

# ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL



*Life in all its fullness*

## **Guidelines for Midday Supervisors November 2021**

- A well led and governed school.
- A happy, healthy and safe place to learn how to look after our bodies and minds

# ST JOHN THE BAPTIST C of E PRIMARY SCHOOL, COLWICK

## GUIDELINES FOR MIDDAY SUPERVISORS

**Hierarchy – MSAs – Senior MSA – School Business Manager – Head Teacher**

**The dining hall and outdoor area is managed by staff employed for the lunchtime period.**

1. MSAs meet at the beginning of each month to discuss any special arrangements for lunchtime clubs/groups such as Choir, School Council, visits etc. Issues that may have arisen the previous week are discussed to ensure all MSAs are aware of concerns and actions can be put in place to improve the dining room.
2. The dining hall is available for set up from 11.45am. Morning school finishes at 12.00pm at which point the dining room should be set up and ready for the children to be able to sit and eat. The aim is to create a calm, welcoming, friendly atmosphere in which dinner time can be enjoyed by all. Children should address staff using their surname e.g. “Mrs Harrison”. During the Covid pandemic these times are subject to change to fit with Health and Safety
3. Children entering the dining room should have washed and dried their hands and will line up quietly and sensibly to enter the dining area. They will then walk quietly into the dining room through the reception door and sit at their allocated seat.
4. **Dining Room:** MSAs to assist the youngest children when they have difficulty, e.g. in cutting up meat. As a school we promote healthy eating and MSAs should encourage all children to eat a school dinner. MSAs should remind children of the school dining rules whenever necessary. Children to be encouraged to use good manners and etiquette whilst in the dining room. Sitting appropriately and correct use of cutlery should be encouraged.
5. MSAs to ensure packed lunches provided by parents meet the government guidelines. Unsuitable items such as chocolate or sweets should be removed (to be returned at the end of the school day) and the parent informed and reminded of the government guidelines. If a child does not eat their school meal for any reason, alert the child’s teacher and the school office who will contact the parents of the child. Packed lunch children may bring in a drink from home. Children should bring their water bottles into the dining room, water should always be available if needed.
6. MSAs should not discuss pupil’s behaviour or eating habits with other parents outside school. Any issues should be passed to the Class Teacher, the School Business Manager or the Head Teacher.
7. They should also publicly support the school menu choice and no packed lunch option for Foundation/Key Stage 1 children.

8. The Senior MSA or MSA use the quiet routine at least once a day to gain the children's attention.
9. Children should show respect to the MSAs, if a child's behaviour is unacceptable, the child should be asked to leave dining room, and sent to sit outside the Head Teachers office. The Senior Midday Supervisor or a member of teaching staff must be informed. A letter will be sent home to inform parents.
10. The dining room must be cleared and ready for the school afternoon teaching session by 1.10pm each day.
11. **Wet Playtimes:** When there is a wet playtime the Class Teachers will have available a variety of activities.

The wet play rota should be followed.

12. **First Aid:** Most midday supervisors have a current First Aid Certificate. The official First Aiders for the school are Mrs Moss and Mrs Whitt and the Health and Safety appointed person is Miss Ireland. Any child requiring First Aid should be treated and the details entered on the report form. Mrs Moss and Mrs Whitt and/or Miss Ireland should be informed if necessary. A supply of First Aid forms is kept by the First Aid box in the dining room small kitchen area. The First Aid form are used to inform parents when their child has sustained a general injury or a head injury. Head injury forms inform parents of symptoms that may occur later in the day i.e. vomiting, headache etc. The Class Teacher must also be made aware. Duplicate first aid forms are used, the original is given to the child and the duplicate passed on to the school office.

First Aid Boxes are located:

- In Staffroom
- In Foundation Classroom
- In School Office
- In the class 1 and 2
- In the hall (small kitchen area)
- In the plane

13. **Inside and Outside:** Unless children are being supervised by a teacher or a midday supervisor who is actually there with them, there is one rule only for everybody; whatever children may say, they are to be OUTSIDE THE BUILDING when it is outdoor play. Children with teacher permission will be permitted to stay in to complete a specific task. If their behaviour is not suitable you may override the permission and eject the children.
14. **Permitted Games:** Consult the teaching assistant led timetable.
15. **Fire Drills:** MSAs must familiarise themselves with the "Fire Evacuation Procedures" which are displayed around the school. All MSAs must enter and leave the school through the main entrance and sign in/out the staff daily register.

**16. Window Assembly:** MSAs must familiarise themselves with the school lock down procedure.

**17. End of Dinner Break:** Dinner break ends at 1.00pm. Teachers should be available to support in the handover of the children. A senior teacher will lead the pupils in the afternoon prayer. MSAs should then assist in cleaning up the dining room.

Reviewed: November 2021

Review: November 2023

Reviewed by Staff: .....Miss R Ireland.....

Reviewed by Governor: .....