



## Supervision of Pupils on School Premises

This policy applies to all pupils in school, including EYFS

Reviewed:	September 2018
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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 – 13.50 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).
- Playground supervisors, 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 close to the T block 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 walk 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. 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:**

<b>Playground staff rota</b>					
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
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
	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
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	<b>Finish</b>	<b>Finish</b>	<b>Finish</b>	<b>Finish</b>	<b>Finish</b>

**WET BREAK SUPERVISION ARRANGEMENTS (INSIDE) 2018-19****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:

<b>10.10 – 10.30</b>	
Rec AT (H4)	<b>JW</b>
Rec ES (H5)	
1SV (H11)	<b>CTi</b>
1KH (H10)	<b>KH</b>

2KBr (H8/9)	<b>staff on break duty</b>
2LH (H6/7)	<b>LU</b>
<b>10.45 - 11.05</b>	
3KG (T1)	<b>NG (Mon - Thurs), ATh (Fri)</b>
3CO (H2)	<b>CTi</b>
3EF (T2)	<b>SJ</b>
4JC (N1)	<b>KCr</b>
4PK (N5)	<b>JGu</b>
6RW T3	<b>Member of staff on duty</b>
6TBu T4	<b>JW</b>
6DL G8	<b>LU</b>
5WOH G9	<b>LU</b>
5TH N3 (Tues in S2)	<b>SGu</b>
5AAT N2	<b>KH</b>

## 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	<b>member of staff on duty</b>
5DL G8	<b>JW</b>
5SR T4	<b>CTi</b>
6WOH G9	<b>LR</b>
6TH S2 Mon, Tue N1 Wed N3 Thur, Fri	<b>LU</b>
6AAT N2	<b>KH</b>

Reviewed September 2018 by Head of Staff