



*'Working together to achieve our best in
a safe, nurturing environment.'*

Midday Supervisor Handbook

(September 2026)

General points regarding routines and expectations

- On arrival at school, all middays are to sign in using the Inventory electronic system.
- Mobile phones should be placed on silent and in lock mode. They should be stored away and must not be used once inside the school building. As part of our safeguarding commitment to our children, phones should not be carried around/on view.
- Midday supervisors should check-in with Rachel Kitchener before going to their classes so that she can provide updates on key information regarding whole school and/or class issues as well as share points to note regarding specific children.
- Midday supervisors should put their bags and coats in the cupboard inside the PE store room. Please do not leave coats or belongings on top of the PE mats.
- Midday supervisors need to arrive promptly at their relevant classes. A brief conversation between the midday supervisor and class teacher should take place regarding the children's behaviour, medical needs, anyone who is staying in over lunch/going home early for an appointment etc.
- When Key Stage 2 classes, who are on the final sitting, are waiting to go into the hall for lunch, supervisors should wait for a message to be called to the hall.
- In the dining hall, midday supervisors are to assist the children at the hatch in choosing their meals and being seated. It is expected that children ask for their meals correctly and with good manners: midday supervisors should encourage, model and correct the children's use of vocabulary. For example, **"I would like.....please. Thank you!"** Children are encouraged to use signs to support their speech where appropriate. With the younger pupils in Reception and Key Stage 1, adults are expected to carry the plates/dishes to the tables for the children.
- Whilst the children are eating, midday supervisors should help the children to cut their food and should promote good manners at the table. Children should be encouraged to sit appropriately facing forwards with their legs under the table. It is expected that children use their knives and forks to eat and that once they have finished they position their cutlery together on their plates.
- During the time in the dining hall, children are to remain seated at all times- adults should take the plates away, scrape off any remaining food and place used items in the tubs for the kitchen staff.
- It is expected that midday supervisors use positive words of encouragement when the children are eating/trying new foods. Midday supervisors should refrain from shouting across the tables, opting instead for a dialogue in closer proximity.
- When preparing to leave the dining hall, midday supervisors should use our whole school management signals. Show the children the Team Stop signal by raising one hand in the air and showing the palm of the hand (the children should copy this back and stop talking, showing they are ready to listen to the adults' instructions).
- Clear instructions to walk and line up should be given and reinforced. Once lined up, children should be taken back to their classes/cloakrooms. Use praise to reinforce the expectations eg. Tell the children how nicely they have lined up. It is advisable, with Key Stage 2 classes to ask the children to walk from the hall to the end of the wet area first so that expectations can be reinforced before they move to classes.

- On the playground, midday supervisors are expected to organise and engage in different activities with the children. If the weather permits the children from going outside, then midday supervisors should organise suitable activities to take place in the classrooms.
- Any team games in the muga need to be refereed and teams are expected to wear coloured bibs to demarcate who is on which team. Team captains should be selected and then teams chosen.
- At the end of the play time, midday supervisors should ensure the children have tidied everything away correctly and that all resources have been returned to their rightful places.
- At the end of lunchtime, midday supervisors should hand over appropriately to the class teacher- a **brief** discussion about things to celebrate, good behaviour, acts of kindness and any concerns/issues.

Points to note regarding Health and Safety and Safeguarding

- All midday supervisors must complete the ihasco Keeping Children Safe in Education training at the start of each academic year. This should be completed in the first week of September. It is statutory, as part of the updates for 2026, that middays read Part 1 of KCSIE- this should be signed 'marked as read' on ihasco once complete.
- All midday supervisors are invited to whole school EpiPen training with the school nurses- this year it will be held on Tuesday 8th September 2026 at 3.30pm. Asthma training will be delivered on Friday 4th September at 11am. As part of new legislation 'Benedicts Law', midday supervisors are required to complete allergy/anaphylaxis training- this will be an online module and you will receive an email with a link for this.
- As part of health and safety and safeguarding our children, hot drinks must not be brought into/carried around school when the children are present unless they are in a mug which has a lid on.
- All midday supervisors should ensure they know the procedures in the event of a fire or lock down. Ann Connolly will discuss this with new staff as part of their induction.
- Where children have a PEEP (Personal Emergency Evacuation Plan) these are to be displayed in class and shared with all relevant staff members including midday supervisors.
- Midday supervisors should be aware of any specific medical needs for children they are supervising. The SENDCo will liaise with middays to ensure training has been given for epi-pens (IJ Y2, AM Y2, AA and AC- Year 6) and epilepsy (ZJ – Year 5, EB Year 1).
- Midday supervisors must ensure they are familiar with our safeguarding procedures. Nicola Edwards is the designated safeguarding lead and other staff with safeguarding responsibility include Tasha Groves, Victoria Kindon Oliver Drake and Emma Montgomery. Any safeguarding, child protection, behaviour issues etc should be reported immediately.
- Children should not be left unsupervised in classrooms or anywhere else around school.
- If there are any spillages in the hall, midday supervisors should ensure the floors are cleaned and a warning sign has been positioned. Jason (site manager) should be notified.
- In the case of a child who is unwell and needing to be sent home, midday supervisors should notify a member of staff who will then follow our procedures.
- Midday supervisors who are first aid trained in school include Dawn Williams, Annette Shenton and Samantha Kerwin.

- Each class has an asthma box containing the children's inhalers and spacers. Any use of these needs to be logged using Medical Tracker. Midday supervisors should speak with the class teacher at the end of lunchtime to let them know if inhalers have been administered.
- Asthma boxes should be taken onto the playground at lunchtimes and placed on the bench. EpiPens are to be taken where ever the child is including into the dining hall.
- If first aid has been administered over lunch, the incident must be logged using Medical Tracker and it is expected middays will hand this information over verbally to the class teacher on their return.
- Midday supervisors are not permitted to make or receive calls, or send texts, while during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). Any smart watches should not be used for calls/texts. Please see the Mobile Phone Policy for further details.

Behaviour Expectations (September 2026)

- The most important aspect of your role is getting to know the children that you will be supervising. Take time to chat and show that you are friendly and approachable, that you are there to look after them and that you care about each individual. The children in your care will come from many different backgrounds, with very differing experiences of family life. It is your role to reach out to every child in your care. Remember that your attitude and behaviour will have an impact on the children and determine how they respond to you.
- During the first week in September, all classes create their own class charters; these link to UNICEFs work on the rights of the child. The class charters link to some of the articles from the United Nations Convention. Children are taught that with these rights come a set of responsibilities which they must follow. These should be referred to when talking to the children. The charters can be found in the classrooms- midday supervisors should familiarise themselves with these.
- Midday supervisors must consistently uphold and reinforce high expectations for all children. We expect all adults to model the correct behaviours for the children and to address any misuse of language and poor body language etc. Children are to use good manners, acknowledge people appropriately in conversations (using names), give eye contact and use positive body language e.g. standing up properly and not slouching. Staff are to use restorative conversation scripts where necessary (see Behaviour Policy) to support children to work through any difficulties they face.
- All adults are asked to be mindful when dealing with an incident where children are upset/emotional. The immediate concern is to calm the situation and that is done best via a calm manner using the children's names, speaking to them at eye-level and explaining that we are here to help them. The children need to understand/be reassured that we will give them the opportunity to explore any conflicts and resolve them successfully- this is to be achieved through discussion and not shouting/raised voices. Reference to Zones of Regulation should be made to support children express how they are feeling.

Try to avoid saying.....	Replace it with this.....
"Stop shouting!" or "Why are you shouting?"	Quiet voices- thank you!
"What are you doing?" or "Why are you doing that?"	I hope you are making the right choice there.
"Stop running/pushing!"	Remember, we walk sensibly and safely around/in school. Thank you.
"Oi! Don't do that!"	Excuse me. I would like to see you.....
"Stand on the wall"	Let's take some quiet time out to reflect on what has happened.
"Do you want.... or.....or.....?"	<i>LIMIT THE CHOICES- TOO MANY CAN CONFUSE THE CHILDREN.</i> Would you like..... or.....?
"Hurry up! Come on- eat faster!"	Let's try and speed up a little.
"You're not listening to me!"	Look at me whilst I explain/tell you
"It doesn't take that long, does it?"	You are taking a long time to..... -let's try to be a bit quicker.

- A lot of our SEND children have Communication and Interaction as an area of difficulty and need a longer time to process what you have said. Follow the Elklan strategies and allow up to 10 seconds for children to process and answer your question.



1. Ask a question.
2. Wait 10 seconds for a response.
3. Repeat the same question.
4. Wait another 10 seconds.
5. Ask a rephrased question.

- There are 4 main levels of questions called BLANK levels and some children struggle to answer certain levels of questions. If a child is struggling to answer, consider rephrasing it to a lower level of question.

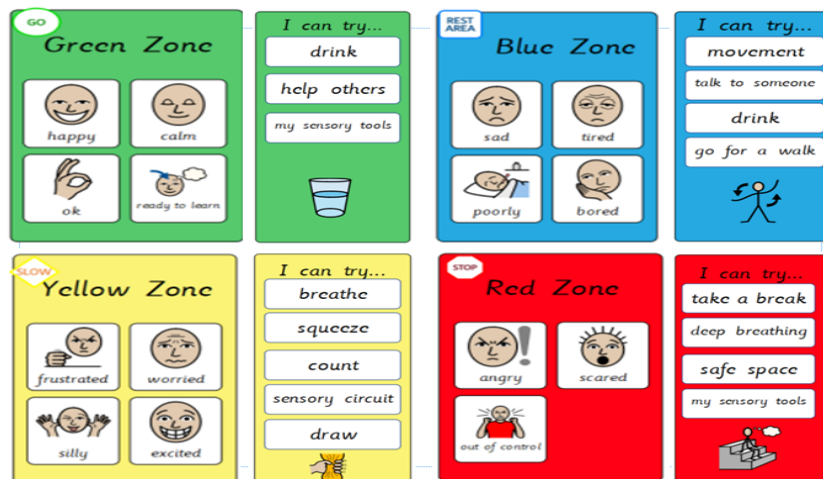
Normal Development based on Blank, Rose and Berlin [1978]:

Level 1	Naming things	60% of 3 year olds understand level 1 & 2.
Level 2	Describing things – Answering Who? What? Where?	
Level 3	Talking about stories and events	65% of 5 year olds understand level 3 & 4.
Level 4	Solving problems and answering Why? questions	

- Here are some suggestions on how to step back a question...

BLANK Level 4 → → → → → → → → →	BLANK Level 3
Why are you sad? Why did you do that?	'What was happening first...then what, how did you feel?'
BLANK Level 3 → → → → → → → → →	BLANK Level 2
'What was happening first? Then what? How did you feel?'	Who was there? Where did it happen? What did they do?

- Zones of Regulation support children to identify how they are feeling. Children can use a range of strategies to support them self-regulate and get back into the 'green zone'.



Indoor Break ideas

When it is too damp outdoors or deemed unsafe for the children to play outdoors, midday staff are expected within their role to supervise the children in class. Midday staff should facilitate and lead activities which will ensure a calm, engaging and purposeful environment.

Suggested ideas:

- Table top/board games
- Colouring sheets
- Puzzle sheets
- Play a game of BINGO
- Sit the class on the carpet and read a story
- Play a game of Simon Says or I-Spy
- Play a game of musical statues
- Sing nursery rhymes or songs
- Invite the children to share jokes or riddles
- Host a quiz with the children in teams
- Host a times table or spelling competition/quiz
- Play games such as Fizz Buzz or 21
- Play a game of hangman on the board
- Play noughts & crosses or dots & squares
- Play a game of charades
- Play Chinese whispers

- Play heads down, thumbs up
- Memory games such as 'I went to the shop....'
- Put 'Just Dance' on the IWB

Organisation (September 2026)

Lunch Timings					
	Cohort	Midday supervisor	Hall time	Play time	Play area
2nd sitting	Year 6	Kadie Holt		12 – 12.30pm	Main school playground
	Year 5	Samantha Kerwin	12.30 – 1.00pm	12 – 12.30pm	Main school playground
	Year 4	Dawn Williams	12.30 – 1.00pm	12 – 12.30pm	Main school playground
1st sitting	Year 3	Natasha Hodges	12.00 – 12.30pm	12.30 – 1.00pm	Main school playground
	Year 2	Annette Shenton	12.00 – 12.30pm	12.30 – 1.00pm	Main school playground
	Year 1	Robina Dar	12.00 – 12.30pm	12.30 – 1.00pm	Main school playground
EYFS sitting	Reception	Patricia Whelan, Dawn Simon and Mariam Ghafor	11.30am – 12.00pm	12.00 - 1.00pm	Early Years play area

NOTE: 11.45am-12pm: Sam and Dawn W to set up the playground
Tasha, Ruby and Annette to set up the hall for the children in Years 1-3.

1pm-1.15pm: Sam and Dawn to clean up the hall (wipe tables, sweep floor etc)
Tasha, Ruby and Annette to put away the playground games/activities.

Midday supervisor	Contracted hours	Current hours	First Aiders
Robina Dar	7.5 hours per week, 1.5 hours per day	11.45am – 1.15pm (1.5 hours)	
Samantha Kerwin	7.5 hours per week, 1.5 hours per day	11.45am – 1.15pm (1.5 hours)	✓ Full First Aid at Work and paediatric
Natasha Hodges	7.5 hours per week, 1.5 hours per day	11.45am – 1.15pm (1.5 hours)	
Dawn Williams	7.5 hours per week, 1.5 hours per day	11.45am – 1.15pm (1.5 hours)	✓ Full First Aid at Work and paediatric
Patricia Whelan	7.5 hours per week, 1.5 hours per day	11.30am – 1.00pm (1.5 hours)	
Annette Shenton	7.5 hours per week, 1.5 hours per day	11.45pm – 1.15pm (1.5 hours)	✓ Full First Aid at Work and paediatric
Dawn Simon	7.5 hours per week, 1.5 hours per day	11.30pm – 1pm (1.5 hours)	

Term Dates

Autumn Term 2026

School opens: Thursday 3rd September 2026
School closes for half term: Friday 23rd October
School reopens: Monday 2nd November
School closes for Christmas: Friday 18th December

Spring Term 2027

School opens: Tuesday 5th January 2027
School closes for half term: Friday 12th February
School reopens: Monday 22nd February
School closes for Easter: Friday 25th March

Summer Term 2027

School reopens: Tuesday 12th April 2027
May day holiday: Monday 3rd May
School closes for half term: Friday 28th May
School reopens: Tuesday 8th June
School closes for Summer holidays: Tuesday 20th July @3.15pm

Contact Numbers

School Office: 0161 770 7500

Jason Agravat: 07730452974

Ann Connolly: 07411626426

Nicola Edwards: 07947924199

Victoria Kindon: 07795435417

Oliver Drake: 07886301419

If you are unwell and unable to attend work, please contact Ann Connolly or Nicola Edwards, **via telephone (not text message)**, at the earliest opportunity (with enough notice prior to your start time so that cover arrangements can be made).

When you have been absent, we ask you to keep in touch with school regarding timescales for your return. Please contact Ann or Nicola before the end of the day to let school know if you will/will not be in the following day.