

St. Michael Catholic Primary and Nursery School

Lunchtime Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Rationale

At St Michael Catholic Primary and Nursery School, it is our intention that lunchtime provides pupils with a safe, happy and worthwhile break in the middle of the school day.

Lunchtimes contribute significantly to pupils' wellbeing, personal development, social skills and sense of belonging. We aim to create an environment where children feel safe, valued and included, whilst providing opportunities for healthy eating, positive social interaction, physical activity and quiet reflection.

The school has responsibility for providing lunchtime supervision and ensuring pupils remain safe and supported throughout the lunchtime period.

Meals are provided by Chartwells and prepared on site. Pupils may also bring a packed lunch from home.

St Michael Catholic Primary and Nursery School operates a strict Nut-Free Policy to protect pupils with severe allergies and ensure the safety of all members of the school community.

Aims

We aim to:

- Ensure all children feel safe, valued and included.
- Create a calm, enjoyable and positive lunchtime environment.
- Promote positive relationships and respectful behaviour.
- Provide opportunities for social interaction and friendship development.
- Support pupils' wellbeing and sense of belonging.
- Provide opportunities for active play and physical activity.
- Encourage healthy lifestyles and healthy eating habits.
- Promote independence, responsibility and leadership.
- Maintain high expectations for behaviour and conduct.
- Ensure lunchtimes are safe, inclusive and enjoyable for all pupils.
- Support pupils who may require additional help during unstructured times.

Safeguarding and Inclusion

Lunchtimes form an important part of the school's safeguarding provision.

All staff supervising pupils are expected to remain vigilant and follow safeguarding procedures where concerns arise.

Particular attention is given to pupils who:

- Have SEND.
- Are disadvantaged.
- Are currently known to social care.
- Have previously been known to social care.
- Experience friendship difficulties.
- Require additional emotional or social support.
- May feel vulnerable during unstructured times.

The school is committed to ensuring all pupils feel welcome, included and supported during lunchtime.

Lunchtime Arrangements

Lunchtime begins at 12:00pm and ends at 1:30pm.

Reception and Key Stage 1

12:00pm – 1:00pm

Key Stage 2

12:30pm – 1:30pm

Reception

Reception pupils are escorted to the dining hall where they eat their lunch.

Once lunch has finished, pupils are escorted to the playground for the remainder of the lunchtime period.

Dining Hall Procedures

- Children enter the dining hall in an organised and supervised manner.
- Pupils receiving a school meal collect their lunch from the serving area.
- Children eating packed lunches sit alongside their peers where appropriate.
- Staff encourage positive table manners and respectful conversation.
- Pupils are encouraged to eat independently while receiving support where necessary.
- Pupils should tidy their eating area before leaving.
- Children leave the hall once they have finished eating and proceed safely to the playground.

The dining hall should be a positive, social and welcoming environment.

Playground Supervision

Midday Meals Supervisors (MMS) and Teaching Assistants supervise designated zones around the playground.

Staff are strategically positioned to:

- Promote safe play.
- Support friendships and inclusion.
- Encourage participation in activities.
- Respond promptly to concerns.
- Monitor behaviour.

Outdoor equipment may be made available depending on weather conditions and staffing.

Sports Crew members help support activities and encourage participation.

Playground Rules

Every child has the right to:

- Be SAFE
- Be HAPPY
- Be RESPECTED
- LEARN

We remind pupils that:

- We are caring, kind and considerate.
- We always show respect to others and their property.
- We play safely.
- We use good manners.
- We share and take turns.
- We include others in our games.
- We put litter in bins.
- We ask permission before leaving designated areas.
- We follow adult instructions first time.
- We use equipment safely.
- We respect the environment around us.

Areas Out of Bounds

Unless supervised by an adult, children should not access:

- Forest School area
- Garden and planting areas

- Behind bushes or trees
- Side areas of the building
- Car park
- Toilets other than for appropriate use
- Walls, fences or boundary structures

The school field may be used when weather conditions permit and when staff determine it is safe to do so.

Activities Not Permitted

The following activities are not permitted:

- Play fighting
- Wrestling games
- Bulldog and similar physical-contact games
- Climbing on tables or benches
- Swinging from trees or fencing
- Littering
- Bringing personal play equipment from home
- Unsafe use of school equipment

Staff will intervene early to prevent unsafe play and support positive alternatives.

Behaviour During Lunchtime

The same standards of behaviour expected throughout the school day apply during lunchtime.

Staff use the school's Behaviour Policy and restorative approach to support pupils in making positive choices.

Where incidents occur:

- Staff will investigate fairly.
- Pupils will be listened to.
- Restorative discussions will take place where appropriate.
- Behaviour will be recorded where necessary.
- Relevant staff will be informed.

Where safeguarding concerns arise, CPOMS will be used in accordance with safeguarding procedures.

Rewards and Recognition

Positive behaviour is actively celebrated.

Rewards may include:

- House points
- Behaviour points
- Stickers
- Raffle tickets
- Verbal praise
- Recognition by staff

Golden Table

Supervisors may nominate pupils to sit at the Golden Table.

The Golden Table recognises:

- Excellent manners
- Positive attitudes
- Kindness
- Respect

- Consistently positive behaviour

Pupils selected for the Golden Table are recognised and celebrated for their contribution to the lunchtime environment.

Anti-Bullying Champions/ Peer Mentors

Anti-Bullying Champions/Peer Mentors support the school's commitment to ensuring a safe and inclusive environment.

They:

- Promote positive friendships.
- Encourage inclusion.
- Support isolated pupils.
- Promote kindness and respect.
- Report concerns to staff.

They never investigate incidents independently but support staff in creating a positive school culture.

Dining Hall Leaders

Dining Hall Leaders support lunchtime routines by:

- Helping younger pupils.
- Demonstrating positive manners.
- Supporting the smooth running of the dining hall.
- Promoting responsibility and leadership.

These opportunities support pupils' personal development and leadership skills.

Wet Lunchtimes

When weather conditions prevent outdoor play:

- Pupils remain indoors under supervision.
 - Quiet activities and games are provided.
 - Class wet-play boxes are used.
 - Staff ensure children remain engaged and well supported.
 - The atmosphere remains calm and purposeful.
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Accidents and First Aid

Midday Meals Supervisors and Teaching Assistants carry first aid bags during lunchtime supervision.

Where accidents occur:

- Appropriate first aid will be provided.
- Trained first aiders will be called where necessary.
- Serious injuries, head injuries and facial injuries will be recorded.
- Parents/carers will be informed where appropriate.

First aid procedures will follow the school's Medical and First Aid Policy.

Monitoring and Review

This policy will be monitored by the Senior Leadership Team.

Monitoring activities include:

- Lunchtime observations.
- Pupil voice.
- Behaviour records.
- Accident records.
- Staff feedback.

- Safeguarding information.
- Parental feedback where appropriate.

The Governing Body will review this policy annually to ensure it remains effective, relevant and reflective of current school practice.

Through positive relationships, effective supervision and meaningful opportunities for play, leadership, physical activity and friendship, St Michael Catholic Primary and Nursery School seeks to create lunchtime experiences that help every child feel safe, valued and able to flourish.