

## Dining Hall Policy



**“Learning to make the world a better place”**

<b>Reviewed</b>	<b>Spring 2016</b>
<b>Next Review</b>	<b>Autumn 2018</b>

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## Aims and Objectives

Eating in the dining hall is something which all children do everyday and it can be a valuable time for social development and learning about making healthy choices. We aim to ensure that all children have a positive experience in the dining hall where appropriate social activity is encouraged and promoted, appropriate talk is encouraged. table manners are valued and children develop autonomy in making decisions about their own health. We want all children to have a healthy and balanced meal, to be well hydrated, setting them up well for the rest of the school day.

At St John's Angell Town Primary School (SJAT):

- eat a healthy meal
- socialise appropriately with their peers
- understand and use good table manners
- develop understanding of healthy choices
- experience being part of a larger community

## Dining Hall Behaviour

The dinner hall must be governed by specific rules to ensure that the space is orderly and conducive to eating and socializing appropriately. Dinner hall etiquette and table manners must be valued and noise levels kept down to allow effective communication and a calm atmosphere. Calming music can be played and put on by the EYFS staff at the beginning of lunch. All children and adults must take responsibility for the levels of noise in the dining hall.

## Dining Hall Rules

- Use an indoor talking voice
- Line up sensibly, keeping hands and feet to yourself
- Show good table manners
- Clear up your own tray and cup



Children should be praised for good dining hall etiquette and good table manners using special dining hall stickers. Lunch time awards should also be given out during achievement assembly. Each year, each class should spend a PSHE lesson looking at good table manners and making posters. Some of these posters to be selected, laminated and displayed on the walls, and used as a reference point.



If a child's breaks the school rules or dining hall rules during lunch, children will be issued with a warning to change their behaviour. If their behaviour continues they will have to eat with another class.

## Healthy choices

Children need to have time to make healthy choices. Lower down the school an adult should be on hand to discuss the choices with the children. All children should also be able to see example trays of what is for dinner that day, with labels, so they can make their decision before they reach the serving counter. All staff should take opportunities to talk to the children about the food they have chosen- what and why it is healthy and encourage and praise children to make healthy choices.

Each year, each class should learn about healthy eating and produce some posters which can be laminated and displayed in the hall. These can then be used as a reference and information point for children.

All children should be encouraged to eat their food so that they have enough food to last comfortably until their next meal and so as not to waste food. The bin plate cleaning station should be supervised by an adult to avoid unnecessarily wasting food. Children should not be forced to eat their food if they really do not like something but children who routinely do not eat their meal should have their class teacher alerted so that parents can be made aware and a solution can be found.

## Access to fresh drinking water

All children should have access to fresh drinking water throughout their meal. EYFS children should be served water by adults in their class. Year One upwards to have 2 drinks monitors per week to serve water to their class. The drinks monitors should be appointed at the start of the week in their classes and a tick sheet kept so that all children have a turn. They wear special badges and can then jump back into the queue when they have finished.

It is important that children have real life experiences of caring for one another and completing practical tasks as simple as pouring water for themselves.

## Lining up and order of classes

All children should have the opportunity to choose who they sit next to unless there is valid reason to keep particular children apart. Dinner hall times are staggered to reduce que length. It is very important all classes are on time to ensure the dining hall remains calm.

Nursery		11.45					
Week of the term	1	2	3	4	5	6	7
12.30	Y3	Y6	Y5	Y4	Y3	Y6	Y5
12.35	Y4	Y3	Y6	Y5	Y4	Y3	Y6
12.40	Y5	Y4	Y3	Y6	Y5	Y4	Y3
12.45	Y6	Y5	Y4	Y3	Y6	Y5	Y4
R1		11.50					
R2		11.55					
1		12					
2		12.05					

Key Stage 2 children's dinner times vary week to week as year 6 children were not happy to go last every time. The following cycle should be followed:

## Positive role models and appropriate socializing

In order to foster appropriate social skills and dining etiquette, children will have the opportunity to eat with their teacher, serve each other and eat on a nicely decorate table where their places are set once each half term. Parents will also be invited in to eat with children on this day **once we move onto the new site**. Dates for the special meal will be decided at the start of each term coordinated by the PSHE Lead. Class teachers should make sure that the office is informed of the amount of adults that will be eating on the day before 10am so extra school meals can be ordered. All adults, parents and staff will get a free meal when they eat with the children. Some children along with the TA from the class can set up the table together before it is time to eat. Classes who are having their special meal are to go last for lunch that day and teachers can organise for an extended playtime after lunch or later in the afternoon.

## **Resources**

- school dinners for adults once a term
- table cloths
- fake/ fresh flowers to go on the table
- lunch time stickers
- lunch time certificates
- docking station and MP3 player
- water monitor badges
- clear water jugs

## **Safeguarding**

- Disclosures may occur during lunchtime and all staff should take appropriate action following the school's safeguarding policy.
- Staff should be vigilant to record any instances of children appearing unusually hungry or reluctant to eat as this could be a sign of abuse. Staff should complete yellow forms, as per safeguarding policy and set up a log and track concerns over a period of time where appropriate.
- Nuts will never be on the menu.
- Grapes will always be sliced in half length ways if served as they are a choking hazard.
- Bespoke menus for children with allergies are available at the request of parents.
- All adults to take responsibility for slipping hazards and clear up food/ liquid as soon as it is seen and display yellow wet floor sign.

## **Dining hall experience for children with Special Education Needs**

The dining hall can be a stressful experience for some children with Special Education Needs because of the acoustics in the big space, the amount of people in the space and the comparative unfamiliarity of the space. SEN children, where appropriate are supported by the one to one support adults, or where not possible are supported by a familiar adult to feed themselves and to interact appropriately with peers. Where possible, adults should help children with SEN to sit with children who are supportive to their needs, and over time support all children to be supportive of their peers.

## **Evaluation, monitoring and review**

Support staff involved in the dining hall were given audits to complete with regards to the effectiveness of the lunch hall where different aspects were rated out of ten. Staff will be given the same exercise to do at the end of the Autumn term to track whether the Dining Hall policy is effective. Children's views have been taken into account through various meetings with the School Councils and will review how things are in the dining hall each half term.

## **Policy Links**

This policy is linked to the Circle Time Policy, Playground Policy, Behaviour Policy and Safeguarding Policies.

Awaiting Ratification

Agreed by Governors on:

Signed:

Designation:

Date: