



### **Our Vision for Dining at Isaac Newton Academy (Primary)**

At Isaac Newton Academy we believe we have a role to play in educating students in healthy eating to support learning and ensuring a balanced diet. We are aware that for many students their lunchtime meal is their main daily meal and therefore it is important that this is a nutritious one. We aim to support students in making sensible food choices from within a range of healthy options. We aim to introduce students to fresh and sometimes new ingredients and recipes. We respect students' cultural, religious and moral dietary requirements.

We also know that many families do not sit down to eat together in a formal and structured way and we aim to ensure that all students get regular opportunities to experience the routines, responsibilities and social etiquette of "family" or formal dining. Mealtimes are an opportunity for the member of the Academy's community to get together in a social setting. They should be pleasant and civilised occasions where students and staff can relax, unwind and enjoy each other's company over food and drink. To ensure this ethos and atmosphere, certain expectations are clearly communicated to all and mealtime behaviours are taught to students.

Every child is expected to have a plastic water bottle from which they will be encouraged to drink water throughout the day.

#### **Break time provision**

We believe in encouraging the children to eat healthily. The children in Reception classes will be provided with a fruit snack as part of their daily 'Fruit & Talk Time' routine. Additionally free milk is available to all pupils under the age of 5. Fruit is also available for all the Year 1, 2, 3 and 4 pupils, to be eaten in during the morning break time.

#### **Lunch time meal provision**

Lunch is freshly cooked onsite every day to provide every child a healthy, balanced meal. Lunchtime is a really important part of the school day which gives our staff and children an invaluable opportunity to share, talk and listen to each other's experiences. For this reason, every child is expected to eat in school each day; pupils will not be allowed to go home at lunchtime. Every child in Reception, Year 1 and Year 2 is entitled to a free meal every day.

Lunch is served in a formal family dining manner with children sitting in groups. The children will not queue for food, but instead communal dishes are placed on their table. It is expected that the pupils will become increasingly independent and serve themselves and others as they progress through the primary Academy, as well as help to tidy up afterwards.

- Reception: Adults serving, children help to pass bread, salad items etc. around
- Years 1-4: Children will be encouraged to hand out bread, pour water and serve dessert

Pupils are sat in groups according to their dietary requirements and choices. A vegetarian, halal and non-halal option is always available. Parents must inform the Academy of any particular dietary needs or food allergies that their child has. To help ensure the child is sat at the correct table each day, a coloured wrist band is given to the children by their class teacher before lining up to enter the dining hall. Each colour is matched to a particular dietary requirement.

### **Dining Expectations**

We only eat and drink sitting at a table

We talk in quiet voices to ensure a noise level in the dining hall conducive to relaxed chat

We help to serve others on our table with water (provided on tables in glass water jugs) before helping ourselves

We include everyone on our dining table in conversation while we are dining

We leave our dining table when everyone has finished their meal

Everyone is responsible for clearing away rubbish, cutlery, crockery and trays, wiping up spillages and tucking in chairs (we help each other with these tasks).

Reviewed May 2018

## Dining Routines for 2018-19

It is paramount that the INA dining vision is held with the highest regard and that family dining remains at the core of primary lunchtime practice.

### **Year 4 and Year 1**

At 12:00pm the Year 4 and Year 1 children will be led by the class teacher and teaching assistant to the dining hall. The lunchtime supervisors will lead the children to their tables according to their dietary needs. The Year 4 children will eat at the tables towards the back of the hall nearest to the screen.

Teaching assistants and class teachers will divide themselves up and sit with the children at different tables, sitting on the outside seats and facing in so that all staff can have a view of all the Year 4 and Year 1 children. Each member of staff will oversee two tables. At 12.20pm the member of SLT or Year Team Leader will call pupils to attention. Children can be sent out to play once midday supervisors have checked that all Year 2 and Year 3 classes are lined up and returning into class. Year 4 will lead up the playground stairs to the mezzanine and MUGA play spaces, and Year 1 will play on the main playground.

When the children are sent out to play, elected lunch monitors will tidy up and re-set the tables where students ready for the second sitting. The staff will remain in the dining hall with the children and support with dismissing the children and observing/supporting the re-setting of tables with the lunch monitors. This will be completed by 12.30pm.

Any pupils still eating in Year 4 or Year 1 sit on one table directed by the midday supervisors to allow for the other tables to be setup and cleared ready for Year 2 and Year 3.

Midday supervisors will be in playground ready to receive the children Year 1 at 12:20pm and also up on the mezzanine and MUGA to receive Year 4. Midday supervisors will play with children during their time in their relevant place spaces, supervise them to keep them safe, support with problem solving and administer first aid if required.

At 1.00pm the whistle will be blown on the playground for Year 1, and on the mezzanine and MUGA for Year 4. All children are to stop. On the second whistle, all Year 1 children are to walk sensibly to their lines outside of the classes on the main playground, where they will be met by their class teachers. Year 4 are make their way to the MUGA (if not already) and line up, ready for their class teachers to meet them.

### **Year 2 and Year 3**

At 11:50pm the Year 2 and Year 3 children are dismissed from class into the playground. Midday supervisors will be in playground ready to receive the children at 11:50pm. Midday supervisors will play with children during their time in the playground, supervise them to keep them safe, support with problem solving and administer first aid if required.

At 12:20pm the whistle is blown in the playground by the midday supervisors. Children will stop and wait. Once the second whistle is blown, the children walk sensibly to their designated lining up spaces. The Year 2 and Year 3 teachers and TAs will collect their class from the playground and sanitize/wash hands/visit toilets. At 12:30pm teachers take their classes to the dining hall. The lunchtime supervisors will lead the children to their tables according to their dietary needs. The Year 3 children will eat at the tables at the far end of the hall near the screen.

Teaching assistants and class teachers will divide themselves up and sit with the children at different tables, sitting on the outside seats and facing in so that all staff can have a view of all the Year 2 and Year 3 children.

Once the children have finished their food, they will be responsible for scraping waste on to one plate in the middle on a tray and neatly stack utensils, cups etc. in the middle of the table. At 12:50pm the member of SLT or Year Team Leader will call pupils to attention and dismiss Year 2 and Year 3 pupils.

Any pupils still eating in Year 2 or Year 3 sit on one table directed by the midday supervisors to allow for the other tables to be setup and cleared ready for Reception.

Year 2 class teachers and Year 2 pupils are then to walk from the hall, through the doors into the playground, then up the first staircase to their classes. Year 3 class teachers and Year 3 pupils are then to walk from the hall, through the doors into the playground, past the Year 1 and Reception classes and up the far staircase to their classes. Lunch ambassadors will remain in the hall to set up for the third sitting. Lunch Ambassadors must be back in class by 1.00pm ready for learning.

### **Reception**

At 12:20pm the Reception children are dismissed from class into the playground. Midday supervisors will be in playground ready to receive the children at 12:20pm. Midday supervisors will play with children during their time in the playground, supervise them to keep them safe, support with problem solving and administer first aid if required.

At 12:50pm the whistle is blown in the playground by the midday supervisors. Children will stop and wait. Once the second whistle is blown, the children walk sensibly to line up outside their class. The Reception teachers and TAs will collect their class from the playground, collect coloured lunch bands and sanitize/wash hands/visit toilets. At 1:00pm teachers take their classes to the dining hall. The lunchtime supervisors will lead the children to their tables according to their dietary needs.

Once the children have finished their food, they will be encouraged to scrape waste on to one plate in the middle on a tray and neatly stack utensils, cups etc. in the middle of the table. At 1:20pm the member of SLT or Year Team Leader will call pupils to attention and dismiss Reception pupils. The children will line up with their teacher and walk through the corridor back to their classes.

At 1pm, once Year 1 and Year 4 playtime has finished, all lunchtime supervisors will go to the hall to help with Reception lunch and clear away. Class teaching assistants are to remain in the hall with

children to support and encourage slower eaters. All children and teaching assistants are to be back in class by 1:25pm.

### **Role of the pupil lunch monitors**

Year 2, Year 3 and 4 children will apply for the post of lunch monitor in September. Mr Marshall-Jones will elect and train the monitors. Lunch monitors will be issued with a yellow pin badge. Their role will include:

- Takes scraped empty plates & cutlery to the waste area on a tray.
- Takes food waste plates & used cups to the waste area using a tray.
- Takes the water jug to the waste area.
- Collects a spray (of plain water) and tissue to clean the table.
- Collect clean plates & out on the table.
- Collect fresh jug of water for the table.
- Collect tray with cutlery and clean cups.

### **Role of the Lunchtime Supervisors in the Dining Hall**

- To set out the places for Year 2 and Year 3 before their arrival at 12:15pm
- To lead pupils to their tables on arrival to the dining hall
- To help serve and assist pupils during the lunch period
- To serve dessert to pupils
- To help supervise by waste areas when Year 2 and Year 3 pupils clear away trays and plates etc.
- To the Lunch Ambassadors with setting up the places for the second and third lunch sitting
- To assist with spillages etc.
- To serve food to tables at 12.00pm for Year 4 and Year 1; at 12:30pm for Year 2 and Year 3 and at 1:00pm for Reception
- To help clear up the dining hall at the end of lunch.

### **Role of the Lunchtime Supervisors in the Playground**

- To have games ready for Year 2 and Year 3 at 11:50pm
- To blow the whistle at 12.20pm in readiness to have Year 2 and Year 3 line up and met by the Year 2 and Year 3 staff.
- Games set up in readiness for Year 4 on the mezzanine and MUGA and in the playground for Year 1 by 12.20pm.
- To blow the whistle at 1:00pm for Year 4 and Year 1 pupils to line up.
- To keep children safe in the playground
- To support children in problem solving
- To check children are safe using toilets
- To administer first aid when necessary
- To record first aid incidents
- To record behaviour incidents
- To report behaviour incidents to the relevant member of staff

### Allocation of Lunchtime Supervisors (9 plus CC)

Time	Dining Hall	Playground	Mezzanine	MUGA
11.00	1 LS + CC- setting up tables for the 1st sitting. Putting plates out for collection at the end of the 1st sitting.			
11:45	7 LS + CC – serving food	2 LS - setting up games in the playground and ready to receive Year 2 and Year 3 at 11:50am		
11:50	6 LS + CC – serving food	3 LS – Playing and supervising Year 2 and Year 3 (zones to be covered: hill and bike sheds, toilets, doors to school, toilets and first aid)		
12.00	6 LS + CC – seating and serving Year 4 and Year 1	3 LS – Playing and supervising Year 2 and Year 3 (zones to be covered: hill and bike sheds, toilets, doors to school, toilets and first aid)		
12.20	4 LS + CC Supervise the waste station. Supervise pupils collecting items for cleaning and setting up their tables for the 2 <sup>nd</sup> sitting. Preparing food on to trays and trolleys to serve to tables for Year 2 and Year 3.	3 LS Blow the whistle and instruct Year 2 and Year 3 to line up in designated places.  Be ready to receive Year 1 (from hall) and Reception from their classrooms. Playing and supervising Year 1 and Reception (zones to be covered: hill and bike sheds, toilets, doors to school, toilets and first aid)	1 LS Playing and supervising Year 4.	1 LS Playing and supervising Year 4.
12.30	4 LS + CC – Seating and serving food to for Year 2 and Year 3.	3 LS Playing and supervising Year 1 and Reception (zones to be covered: hill and bike sheds, toilets, doors to school, toilets and first aid)	1 LS Playing and supervising Year 4.	1 LS Playing and supervising Year 4.
12:50	4 LS + CC Supervise the waste station. Supervise pupils collecting items for cleaning and setting up their tables for the 3 <sup>rd</sup>	3 LS Blow the whistle and instruct Year 1 and Reception to line up outside of their classes.  Then to take lost property	1 LS Playing and supervising Year 4.	1 LS Playing and supervising Year 4.

	sitting. Preparing food on to trays and trolleys to serve to tables for Reception.	items to classes if named or lost property in office if un-named. Clear away games.		
1:00	7 LS – seating and serving Year 4 and Year 1		1 LS Blow the whistle and instruct Year 4 to line up on MUGA. Supervise children wall up the stairs.  Then to take lost property items to classes if named or lost property in office if un-named. Clear away games.	1 LS Blow the whistle and instruct Year 4 to line up on MUGA.  Then to take lost property items to classes if named or lost property in office if un-named. Clear away games.
1:20	9 LS - Supervise the waste station. Clear away.			

### Visual Timetable

Time	YR	Y1	Y2	Y3	Y4
11:50am			Playground	Playground	
12:00pm		Eating lunch in hall	Playground	Playground	Eating lunch in hall
12:20pm	Playground	Playground	Line up and prepare for lunch	Line up and prepare for lunch	Mezzanine/MUGA
12:30pm	Playground	Playground	Eating lunch in hall	Eating lunch in hall	Mezzanine/MUGA
12:50pm	Line up and prepare for lunch	Playground	Back to class	Back to class	Mezzanine/MUGA
1:00pm	Eating lunch in hall	Back to class			Back to class
1:20pm	Back to class				

### Role of the Teachers & Teaching Assistants

- To ensure pupils are issued with the correct colour band (Reception only)
- To lead the pupils in single file to the dining hall – the teacher leading at the front and the TA at the back of the line
- To sit on the outer edge of the hall so that there is a good sight of the whole hall
- To oversee another table that may be without an adult
- To remind pupils to use indoor voices and to sit sensibly during the lunch period
- To role model dining etiquette: using a knife & fork, eating their dinner, encouraging the pupils to try their food, vegetables, clearing away plates and encouraging everyone to help, saying please and thank you
- To help serve and assist pupils during the lunch period
- To help the children clear their tables, stacking plates and getting ready to go outside.
- To assist Lunch Ambassadors setting up the places for the second and third sittings (Year 1, Year 2, Year 3 and Year 4 staff only)

- To assist with spillages etc.

### **Role of the Primary SLT (one inside, one in playground and one on mezzanine/MUGA)**

- To supervise the pupils as they enter the dining hall
- To sit on the outer edge of the hall so that there is a good sight of the whole hall
- To oversee another table that may be without an adult
- To remind pupils to use indoor voices and to sit sensibly during the lunch period
- To role model dining etiquette: using a knife & fork, eating their dinner, encouraging the pupils to try their food, vegetables, clearing away plates and encouraging everyone to help, saying please and thank you
- To help serve and assist pupils during the lunch period
- To help the children clear their tables, stacking plates and getting ready to go outside.
- To assist Lunch Ambassadors setting up the places for the second and third sittings
- To assist with spillages etc.
- To call the attention of the children at the end of sittings (or this may be done by Year Team Leader)
- To set clear behaviour expectations
- To help supervise either inside the dining hall or in the playground
- To help deal with any behaviour, first aid concerns and ensure they are logged accordingly
- To supervise a class when needed during a wet lunchtime.

### **Wet Lunch Arrangements**

In the event of a wet lunch the arrangements will be exactly the same with Year 4 and Year 1 being led to the dining hall at the times listed above. The lunchtime supervisors that would have otherwise been stationed in the playground at the start of lunch to supervise Year 2 and Year 3 will instead supervise classes. The Lead Lunch Supervisor, will arrange for some hall staff to supervise classes and SLT will support where necessary. It may also include splitting one class between the other two within the year group (ideally 6 lunch supervisors, but a minimum of 4 lunch supervisors). Once teachers return to their classes in Year 2 and 3, the lunch supervisors will go and supervise Year 4, Year 1 and also Reception (minimum of 7 lunch supervisors – this is for one in each Reception class and two across Year 1 and two across Year 4).

### **Allocation of Lunchtime Supervisors (9 plus CC)**

<b>Time</b>	<b>Dining Hall</b>	<b>Classrooms</b>
11.00	1 LS + CC- setting up tables for the 1 <sup>st</sup> sitting. Putting plates out for collection at the end of the 1 <sup>st</sup> sitting.	
11:45	9 LS + CC – serving food	
11:50	3 LS + CC – Seating and serving food for Year 4 and Year 1	3 LS to supervise Year 2 classes 3 LS to supervise Year 3 classes.
12.20	2 LS + CC Supervise the waste station.	3 LS to supervise Reception 2 LA to supervise Year 1



	Supervise pupils collecting items for cleaning and setting up their tables for the 2 <sup>nd</sup> sitting. Preparing food on to trays and trolleys to serve to tables for Year 2 and Year 3	2 LS to supervise Year 4
12:30	3 LS + CC – Seating and serving food for Year 2 and Year 3	3 LS to supervise Reception 2 LA to supervise Year 1 2 LS to supervise Year 4
12:50	4 LS + CC Supervise the waste station. Supervise pupils collecting items for cleaning and setting up their tables for the 3 <sup>rd</sup> sitting. Preparing food on to trays and trolleys to serve to tables for Reception	3 LA to supervise Year 1 3 LS to supervise Year 4
1:00	9 LS + CC – serving food to for Reception	.
1:20		9 LS – clearing the dining hall Help to transfer used plates, cutlery to the kitchen via the use of tall tray trolley.

### Wet Lunch Visual Timetable

Time	YR	Y1	Y2	Y3	Y4
11:50am			In class	In class	
12:00pm		Eating lunch in hall	In class	In class	Eating lunch in hall
12:20pm	In class	In class	Line up and prepare for lunch	Line up and prepare for lunch	In class
12:30pm	In class	In class	Eating lunch in hall	Eating lunch in hall	In class
12:50pm	Line up and prepare for lunch	In class	Lessons begin	Lessons begin	In class
1:00pm	Eating lunch in hall	Lessons begin			Lessons begin
1:20pm	Lessons begin				

Reviewed May 2018