating unnecessary queues;
- when necessary, monitor inside and out;
- do not create single sex queues.

### **Sanctions**

<b>Initial offence</b>	verbal warning (not to do offence)
<b>Repeat offence</b>	verbal warning and Amber card given in line with the school behaviour policy and Good To Be Green pastoral scheme
<b>Third offence</b>	child taken to Staff member

Staff member to decide whether involvement of senior member of staff is required and if the child is given a RED card as per the school policy.

**This would be by-passed in extreme behaviour and child taken straight to Staff member.**

### **Incentives**

- Praising child and give Dojo points as appropriate.
- Praising child to staff.

### **The Principal will:**

- ensure all staff including MDAs, kitchen staff and site manager are invited to class assemblies by the class teacher.
- have regular meetings to review the policy and related issues.
- provide each class with activities for use only at wet dinner time.
- will remind children of dinner time policy particularly:-
  - playing co-operatively
  - good table manners
  - walking in school
  - sanctions and incentives
- see kitchen staff regularly to enquire on good/bad behaviour.
- help to raise the status of MDAs.

### **The Teachers will:**

- inform the MDA if a child is to be picked up at lunch time.
- teach playground games during PE once a term.
- regularly discuss dinner time during Circle-Time work.
- make wet dinner time activities available.
- check wet dinner time activities regularly so that they are of good quality.
- talk to their MDAs at least once a week.
- help to raise the status of MDAs.
- Show MDAs where the fire procedure notice is and reinforce expectations.

**The MDAs will:**

- look for positive behaviour, praise and inform class teacher.
- initiate/support the playing of games.
- help to raise the self-esteem of the children.

**Behaviour we wish to discourage:**

- bad language.
- ruining of other children's games.
- hurting each other's feelings, eg name calling.
- hurting each other physically.
- bad table manners.

**Behaviour we wish to encourage:**

- politeness, good table manners.
- a caring attitude.
- Helpfulness.
- following instructions.
- trying new food.

**Children beyond normal incentives and sanctions:**

This will require a specific contract to be drawn up with MDA, Principal, class-teacher and parents where necessary.

**Strategies for MDAs**

- importance of giving a warning look or comment.
- importance of keeping voice low and not shouting.
- respect the children and listen to their views.
- take time to talk:
  - i) to individual children you are worried about.
  - ii) to teachers and the Principal about individual children.

**Do's and Don'ts!**

- Do listen to both sides of the argument
- Do interact & play with the children
- Do always get head injuries checked, appropriate forms filled in and call parents
- Do ask class teacher if children have had a 'bad day' this will help with understanding their behaviour
- Do inform class teacher of any unacceptable behaviour/ concerns
  
- Don't physically restrain the children - get help from another MDA or a teacher
- Don't talk down to children and always use their name
- Don't order the children to do things, always ask; get their respect and they will respect you.

**Links with other Policies**

Behaviour & Discipline Policy

Health & Safety Policy

Equality Policy