



Supervision of Pupils on School Premises

This policy applies to all pupils in school, including EYFS

Reviewed: November 2017

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Annual Review: Autumn Term

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Supervision of Pupils on School Premises

This policy applies to Gateway School, together with its EYFS setting.

We are all responsible for the behaviour of children on the school premises, in and outside lessons. If members of staff work together on a consistent basis to communicate, model and reinforce expected standards of behaviour then this will be to the benefit of all. Throughout the day, staff should exercise their authority whenever they see a child behaving in a manner unacceptable to the School.

Staff have a duty to:

- Deal with inappropriate behaviour, including appropriate sanctions
- Report it where necessary

Children should not receive mixed messages because of inconsistency in staff responses.

Do not allow: running between classrooms
over boisterous games
screaming and shrieking, particularly near classrooms
litter to be dropped

Look out for: taunting/teasing
lonely children
game wreckers
children playing outside their age groups

General rules: access to the lower field is by the path
the car park is always out of bounds
children should use the zebra crossing
access to the slope between the tennis courts is forbidden

Break Duties:

- Four playground supervisors are in school from 9.50 – 14.00 hours. A member of the teaching staff or an LSA is also on duty
- The school nurse is available throughout breaks and lunchtimes.
- Teachers and LSAs are on duty to monitor children's behaviour and to support the supervisors.

Establish your role with the supervisory staff.

- The checking of classrooms and toilets on the ground floor is part of the duty.
- Teachers on duty with younger children should try to promote an awareness of traditional playground games and activities.
- Teachers should promote sensible behaviour among pupils and intervene when that behaviour is likely to become intrusive, destructive or hazardous.
- Any such behaviour should be dealt with and reported to the Head of Pastoral Care.
- A bell signals the end of break and children stand still. Another bell indicates that children should line up after first break or walk to locker areas / classrooms quietly. Conversation between staff is inappropriate at these moments.

Wet Breaks:

- Playground supervisors share 'walkabout' with teaching staff and LSAs on duty, (children in rooms).

- Class teachers and/ or LSAs supervise classes. There is a wet weather plan in operation which must be followed.

Acceptable Activities by Area:

- Football is restricted to the Lower Court.
- Other ball games may be played on the Top Court.
- The patio is a quiet area for the younger children. Running and ball games are forbidden here. The area between teaching blocks is a place for quiet games.

Pupil Conduct when moving between lessons:

- Pupils are given organisational time to get their materials ready for a sequence of lessons.
- Pupils are dismissed en bloc from a classroom.
- They should move to the next lesson quietly
- On arrival they should line up outside the classroom in a quiet and orderly manner, though children may enter a room sensibly to avoid congestion – and rain!
- Children should not go back to their lockers between lessons unless requested to by a teacher

Staff should be pro-active in supervising the movement of senior children between lessons, this ensures that children arrive on time and in a calm fashion.

In EYFS

Supervision of the children in the Preschool will retain ratios of 1:4 for 2 year olds and 1:8 for 3 and 4 year olds. A two year old, in the term before their third birthday may work as part of a group of up to 8 children, where most of the children are already three. A qualified teacher or a Level 6 qualified Early Years Practitioner may work with a group of up to 13 three and four year olds.

Break Times

At break and lunch times the Preschool staffing will be supplemented by playground supervisors. Reception join Years 1-2 as part of break and lunch, and Years 1- 4 for part of lunchtime. This is covered by playground supervisors and staff.

Responsibilities

The Head of Staff has responsibility for Review of this policy. All staff will have responsibility for its enactment.

Example of playground rota for playground staff:

Playground staff rota 2016-17					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.50 - 10.10	Nursery Break	Nursery Break	Nursery Break	Nursery Break	Nursery Break

10.10 - 10.30	Rec - Y2 Break	Rec - Y2 Break	Rec - Y2 Break	Rec - Y2 Break	Rec - Y2 Break
10.45 - 11.05	Y3 - 6 Break	Y3 - 6 Break	Y3 - 6 Break	Y3 - 6 Break	Y3 - 6 Break
11.05	Nursery Break	Nursery Break	Nursery Break	Nursery Break	Nursery Break
	Lunch	Lunch	Lunch	Lunch	Lunch
12.00 (4)	Nursery Lunch	Nursery Lunch	Nursery Lunch	Nursery Lunch	Nursery Lunch
12.15 - 12.30	Y3,4 break	Y3,4 break	Y3,4 break	Y3,4 break	Y3,4 break
12.30	Rec - Y2 break	Rec - Y2 break	Rec - Y2 break	Rec - Y2 break	Rec - Y2 break
12.45	Rec - Y4 break	Rec - Y4 break	Rec - Y4 break	Rec - Y4 break	Rec - Y4 break
1.15	Y5, 6 break	Y5, 6 break	Y5, 6 break	Y5, 6 break	Y5, 6 break
1.50	Finish	Finish	Finish	Finish	Finish

WET BREAK SUPERVISION ARRANGEMENTS (INSIDE) 2016 - 17

Rec – Y4

In the rare event of wet break being called, please could you follow these arrangements. If LSAs are on wet break duty, please could they take their break *after* the duty:

10.10 – 10.30	
Rec AT (H4)	JW
Rec ES (H5)	
1JI (H6/7)	CTi
1SK (H8/9)	KH
2KBr (H11)	staff on break duty
2AH (H10)	LU
10.45 - 11.05	
3KG (T1)	TS/ KM
3CO (H2)	CTi
4EF (T2)	JW

4JC (N1)	KH
4RW (N5)	AS
5AB T3	Member of staff on duty
5DL G8	RB (Mon - Wed), LR (Thur, Fri)
5SR T4	LU
6TH N3	SGu
6WOH G9	NG
6AAT N2	JH (Mon, Tue, Wed, Fri)

LUNCHTIME SUPERVISION**Rec - Year 4****12.00 - 12.30**

Playground staff will be in the Pre-School until **12.30** and most LSAs help in the hall, so **please could all staff and LSAs who aren't in the hall stay with their classes in their classrooms until they go for lunch.**

12.30 - 1.15

After 12.30, please could any LSAs not already helping in the hall during this time, supervise the children who they usually work with and take their break when lessons start at 1.15 if they haven't already had one. Please could teaching staff liaise with others who work in the same area and take staggered breaks so that all areas are supervised. The playground staff will circulate and relieve staff when they can.

Years 5 and 6**1.15 - 1.50**

After the children have been dismissed from the hall please could tutors and assistants stagger their breaks and stay with their tutor groups in the rooms below. Please share the time fairly. Playground staff will circulate and relieve staff when they can.

5AB T3	member of staff on duty
5DL G8	JW
5SR T4	CTi
6WOH G9	LR

6TH S2 Mon, Tue N3 Wed, Thur T1 Fri	LU
6AAT N2 Mon, Tue, S2 Wed - Fri	KH

Reviewed November 2017 by Head of Staff