



**Laurence Jackson School**  
A Specialist Sports College



**LAURENCE JACKSON  
SCHOOL**

**LUNCHTIME**

**POLICY**

**2011 - 2012**

## LAURENCE JACKSON SCHOOL

### LUNCHTIME POLICY

### Updated September 2011

Laurence Jackson School as a Specialist Sports College is committed to providing students with the best possible quality of out of lesson opportunities; our lunchtime provision forms a very important part of this. As a Sports College our aim is for every aspect of school life to permeate the ethos of healthy, active lifestyles.

#### FOOD PROVISION AT SCHOOL:

- School Catering Facility is line managed by the School Business Manager (Mrs Chris Garcia).
- Food is available at both break times (KS4 only) and lunchtimes; various food options are available based on the Government's 2009 nutritional guidelines.
- Grab bags/ break time food are available and can be pre-ordered/purchased at break times by all students.
- Set student meal price of £2.
- Set staff meal price of £2.30.
- A pre-pay system is in place for meals – student to contact finance office if interested in this.
- Students can bring a healthy packed lunch from home.
- Free school meals are available for children entitled to this option.
- The drinking of water is encouraged throughout the school day (except in ICT, Science & Art); see attached water policy.
- Students are advised to bring water bottles to school; these can be filled up at break times (**not lesson or registration times**) in the Priory room & Food technology area. Students should always ask for permission and respect these facilities – see attached water policy

#### LUNCHTIME PROCEDURES:

- Lunchtime starts at 12.00pm – **all students remain on school site 12.00-1.00pm**
- Students should put bags in lockers at 12.00 (valuables should not be brought to school)
- No bags to be brought in to lunch.
- **Student lunchtime order:**
  1. Years 10,11 + early lunch passes
  2. Y7,8,9 on a rota (check bulletin for details)
- **Entrance to lunch** is via the **HALL OR PE GYM** to the cash till points then into the dining room
- Student lunch passes are required to get into dinner
- Students are expected to have a lunch pass and keep it in reasonable condition, any lost, half passes or defaced passes need to be replaced at a cost of £2 – from the Main Office
- Y11 and 10 students do not have passes as they go in early – the exceptions are free school meals + pre payment option
- Students who do not have a lunch pass or who have forgotten their lunch pass will not be allowed into dinner until the end.

- Students who do not have a pass will have their names recorded; repeated refusal to replace a lunch pass will result in a C3.
- Students without a lunch pass who receive free school meals will still have to wait till last; their identity will be verified by a photo checklist on the tills.
- Students who pay via the pre-pay system **must** have their passes on them as this is the only way to verify their identification, and to avoid other students using their pre-payment cards – PLEASE NOTE that this will apply to **all years**
- Students who do not have dinner money for that day will need to see Mr Gaulter, who will be at the entrance to dinner in the Gym.
- **Food can only be eaten in the following areas in school:**
  - **School dining room/ Priory room**
  - **Picnic area near Hall**
  - **Picnic area near E block & bike locker**
  - **Sail area near F block**
  - **Picnic area in between D and F block**
  - **Sports Centre (if doing a lunchtime activity)**
- Eating in other areas of school at break/lunchtime = C3 detention – zero tolerance
- Dropping litter = C3 detention – zero tolerance

**OUTSIDE EATING AREAS MEAN THAT YOU MUST NOT ABUSE THIS PRIVILEGE. DISPOSE OF YOUR LITTER IN BINS; IT'S YOUR SCHOOL AT THE END OF THE DAY.**

- All staff and students please remind fellow students that this is their school they need to look after it.
- 22 Staff are on duty throughout lunchtime and students are expected to behave appropriately at lunchtimes (*the School Consequence Policy will be used to deal with poor behaviour at lunchtimes*).
- Students can take part in organised lunchtime activities – programme to be displayed in all form rooms. Form tutors please encourage students to become involved in lunchtime activities. Year leader please reinforce lunchtime activities provision during assemblies.
- C2 detentions should not take place at dinnertime in main block; please bear in mind the issue with school bags if you keep a student for a lunch detention (i.e. a student will not be able to put their bag in their form room after the detention if in main block)
- **Lunchtime toilets** are available to students and admittance is controlled by staff on duty in those areas. Students will not be allowed into toilets in big groups.
  - Years 10,11 – E block
  - Years 7,8,9 – G corridor toilets (entrance via lower school doors)

### LUNCHTIME ACTIVITY PROCEDURE

- The lunchtime activity programme will be displayed in form rooms (starts Monday 14<sup>th</sup> Sept)
- Students wishing to do a club must collect an early lunch pass from their activity teacher.
- Students must have their school lunch pass + early lunch pass to get in to dinners.
- Students then go in to lunch or have their packed lunch/grab bag at one of 5 eating areas.
  - **School dining room**
  - **Picnic area near Hall**
  - **Picnic area near E block & bike locker**
  - **Sail area near F block**
  - **Picnic area in between D and F block**
  - **Sports Centre (if doing a lunchtime activity)**
- Students wanting to do a lunchtime time activity are advised to buy a grab bag at break time.
- Always check with your lunchtime activity teacher for exact details

- The lunchtime club programme will be updated each term.
- Form tutors please encourage students to become involved in lunchtime activities.
- Year leader please reinforce lunchtime activities during assemblies.
- Only students given department passes by staff will be allowed to access school buildings during lunchtimes
- Y7,8,9 – Football on tennis courts with AWY
- Y10/11 football on ATP with PE staff
- Any other football games should be played level with the back of the NSH area
- Y11 Youth club (except dinnertimes)
- Y10 Common room G8 with ATE

### EXTREME WEATHER – LUNCHTIME PROCEDURE

#### Please refer to separate extreme weather policy

- BAD WEATHER IS NOT AN EXCUSE FOR BAD BEHAVIOUR
- Current school building situation & no. of students means that this is always going to be difficult.
- Students should follow the usual procedure for going in to lunch then report to their designated extreme weather area.
- Extreme weather will be signalled by 4 consecutive bells – decided by SLT on duty at 12.00 that day
- Extreme weather includes rain/sleet/snow/extremes of temperature.
- Students have a responsibility to stay dry by going to their extreme weather area; C3s will be issued for students who purposely behave poorly in extreme weather.
- Students will not be allowed to phone home for purposely getting wet – there are dry areas for students to go, there is no excuse! The only person phoning home will be SLT on duty that day to discuss poor behaviour at lunchtime.
- Office staff will not let students phone home if they are soaked – refer to SLT on charge that day to action phone call home.

Extreme weather areas are as follows;

YEAR GROUP	EXTREME ZONE	
7	B1, B2, B3, B4, B5	
8	G1, G2, G3, G4	<ul style="list-style-type: none"> <li>• Duty staff and extreme weather area prefects have been relocated to supervise extreme weather areas – refer to duty sheet</li> </ul>
9	E3, E4, E5, E6	<ul style="list-style-type: none"> <li>• A “sub bench” of additional teaching staff is in place for extreme weather days – see duty rota</li> </ul>
10	D2, D3, D4, D5	
11	YOUTH CLUB WEDNESDAY - HALL	<ul style="list-style-type: none"> <li>• All prefects are on duty during extreme weather</li> </ul>

### LUNCHTIME DUTY STAFF – role guidance

- KEEP THE LUNCHTIME DUTY DOCUMENT SAFE.
- At least 25 staff are on duty each lunchtime + SLT staff member attached to each day.

Monday	Tuesday	Wednesday	Thursday	Friday
KNG	TGA	CPA	SCT	BWH

- Study the duty rota & map so you are familiar with your dry duty area + extreme weather area– good practice is to add your duties to your weekly timetable.
- Ensure you do your duty; it forms part of your contractual obligations; failure to complete your allocated duty will result in further action been taken; there will be spot checks done by SLT in charge that day.
- Read your duty area carefully and ensure you know the responsibilities of that area
- Collect radio for site team office: sign in /sign out: YOU MUST RETURN THIS RADIO.
- Try to be at your designated area on time.
- SLT member will do the initial sweep of buildings + be a roamer all lunchtime to support other colleagues on duty – contactable at all times via radio if needed.
- Be visible to students at all times whilst on duty – your presence will ensure their safety and hopefully prevent behaviour problems arising.
- Lunchtime duties work in two halves – see duty rota for details.
- Please await your changeover member of staff before you leave your duty area.
- Staff doing duties in H2 please ensure you are on time to allow your H1 colleague to have their lunch.
- If on duty your own lunch is to be eaten in your non-designated duty half of lunchtime (30mins approx).
- If ill use the school absence policy but also make VAR aware that you do a dinnertime duty. VAR to inform SLT in charge that day, SLT to arrange an alternate duty absent cover
- Prefects will be supporting inside duty areas – JGD is in charge of this rota. Please see attached document, report any prefect absence to JGD.
- **Extreme weather** – refer to duty rota sheet (*general swap is staff on outside areas have been allocated an inside venue to supervise students*).

### SLT responsibilities on lunch duty:

- Be a overall roamer on a lunchtime supporting duty staff
- Be contactable via radio at all times
- Arrange cover/duty swap if you are out of school or in a meeting
- Check staff on your duty team are doing their lunch duties at allocated areas and times
- Co-ordinate absence in your lunch duty team – absence info will come from Val
- Make the extreme weather decision at 12.00 – main office

## STUDENT WATER POLICY

- Students can bring bottles of water to school and may discreetly drink water in lessons – students should respect this privilege and not abuse this.
- During ICT/computer, Science, Art, and Music lessons water bottles are not allowed into the work area.
- Students are to place the water bottles on their desks along with all other equipment needed in the lesson.
- During PE lessons students can bring water bottles with them to then leave outside their PE area.
- Any misuse of the water bottles, abuse of filling up times or venues or squirting water will result in a C3 & confiscation of the student's water bottle.
- Students should not be allowed out of lessons to get a drink of water. It is the students own responsibility to bring a bottle of water and fill up at the appropriate times & venues.
- Students should not be sent to the first aid room for drinks during lesson times.
- Students will be expected to ask politely and behave appropriately at water venues when filling up water bottles.

**As we approach the summer months, the rules for filling up water bottles are as follows:**

Filling up times & venues:

Room	Filling up times
T11	break time (10.45-11.00) / lunchtime 12.00-12.15
Priory room	break time (10.45-11.00) lunchtimes (only if eating food in school canteen)