

# SUPERVISION POLICY



*Scoil na mBuachaillí*

*Clonakilty Boys' National School*





## AIMS / PURPOSES

- a To improve the safety of children in the school.
- b To ensure effective supervision throughout the school day.
- c To help the smooth running of the school.
- d To clarify issues in relation to teacher absences, rotas, responsibility etc.

## PROCEDURES/GUIDELINES

- **Yard Supervision** in both the Junior Yard and the Senior Yard will be done on a daily basis. The rotas for both sections are displayed in the staff room. It is done on designated day per week basis, (this day will change each year).
- **The teacher on duty** is responsible for small lunch and big lunch and the 10 minutes the next day. For the ten minutes, 1.00 - 1.10 p.m. a specific rota will be drawn up each year to ensure coverage and fairness.
- **Morning Supervision** – Barth Harrington will do the morning supervision in the new yard - usually with a second teacher. This teacher changes each year.
- **Swopping Yards** - the teachers of the Senior Classes will supervise the Junior Yard and Vice Versa at small break.
- **The teacher on duty walks** around the yard and where necessary discourages rough/dangerous play. Any serious infringement is recorded in the child's Discipline File.
- Any **accident** must also be recorded in the accident book and the Accident Form must be completed and sent home, collected the following day and sent to the office for filing.

duty.

- Discipline file for each class.
- Circular shown on page 2 and other rules on page 3 -e.g. sick children, children leaving the school early to be included in School Brochure for new children.
- Football leagues organised for the children and displayed on the notice boards.
- Classes to be divided up into groups - this list should be made available in each classroom - in the teacher's Orange File.

## MONITORING/EVALUATION/REVIEW

- This policy will be reviewed at regular intervals to assess its effectiveness.

*This policy was first drawn up on 06/11/96.*

*Reviewed on the 28/10/97.*

*Reviewed on the 04/09/98.*

*Reviewed on the 19/01/00.*

*Reviewed on the 05/06/00.*

*Reviewed on the 20/09/00*

*Reviewed on the 23/01/01*

*Reviewed on the 08/10/02*

*Reviewed on the 07/05/03*

*Reviewed August 2009*

- **Yard Areas**

- ◆ In the Junior Yard, children may only play football in the designated area.
- ◆ In the Senior Yard, there are two areas for shooting baskets or walking. The soccer pitch is used during small breaks as a running area, on a rota basis.

- **Swimming**

- ◆ The buses are staggered i.e. one class will come into the dressing room before the second. Therefore the majority of the first class will be changed and started their lessons before the second class arrives by bus.
- ◆ No running is allowed in the dressing room, on the poolside, to and from the bus.
- ◆ A note explaining all the rules of swimming is given to parents before they join.
- ◆ Pupils must obey/listen to instructors and treat all instructors with respect.
- ◆ Teachers will continue to supervise pupils while they are under instruction.
- ◆ Teachers will monitor the dressing room throughout the session - for boys going to the toilets.
- ◆ Parents are encourage to collect their children on time after swimming. Parents of children who are constantly collected late will be contacted. The boy in charge of recording Swimming Chances will ask the Teachers on swimming duty about this also.

- **Surfing**

- ◆ The children are driven by teachers (and occasionally parents). Half of sixth class go surfing and the second half go swimming.

- **Job Sharing**

- ◆ In line with the Job Sharing Policy teachers on job sharing may share one Supervision post.

- **Breaking up the class** - if a teacher is missing and cannot be substituted e.g. EPV day, a Resource Teacher / Principal will divide up the class as per the **nine groups list** - kept in the teacher's Orange File.
- Teachers will ensure that all **children have left the classroom** before they themselves go out - especially in the Junior Classes.
- **Football Leagues** have proved to be a successful way of 'occupying' children during lunch time and these should be continued. Swingball, Croquet, hula hoops, chess, marbles and skipping ropes will also be used. Basketball - shooting is only permitted.
- The **Football Pitch (grass area)** will be divided up into a number of areas - running areas and a space for croquet / cricket. The yard will be used for swingball, soccer and basketball shots. It is done on a rota basis, so that each class gets access to the pitch during the week.

● If a teacher roistered for yard duty is **absent**, the next teacher in line will do duty on that day. The teacher may make prior arrangements if they wish but this must be notified to Tadhg O'Driscoll (SDT).

- **A circular** informing parents of the times that teachers would be responsible for the pupils is given to all families. The circular reads as follows – “Although the gate to the school is opened before 9.00a.m., this is done solely to avoid having the children in danger near the main roads.  
**Supervision will commence at 9.00a.m..**  
Classes commence each day at **9.10a.m. sharp.**  
Classes end each day at - **2.00p.m. (Infs) 3.00p.m. (1st - 6th)**  
Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate.  
To meet Insurance requirements, no pupil is allowed to remain on in school or school premises after 3.00p.m, unless supervised by a teacher for extra-curricular activities, Homework Club or any other school related matter.  
In the case of pupils travelling by school bus, the school cannot accept responsibility for escorting them from the bus to the school, or from the school to the bus. Parents who feel that their children need to be escorted on these occasions should make arrangements to ensure that some escort is provided.
- *Please note: the school bus will be dropping children off and collecting them **just outside the new gate.***”

## RESOURCES

- Whistle for lining up children.
- Calendars in staff room for yard duty rotas, 10 minute duty and Warden

- **On Wet Days –**

- **9.00 - 9.10 a.m. only**

On Wet days children will be brought into the two classrooms near the Office. The children bring their coats and bags to their own classrooms first. Children must remain seated and once their teacher arrives, they may go to their own classroom.

- **11.00 a.m.**

All classes (Senior and Junior) remain in their own rooms.

- **12.30 p.m.**

- **Junior Classes**

- On **wet days**, children from all four classes will go into two rooms. *Children must have their lunch before they move to the other classroom. Children must remain seated in both these rooms.*

- **Who is the second teacher on duty on a wet day?**

Whoever is next on the list is the second person on duty.

- **Senior Classes**

Children remain seated in their classrooms. Some activity could be given to the children. *All children remain in their own rooms.*

- **Resource/Learning Support/R.T.T. Classes/EAL**

Children from these classes will be supervised coming to/from their classrooms by the teachers mentioned above.

- **Supervision at 2.00p.m./3.00p.m.**

**Junior and Senior Infants** will be escorted to the Junior yard, until their parents arrive. If parents are late, the children will be brought back to their own classroom. Those who are waiting to be collected at 3.00 p.m. will be supervised in the classrooms.

**Rang 1 - 6** may leave the school using either exit, but if they are waiting to be collected they must wait *inside* the school yards. The teacher on Warden duty in the Junior Yard will keep a watchful eye on children leaving the school. In the Senior Yard Barth said that he would do it as often as possible.

- **Sick Children - Staying in at lunch break**

Parents have been informed that children will only be allowed to remain in at lunch times if they have brought in a note beforehand. Parents were also informed that it will not always be possible to provide supervision for these children.

- **Children leaving the school early**

Parents have been informed that permission will only be given for children to leave the school early (to go to the dentist, doctor or any reason), on foot of a note from a parent /guardian or collected by a parent/guardian.

- **Wardens -**

Warden duty will be done on O'Rahilly Street only - at 3.00p.m..

- ◆ Mr. Harte will supervise the Wardens each day.
    - ◆ For closures at 12.00 p.m. or at any other time the same is true.

- **Lining up, entering and exiting the school**

*The following procedures will be reviewed at the next staff meeting to assess their effectiveness.*

- ◆ *All* children will line up in the new senior yard at 9.10 a.m. **All children** will enter the school by the new front door and walk down the corridor to their own classrooms. The rule regarding no talking in the corridor, looking at notice boards while entering the school will be strictly enforced.
    - ◆ **Infants** will exit/enter the building for breaks by the back door.
    - ◆ **Rang 1 - Rang 6** will exit the building by the front door.
    - ◆ Children will have to be reminded often to wipe their feet on the mats provided in the corridor and in their classrooms and to take care of their new school.

- **Toilets**

- ◆ Children in the Junior Yard can use the toilets near the back door as usual.
    - ◆ Children in the Senior Yard should be encouraged to use the toilet in their classroom before going to the yard as there is only an *emergency* toilet available. Children will have to line up to use this toilet near the exit gate.
    - ◆ There are children on *Toilet Door Duty* in the Junior/Senior Sections.