



LUNCHTIME ARRANGEMENTS – A POLICY FOR PARTNERSHIP WORKING

'At Long Lawford Primary School we aim to have the highest possible quality of teaching and learning to enable all children to achieve their potential'

Objectives:

- Lunchtime should be a pleasant time for pupils between morning and afternoon classes
- The pupils are important and should be the focus of all activity
- All pupils should have equal opportunity to a place at table and a drink of water in clean and safe surroundings
- All pupils should be treated equally - irrelevant of any personal relationship with team members
- Pupils should have the opportunity to increase their social skills within a dining room environment whether or not hot meals are taken
- For pupils choosing to take a hot meal, there should be 'guided choice' especially when 'new' foods are being introduced into the menus.
- All pupils should be offered the full standard portions of food items; any special dietary requirements should be discussed and confirmed in writing to the catering staff
- There should be encouragement given to pupils to eat all foods - whether on the plate or in the lunchbox

Achieving Success:

- The Policy is agreed with, and supported by, the Governing Body at Long Lawford Primary School.
- The Lunchtime Supervision Team and the Catering Team will work together to achieve the objectives and also to meet the overall aspirations of the School.
- Detailed responsibilities of both teams will be agreed between the Head Teacher at Long Lawford Primary School and the Head of Catering for Warwickshire County Council. These responsibilities will be reviewed from time to time.
- The Senior Mid-day Supervisor will be responsible for the dining room and the Head of Kitchen for the catering area.
- The detailed responsibilities will be issued to the Teams so each has an understanding of their respective roles and the interface between their roles.
- Regular meetings (e.g. once each half term) will take place to ensure issues are addressed and that no "miscommunication" impacts upon the achievement of the objectives.
- The Senior Mid-day Supervisor will liaise with the Head of Kitchen to ensure that any minor issues do not grow out of all proportion and the Head of Kitchen will do likewise with the Senior Mid-day Supervisor.
- Any issues which are beyond their ability to resolve will be brought to the attention of the Headteacher - who will determine whether to seek involvement of the local Catering Management Team or the Head of Catering for Warwickshire County Council.
- The Headteacher will have agreed shared responsibility for managing the catering staff in the school
- The Headteacher of the School will monitor the overall successful implementation of the policy.

Signed:

Headteacher

Signed:

Head of Catering, Warwickshire County Council