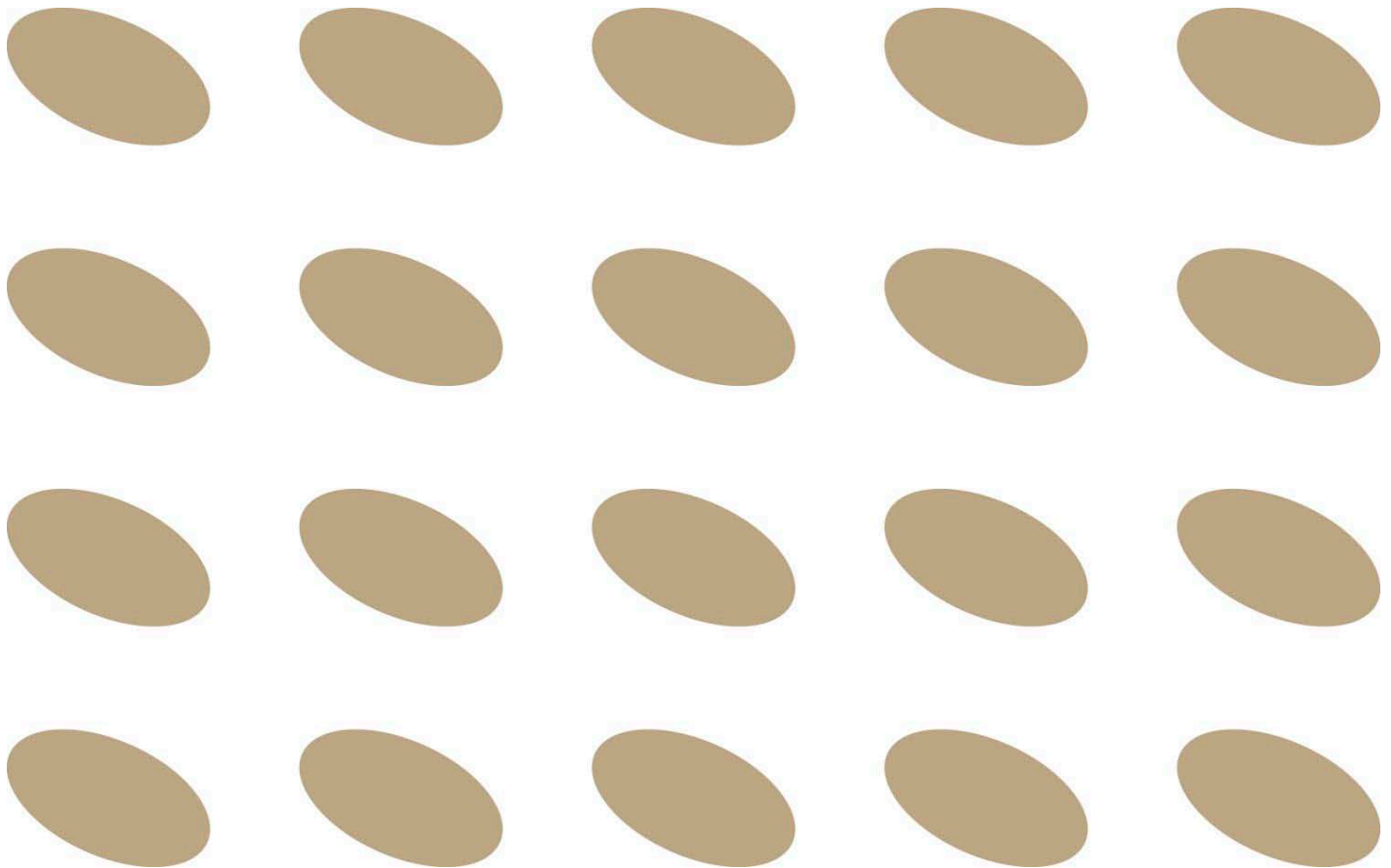


# **“Getting the most out of lunchtimes at school”**

## **Mid-day Supervisor training**

Information pack for schools and local authorities



## Introduction

APSE has embarked on a new partnership with School food consultant Dr Jo Pike, to manage the training and development programme for lunchtime supervisory staff on:

### **“Getting the most out of lunchtimes at school”**

This new partnership will offer schools and local authorities a range of cost effective options for the delivery of this event to their own organisations.

## Background

Lunchtimes are a significant but often overlooked part of the school day.

Research shows that positive lunchtime experiences can impact on children’s physical and social development and can also influence children’s ability to learn in the afternoon.

School food consultant Dr Jo Pike at Hull University, has developed a training course for lunchtime staff based on extensive research and experience of working with school communities to deliver better health outcomes for children.

The course aims to help the whole school community get the most out of their lunchtimes. Following an extensive round of pilots and evaluations, this course builds on the existing skills and experience of lunchtime staff to support them in fulfilling the key aspects of their role.

## Module Overview

“Getting the most out of lunchtimes at school” covers the following modules:

- Workshop 1: The Role of Lunchtime Staff - Developing understanding of how lunchtime staff can contribute to the overall aims of the school and the wider policy agenda of Every Child Matters
- Workshop 2: Promoting Positive Lunchtime Behaviour Understanding the factors which influence children’s behaviour and developing practical skills in promoting positive behaviour and managing challenging behaviour in the dining room and playground
- Workshop 3: Encouraging Healthier Eating - Developing awareness of current guidance on healthier eating together with practical skills in how to promote children’s healthier eating within the school setting

(Each module lasts approximately 2 hours)

## **Who will benefit from attending?**

Lunchtime staff wishing to complete all 3 of the core modules including:

- Lunchtime Supervisors
- Playworkers
- Kitchen staff
- Teaching Assistants who help manage lunchtimes
- Classroom assistants who help manage lunchtimes

The programme is designed for both experienced and new lunchtime staff and aims to give participants a sound knowledge of current policy related to lunchtimes in schools, together with a range of skills to support and enhance positive lunchtime experiences for the whole school community.

## **Certificates**

Attendees will receive certification for each module attended

## **Trainer**

The sessions will be delivered by Jan Kennedy Principal trainer from APSE, supported by Dr Jo Pike.

### **Dr Jo Pike**

Dr Pike is a school food consultant and also a leading member of the Food, Health and Education Research Group at the University of Hull where she leads a number of school-based projects related to children's health. She has over 10 years experience of conducting school research with schools.

She has developed and delivered a number of training packages for schools in the area of food and health and has delivered training to schools throughout the country. Jo has a background in health promotion and worked in public health prior to joining the University.

Jo is currently completing her Ph.D in school dining rooms, has published widely in the area of children's health and learning and has been invited to present at conferences all over the world.

### **Jan Kennedy**

Jan Kennedy is the Principal Trainer for APSE and has responsibility for apse training. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme.

Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education. Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT.

Jan is also qualified in level A and level B psychometric testing.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Marketing, Leadership, Managing Change, Time management, Performance management, Negotiation skills and Service Level Agreements. Jan also co-delivers on Construction Regulations, Managing Contractors, Cleaning in food premises and the new Vetting and Barring scheme.

Jan can be contacted at e-mail address at: [jkennedy@apse.org.uk](mailto:jkennedy@apse.org.uk) or by telephoning her on either 0161-772-1810 (Office) or 07764-252-107 (Mobile)

## Course Information

The sessions are delivered using a range of learning materials including pre course information, trainer presentation, discussion points, interactive DVD, photographs, individual delegate pack exercises, group work, handouts and feedback forms.

### Aims of workshop 1 – the role of the lunchtime supervisor

- ✓ Understand the background to the training programme, how it will run and how it will support lunchtimes at school
- ✓ Think about children's views about lunchtime and how lunchtime staff can help to improve children's lunchtime experiences
- ✓ Apply knowledge of roles and responsibilities of lunchtime staff to increase your understanding of the wider lunchtime setting
- ✓ Understand how what you do in the dining room and playground relates to the wider objectives of the school
- ✓ Be aware of the 'Every Child Matters' outcomes and other policy initiatives relating to children school and health and how you can contribute to these.

### Aims of workshop 2 – promoting positive behaviour

- ✓ Understand current policy aimed at encouraging positive behaviour
- ✓ Understand the important role of lunchtime staff in promoting positive behaviour
- ✓ Apply skills and techniques for promoting positive behaviour in school
- ✓ Identify common triggers leading to inappropriate behaviour
- ✓ Use a range of skills to deal with challenging behaviours

- ✓ Have increased confidence and skills when faced with challenging behaviour

### Aims of workshop 3 – encouraging healthier eating

- ✓ Understand the important role of lunchtime staff in encouraging healthier eating in school
- ✓ Understand current policy relating to healthier eating in school
- ✓ Understand what is involved in promoting healthier eating in the school environment
- ✓ Apply a range of skills and techniques for encouraging healthier eating in school
- ✓ Identify new ideas for improving the dining room environment and how to involve children in promoting healthier eating
- ✓ Have increased confidence and skills when encouraging children to eat more healthily

### Options for delivery and fees

Following our initial contact, APSE and Jo Pike have put together a range of delivery options to meet the needs of local authorities and individual schools.

Training can be delivered through a public course, on site to schools, or your organisation may choose to be licensed to cascade this internally following initial “train the trainer” sessions.

#### Flexible on-site delivery at schools by APSE for up to 20 staff

- On mutually agreed date(s) including Inset days
- On a single day to deliver all 3 modules
- On separate days across 1-3 modules
- At times to fit in with staff work schedules
- Early morning
- Afternoon
- Evening

Average cost of one day’s training is £1198.50 and discounts may apply for multiple/shared sessions with neighbouring schools

For specific costs on in-house delivery at your site, please contact Jan Kennedy at APSE 0161 772 1810 [jkennedy@apse.org.uk](mailto:jkennedy@apse.org.uk)

#### Developing your mid-day supervisors – an overview for Heads

This event gives a course overview to school Heads and bursars, healthy food in school staff, and area training or catering managers. Participants will receive the

programme “bigger picture” plus an outline of the 3 modules delivered to mid day supervisors or elected trainers. Cost £799.00 for up to 25 attending.

### Train the Trainer – in-house development

We will provide skills training to key staff in your organisation to enable them to cascade the 3 modules to your staff

### Licence Information

Following the “train the trainer” sessions and the purchase of a licence\*, each qualified trainer will be licensed to deliver all modules.

The licence will include ongoing support via:

- Telephone advice line
- Module updates
- Refresher case study examples
- Links to new government initiatives

### \*Licence fee - 3 years

Introductory offer per individual trainer £1000 (normally 1500)

### Training materials

Each qualified trainer will also be given access to a full pack of training materials including:

- Trainer workbook
- Trainee workbook
- DVD and photographs
- PowerPoint presentation
- Handouts
- Administration pack

Cost of materials per individual licence holder £300

Administration of the licences, training delivery, and training records will be managed via the Association for Public Service Excellence  
APSE – 2<sup>nd</sup> Floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester, M32 0FP: [www.apse.org.uk](http://www.apse.org.uk)

If you wish to take advantage of any of the above options or require further information, please contact:

**Jan Kennedy, Principal Trainer APSE      0161 772 1810      [jkennedy@apse.org.uk](mailto:jkennedy@apse.org.uk)**