

## 5.2. SUPERVISION OF STUDENTS

### P O L I C Y

The school will assume responsibility for the safety and wellbeing of children within the school grounds between 8.30am and 3.15pm. No responsibility is accepted outside of these times unless prior arrangements have been made through the school office.

#### **Before School**

Staff have become concerned about the safety of children who arrive very early, well before the majority of staff arrive at school and certainly before the patrol goes on duty at 8.30 a.m. Early arrivals are likely to be linked to parental work commitments. If children absolutely have to be at school early because of work commitments, they should be in the central courtyard, where there is some safety in numbers – in an unsupervised situation. There is also shelter in this courtyard area should it be raining. Children should not be on the adventure playground or climbing trees before school.

Some teachers may from time to time invite children into the classroom prior to 8.30, perhaps to do some tidying or setting up – but this will be on an informal basis only and should not be an expectation.

Once the road patrol goes out, pupils can roam freely within the school grounds.

Supervised activities before school such as sports team practices which sometimes start at 8a.m on the courtyard or field are an exception to this ruling

N.B. The Parnell Trust will trial before school care in the hall for a period during 2009 to determine long term viability.

#### **After School**

After 3.15 the school's duty of care ceases, unless prior arrangements have been made. Students may be on site under parental supervision (e.g. for Friday Café/ sports practice)

The Parnell Trust runs an after school care programme for students each school day from 3p.m to 6 p.m. Parents can make a booking for a place through the trust. Current contact details are available in the office.

Adult supervised activities such as sports practices may also occur at these times.

#### **Playtimes /Lunchtimes**

#### **DUTY AND PLAYGROUND SUPERVISION**

Playground supervision is a requirement of teaching at morning tea and lunch breaks. A duty roster will be drawn up by the deputy principal each year placing a minimum of three teachers at a time. The roster is on display in the staffroom and on the Teacher Drive and all staff should familiarise themselves with this. If changes occur the roster will be updated by the DP. Staff who are unable to do their duty, (e.g. class trips) please advise the DP and arrange to exchange duties with someone else.

The requirements of playground duty are detailed in the annual edition of the Parnell District School teacher's handbook but cover each of the schools 3 main areas.

**Duty Areas (Roster organised by the Deputy Principal)**

1. Apex – all outside areas and Rooms 1, 2, 4.
  2. Court Area – Junior adventure playground, Rooms 5,6,8,9 and 23,24 25, hall and library
  3. Main Field – Fitness circuit, field, Rooms 11,12,13,14,16 and 20
- If nobody is on duty in an area, the office should be notified. On wet days the same duty areas apply

**Crossing Patrol**

8.30 - 8.50 am and 3.00 - 3.15pm - St. Stephens Avenue and Gladstone Road.  
Volunteer Parents carry out this supervision. Road patrol monitors (Y7/8 pupils) are on duty.

**Notes**

1. Road patrols are to wait until the adult is present to go out to the crossing.
2. Parent (or staff member) to wear a brightly coloured school supplied vest
3. The patrollers have been trained by the Traffic Education police and should follow taught procedures.

**Tree Climbing** is permitted only up to the blue spray painted marks on identified trees which have been identified as sturdy enough to be climbed.

**Wet Day Duty**

Teachers are required to supervise their own class eating lunch in the classrooms for 10 minutes. Senior students are allocated to classrooms to assist in supervision of younger children .The decision to call a wet day is decided by the duty teachers

**Grounds** – The caretaker /or in his absence the principal will open /close the field. Room 16 is responsible for putting out and bringing in the goal post protectors

**Lunch time duty**

In an effort to cut down on litter the following regime was trialed and adopted from Term 4, 2007

**Lunch eating is supervised** 12.30 till 12.40 – children eat in class. If children are not finished after ten minutes they can go to a designated area in the courtyard under teacher supervision to finish eating. In summer intermediate/ middle children can sit in the area outside the technology room in the courtyard. Junior children sit in front of Room 5. Children are not left in the class eating unsupervised

**School Trip supervision:** See outdoor education policy.

Signed \_\_\_\_\_ Date 12/6/09 Review 2012.