



## **LONGACRE SCHOOL SUPERVISION DUTIES AND PLAYTIME POLICY**

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

***Policy Reviewed: November 2022***

***Policy to be reviewed: November 2023***

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**

#### **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 2-3 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 (Prep School) and 8.30am (Pre-Prep) when they are allowed to go to their form rooms. By 8.20am (Prep School) and 8.30am (Pre-Prep) 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 between 12.10pm & 12.40pm, whilst one member of staff supervises the second sitting (12.40pm – 1.10pm); 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. End of Day – 3.30pm (Pre-Prep), 3.45pm (Prep):**

All teachers are responsible for their own classes until they hand the children over to the adult collecting them or they are dismissed to clubs (at 4.00pm). 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.

**8. Activities / Prep - 4.00pm - 4.45 pm:**

At 4.45pm children are dismissed from the Quad or venue of the Activity. 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, and the children will be placed in after-school care.

**9. 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.

After School Care for children from Reception to Form VI, takes place in the Dining Hall and is coordinated and run by Lion's Academy staff. Children are registered in and out. After 6pm children left at School will be required to stay with the supervising staff until collected.

**10. Toilets during Break Times:**

Woods – Toilets in the Jubilee block

**11. 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 two classrooms in the Founders building is used to supervise children in Form III – VI children. Class teachers are responsible for establishing classroom rules/items available. Three members of staff are on duty to supervise these

classrooms and establish an appropriate climate i.e. it is not outdoor break indoors. DVDs are allowed for wet play.

## **12. 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 and evening 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.

## **13. 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. Once 15 minutes after the published collection time passes, staff send any remaining children to After-School Care and parents will be charged accordingly.