



**LONGACRE SCHOOL  
SUPERVISION DUTIES AND PLAYTIME POLICY**

**This policy includes the Early Years Foundation Stage**

*Policy Reviewed: November 2020*

*Policy to be reviewed: November 2021*

At Longacre School we live in a community and treat one another as we wish to be treated (both children and staff). It should be noted that teachers are always 'on duty' in this community and we are always looking after the children in our care. This is essential if our pastoral care is to be effective. This is explained from the very first Induction meeting taken by the Deputy Head for all new staff.

**We are all responsible for the behaviour of children on the school premises. Throughout the day, staff should consistently exercise the School's Behavioral Management and Sanctions Policy.**

**Staff have a duty to:**

1. Deal with inappropriate behaviour
2. Report it immediately to the Deputy Head, or another member of the SLT. This should be followed up with the completion of a Pupil Form on the School Management System.

**Duties and Play Time Arrangements (Please see attached Appendix A for current procedures whilst COVID restrictions are in place – to be removed when we revert to existing procedures)**

**1. Duties in Nursery (Kindergarten Morning Break):**

These duties are arranged by the Nursery and Kindergarten staff to suit their staffing and working day. The requirements are then sent to the Director of Studies.

The following ratios are adhered to;

- Children ages 2½-3 years: 1 adult to 5 children
- Children aged 3-4 years: 1 adult to 8 children

**2. 7.30am - 8.20am Breakfast Club:**

Children in Nursery and Kindergarten who arrive between 7.30am-8.20am are to wait in the Nursery Classroom. This is supervised by one member of staff. Children from Reception to Form VI who arrive between 7.30am-8.00am wait quietly in the dining room. This is supervised by one member of staff.

Those children from Reception to Form VI, who arrive from 8am, are to wait quietly in the dining room which is supervised by one member of staff. The children should wait quietly until 8.20am when they are allowed to go to their form rooms. By 8.20am all Form Staff should be in their Form Rooms.

**3. Outside Morning Break (Woods) - 10.50am - 11.10am:**

Three members of staff supervise the woods at first break. One member of staff by the double doors, one member of staff by the Clamber Stack (a maximum of 12 children at one time/trainers must be warn/not to be used in wet weather) and one member of staff by the Trim Trail (one child per section

at any one time/not to be used in wet weather). Whilst the positioning of staff is key, all duty staff must be both mobile and visible at all times. Staff are not restricted to standing by the aforementioned locations.

#### **4. Nursery, Kindergarten and Reception Lunch - 11.50pm:**

Nursery, Kindergarten and Reception children have their lunch in the Dining Room and are supervised by their class teachers until the lunch duty staff arrive.

#### **5. Indoor Lunch: 12.10pm - 12.40pm & 12.40pm - 1.10pm:**

Two members of staff supervise the Dining Room; duties include monitoring the lunch queue, quelling loud noises and encouraging acceptable eating habits and table manners. All staff who do not have a lunch duty or lunchtime club must eat with the children and encourage good manners and etiquette. Duty staff are supported by members of Form VI, to assist with the clearing and organization of tables.

#### **6. Lunch: Woods 12.10pm-1.10pm:**

Three lunchtime supervisors manage the woods at lunch. One member of staff by the double doors, one member of staff by the Clamber Stack (a maximum of 12 children at one time/trainers must be warn/not to be used in wet weather) and one member of staff by the Trim Trail (one child per section at any one time/not to be used in wet weather). Whilst the positioning of staff is key, all duty staff must be both mobile and visible at all times. Staff are not restricted to standing by the aforementioned locations.

#### **7. Changing in Prep for Games 12.10pm - 12.30pm:**

Children who have Games in the afternoon or an after-school club need to change between 12.10pm – 12.30pm. This is supervised by one member of staff.

#### **8. End of Day - 3.45pm:**

All teachers are responsible for their own classes until they hand the children over to the adult collecting them or take them to the Palmer Hall. If the normal agreed person is not picking up a pupil, the parent / guardian must inform the class teacher by filling in the 'Going Home Sheet', which is kept by the front door of each Form room. If this has not been completed then the parent must be contacted to gain permission before the pupil is allowed to go.

#### **9. Registration for After School Activities – 3.45pm - 4.00pm:**

Two members of staff supervise the children in the Palmer Hall, if they are staying for after school activities. Each member of staff leading an activity will register their club (registers kept in the School Office).

#### **10. Activities / Prep - 4.00pm - 4.45 pm:**

At 4.45pm children are dismissed from the Quad. Each member of staff responsible for an Activity must hand their children over to the adult collecting them. Staff are responsible for the supervision of the children until collection. Where parents are more than 15 minutes late for collection, staff can ask the School Office to contact the parents, however the responsibility for supervision remains with the staff concerned.

### **11. After School Care 4.00pm – 6.00pm:**

After School Care for children from Nursery and Kindergarten takes place in the Nursery classroom and is coordinated and run by Longacre staff. Children are registered in and out. After 6pm children left at School will be required to stay with the supervising Longacre staff until collected, should the Head be available he will return to school to take over.

After School Care for children from Reception to Form VI, takes place in the Pre-Prep Library and is coordinated and run by Longacre staff. Children are registered in and out. After 6pm children left at School will be required to stay with the supervising Longacre staff until collected, should the Head be available he will return to school to take over.

### **12. Toilets during Break Times:**

Woods – Toilets in the Jubilee block

### **13. Wet Weather play:**

We try to have outdoor play whenever possible. The Deputy Head makes the decision whether it is indoor or outdoor play and communicates this to all staff, usually through email. One class room in the Jubilee block is used to supervise Reception – Form II children and one class in the Founders building is used to supervise children in Form III – VI children. Class teachers are responsible for establishing classroom rules/items available. Four members of staff are on duty to supervise these two classrooms and establish an appropriate climate i.e. it is not outdoor break indoors. DVDs are allowed for wet play.

### **14. School Journeys:**

For the supervision of children during organised school trips please refer to the Educational Trips Policy. In addition to these organised events the school mini-buses are used to transport children on the morning school run and to and from fixtures. Only drivers who have passed an independently assessed test and are old enough will be eligible to drive the minibus. It is the member of staff's responsibility to check that the bus is road worthy and to check that every pupil has his or her seatbelt fastened before setting off. Further guidance can be found in the 'Transporting children' section of the School Staff Behaviour Policy.

### **15. Sports Fixtures:**

The school participates in a range of fixtures and tournaments both at the school and off-site. Each team has an allocated member of staff, who is responsible for the members of that team. This responsibility starts when they leave the school site and does not end until they have been collected by parents or nominated person. Collection may take place from the venue, with a handshake dismissal and in sight of the parent/nominated person. Upon return to school, the allocated member of staff is responsible for the whole team until the last one is collected (even if this is beyond the published return time). Children are not to be sent to After-School Care or asked to wait in Reception.

## Appendix A: COVID 19 Procedures

### 1. Duties in Nursery (Kindergarten Morning Break):

These duties are arranged by the Nursery and Kindergarten staff to suit their staffing and working day. The requirements are then sent to the Director of Studies.

The following ratios are adhered to;

- Children ages 2½-3 years: 1 adult to 5 children
- Children aged 3-4 years: 1 adult to 8 children

### 2. 7.30am - 8.20am Breakfast Club:

- Bookings to be made via the School Office.
- All children attending must be pre-booked, with at least 48hrs notice. We are unable to accept children who are not on the register or booked in.
- **Early Morning Club (Nursery & KG)**
  - Sessions will run Monday to Friday in the Nursery Building
  - Sessions run from 7.30am – 8.45am
  - Children can arrive any time from 7.30am
  - **We cannot accept any ad-hoc arrivals.**
- **Early Morning Club (Reception – Form VI)**
  - Sessions will run Monday to Friday in the Dining Hall
  - Sessions run from 7.30am – 8.30am, with children being dismissed at the appropriate time in line with their staggered start.
  - Children can arrive any time from 7.30am
  - Each year group will have an allocated table and be required to remain at that table for the duration of the session.
  - **We cannot accept any ad-hoc arrivals.**

### 3. Break:

- Break will be supervised by the staff within the individual hubs.
- There will be no mixing of hubs at break, in line with Government Guidance.

	Form VI	Form V	Form IV	Form III	Form II	Form I
<b>Monday</b>	Astro	Woods 2	B Field	Top Field	Woods 3	Woods 1
<b>Tuesday</b>	Woods 1	Astro	Woods 2	B Field	Top Field	Woods 3
<b>Wednesday</b>	Woods 3	Woods 1	Astro	Woods 2	B Field	Top Field
<b>Thursday</b>	Astro	Woods 3	Woods 1	Top Field	Woods 2	B Field
<b>Friday</b>	Woods 3	Astro	B Field	Woods 1	Top Field	Woods 2

### 4. Lunch

- All children will be having hot lunches on a daily basis, in the Dining Hall (with the exception of Nursery who will have lunch in the Pre-School Building).
- There will be no mixing of hubs at lunch, in line with Government Guidance.
- Lunch will take place over three sittings:
  - 11.30 – 12.00: KG & Reception
  - 12.10 – 12.40: Forms I, II & III
  - 12.40 – 13.10: Forms IV, V & VI

- Members of the Senior Leadership Team will supervise the Dining Hall between 12.10 & 13.10:

	<b>12.10 – 12.40</b>	<b>12.40 – 13.10</b>
<b>Monday</b>	M Bryan	B Moir
<b>Tuesday</b>	B Moir	N Mould
<b>Wednesday</b>	C Coley-Maud	N Mould
<b>Thursday</b>	D Harry	M Bryan
<b>Friday</b>	C Coley-Maud	D Harry

- Whilst one-year group lines up to be served, the remaining two-year groups in the 'sitting' will be allocated space on the fields to play/wait.
- Year groups will sit separately in the Dining Hall, as directed by staff.
- Once children have finished lunch they will return to their allocated area on the field, until service has finished and they can relocate to the Woods.
- Allocated plays paces for the remainder of lunchtime:
  - 12.10 – 12.40:
    - Woods 1 – Form IV
    - Woods 2 – Form V
    - Woods 3 – Form VI
  - 12.40 – 13.10:
    - Woods 1 – Form I
    - Woods 2 – Form II
    - Woods 3 – Form III
- All dietary needs that have been declared on our medical forms will continue to be met.

#### **5. End of Day - 3.45pm:**

Due to the staggered end to the day some children will have a gap between finishing school and the start of activities. In these instances, a member of staff from the year group bubble will supervise the children until such time as activities start.

Children will either go directly to the activities or in the case of the younger children be taken to the activity, where they will be registered. There will be no mass gathering of children in The Palmer Hall.

If the normal agreed person is not picking up a pupil, the parent / guardian must inform the class teacher by filling in the 'Going Home Sheet', which is kept by the front door of each Form room. If this has not been completed then the parent must be contacted to gain permission before the pupil is allowed to go.

#### **6. After School Care**

- After-School Care (Nursery & KG)
  - Sessions will run Monday to Friday in the Nursery Building
  - Sessions run from 4.00pm – 6.00pm. Children can be collected at any point during this time
  - Snacks will be provided for all children.
  - All sessions must be pre-booked.
  - **We cannot accept any ad-hoc arrivals that have not been booked in.**
- After-School Care (Reception – Form VI)
  - Sessions will run Monday to Friday in the Dining Hall
  - Sessions run from 4.00pm – 6.00pm. Children can be collected at any point during this time
  - Each year group will have an allocated table and be required to remain at that table for the duration of the session.
  - All children will complete any homework or spellings between 4.00pm & 4.45pm. If nothing has been set children will be required to read whilst the others complete the set tasks.
  - Snacks will be provided for those children staying beyond 4.45pm.

- **We cannot accept any ad-hoc arrivals that have not been booked in.**

### **7. Activities / Prep - 4.00pm - 4.45 pm:**

At 4.45pm children are dismissed from their collection points. Each member of staff responsible for an Activity must hand their children over to the adult collecting them. Staff are responsible for the supervision of the children until collection. Where parents are more than 15 minutes late for collection, staff can ask the School Office to contact the parents, however the responsibility for supervision remains with the staff concerned.

### **8. Toilets during Break Times:**

- Children will be expected to only use the areas allocated to them:
  - Form VI – Toilets between P9 & the Art Room
  - Form V – The toilet on the outside of the Dining Hall
  - Form IV – Toilets between IVT & the Science Lab
  - Form III – Toilets on the Ground Floor of The Founders Building
  - Form II – Library Toilets
  - Form I – Boys toilets in the Jubilee Block
  - Reception – Girls toilets in the Jubilee Block
  - KG & Nur – Toilets on the Pre-School Building
  - Staff – Toilets on the first floor of School House, Staff Changing Rooms & the Disabled Toilet on the Ground Floor of Founders.
  - **All other toilets are out of action.**

### **9. Wet Weather play:**

We try to have outdoor play whenever possible. The Deputy Head makes the decision whether it is indoor or outdoor play and communicates this to all staff, usually through email. Each year group will have to stay in their bubbles at break time.

### **10. School Journeys:**

- In the Michaelmas Term, schools can resume non-overnight domestic educational visits, subject to the venues being open.
- Any trip will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.
- The School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.

For the supervision of children during organised school trips please refer to the Educational Trips Policy. In addition to these organised events the school mini-buses are used to transport children on the morning school run and to and from fixtures. Only drivers who have passed an independently assessed test and are old enough will be eligible to drive the minibus. It is the member of staff's responsibility to check that the bus is road worthy and to check that every pupil has his or her seatbelt fastened before setting off. Further guidance can be found in the 'Transporting children' section of the School Staff Behaviour Policy.

### **11. Sports Fixtures:**

Currently not taking place.

## 12. Collection and Drop Off Points

### Drop-off & Collection Timings:

#### Drop-Off

8.15 – 8.30	<b>Form VI</b> Palmer Hall	<b>Form V</b> Field Gate	<b>Form IV</b> School House Path
8.30 – 8.45	<b>Form III</b> Field Gate	<b>Form II</b> School House Path	<b>Form I</b> Jubilee Gate
8.45 – 9.00	<b>Reception</b> Jubilee Gate	<b>KG</b> KG Entrance	<b>Nursery</b> Nursery Entrance

#### Collection:

3.15 – 3.30	<b>Reception</b> Jubilee Gate	<b>KG</b> KG Entrance	<b>Nursery</b> Nursery Entrance
3.30 – 3.45	<b>Form III</b> Field Gate	<b>Form II</b> School House Path	<b>Form I</b> Jubilee Gate
3.45 – 4.00	<b>Form VI</b> Palmer Hall	<b>Form V</b> Field Gate	<b>Form IV</b> School House Path

### Drop-off & Collection Locations:

- From Monday 7<sup>th</sup> September, for children in Form II – VI, the Form Teachers will be in the classrooms at the beginning of the day, however a member of SLT will be at each 'drop-off zone' to oversee arrival.
- **Nursery and Kindergarten:**
  - Parents are asked to use the Top Car Park and use the temporary pathway created in front of the picket fence.
  - In line with Government Guidance, one parent is allowed to leave the car and take children to drop-off/collection point
  - **Parents will not be allowed inside the classrooms and are asked to queue outside using the 2m markers.**
  - Children will be collected from the same location as where they were dropped and we again ask that the 2m social distancing markers are adhered to.
  - Collection for those only attending morning sessions remains at 1pm.
- **Reception:**
  - Reception parents are asked to park in the **Top Car Park (School end)**.
  - In line with Government Guidance, one parent is allowed to leave the car and take children to their classroom.
  - **Parents will not be allowed inside the classrooms and are asked to queue outside using the 2m markers.**
  - Access to the classrooms will be along the path in front of School House and via the middle pathway in the Quad.
  - Children will be collected from their classroom and we again ask that the 2m social distancing markers are adhered to.
- **Form I:**
  - Form I parents are asked to park in the **Top Car Park (School end)**.
  - In line with Government Guidance, one parent is allowed to leave the car and take children to their classroom.
  - **Parents will not be allowed inside the classrooms and are asked to queue outside using the 2m markers.**
  - Access to the classrooms will be using the temporary pathway created in front of the picket fence and via the middle pathway in the Quad.

- Children will be collected from their classroom and we again ask that the 2m social distancing markers are adhered to.
- We will be reviewing the drop-off and collection arrangements for Form I after a couple of weeks of term, with the intention being for the children to be dropped at the School House Gate.
- **Form II:**
  - Form II will be dropped off and collected from the **Top Car Park (School House Gate)**
  - Parents are asked to drop their child at the School House Gate where they will initially be met by staff, for the first two days of term.
  - Once the children are familiar with the drop-off, form teachers will meet the children in the classrooms. Members of the SLT will supervise the Field Gate.
  - In line with Government Guidance, one parent is allowed to leave the car and take children to drop-off/collection point
  - For collection the children will be on the lawn inside the gate, in their bubbles, and we ask that parents queue up outside the fence.
  - The children will be sent over by the Form Teacher and Teaching Assistant.
- **Form III:**
  - Form III will be dropped off and collected from the **Top Car Park (Field End)**
  - Parents are asked to drop their child at the Field Gate where they will initially be met by staff, for the first two days of term.
  - **Parents are asked not to park in the two bays directly in front of the new gate, restricting access (this area will be coned off).**
  - Once the children are familiar with the drop-off, form teachers will meet the children in the classrooms. Members of the SLT will supervise the Field Gate.
  - In line with Government Guidance, one parent is allowed to leave the car and take children to drop-off/collection point
  - For collection the children will be on the field, in their hubs, and we ask that parents queue up outside the fence. The children will be sent over by the Form Teacher and Teaching Assistant.
- **Form IV:**
  - Form IV will be dropped off and collected from the **Top Car Park (School House Gate)**
  - Parents are asked to drop their child at the School House Gate where they will initially be met by staff, for the first two days of term.
  - Once the children are familiar with the drop-off, form teachers will meet the children in the classrooms. Members of the SLT will supervise the Field Gate.
  - In line with Government Guidance, one parent is allowed to leave the car and take children to drop-off/collection point
  - For collection the children will be on the lawn inside the gate, in their bubbles, and we ask that parents queue up outside the fence.
  - The children will be sent over by the Form Teacher.
- **Form V:**
  - Form V will be dropped off and collected from the **Top Car Park (Field End)**
  - Parents are asked to drop their child at the Field Gate where they will initially be met by staff, for the first two days of term.
  - **Parents are asked not to park in the two bays directly in front of the new gate, restricting access (this area will be coned off).**
  - Once the children are familiar with the drop-off, form teachers will meet the children in the classrooms. Members of the SLT will supervise the Field Gate.
  - In line with Government Guidance, one parent is allowed to leave the car and take children to drop-off/collection point
  - For collection the children will be on the field, in their hubs, and we ask that parents queue up outside the fence. The children will be sent over by the Form Teacher.
- **Form VI:**
  - Form VI will be dropped off and collected by the pedestrian crossing in front of the **Palmer Hall.**

- Parents are asked to remain in their cars, in line with Government Guidance.
- There will be a member of staff at the drop-off/collection point to oversee the children getting out of cars.
- We ask that parents use the road system in from the Palmer Hall in its usual format, taking advantage of the roundabout.
- For collection the children will be sent over to the 'collection point' in order of car arrival. We ask that you please remain in your cars and follow the signs.
- **If parents arrive outside to the allocated time slot they may be asked to wait until other year hubs have entered the school, to prevent mixing of hubs.**