



St. Garvan's N.S., Caroreigh Supervision Policy

Updated January 2019

1. Provision of Supervision

Supervision is provided during the following breaks.

- First break: 10.50 a.m. to 11a.m.
- Lunch break: 12.30 p.m. to 1.00 p.m.

Pupils are supervised in class at all times and are escorted to the gate 1.40 p.m. and 2.40 p.m. Children on bus proceed out first at 2.40 p.m.

2. Defining the Play Area

The play area comprises a pitch, basketball court, a small yard and grass area. Pupils are advised to remain in these areas at all times.

During icy weather pupils remain indoors if the yard is deemed by principal/teacher on yard as too slippery.

3. Yard Rules

Classes are allocated specific play areas during play time. A Rota is in operation. Pupils are expected to behave properly at all times. Sanctions for misbehavior include: reprimand/separation from peers/detention/prescribed additional work/loss of privileges.

It is the responsibility of the teacher on the yard to administer sanctions for misbehavior.

All manners of bullying will be taken seriously and dealt with in accordance with school policy.

4. Recording of Incidents on the Yard

The accident/incident book will remain in the Secretary's Office at all times.

5. Rota

The supervision Rota is on display in the staff room. Each teacher is expected to familiarize themselves with this Rota.



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6. Absent Staff

On the occasion of the teachers being absent unexpectedly, the substitute teacher will cover the duty. If a teacher knows they will be absent of a given day they must arrange to swap duty in advance.

7. Sick Pupils / Detention

If a child is to remain inside, as decided by a teacher, he / she must stay in the *Sick Bay*, i.e. seating outside the office, where they are visible to the teacher on yard duty. Children on crutches must remain in the Sick Bay.

8. Procedures

Pupils eat their lunch from 12.30 to 12.40 p.m.

When pupils are dismissed from class at 10.50 a.m. and 12.40 p.m., they must walk out in orderly lines. The teacher on duty should ensure all children leave building at these times.

When the bell rings signaling the end of first/second break, pupils must assemble in an orderly line before they are collected and escorted inside by their class teacher to their respective classes.

If the weather is deemed too wet/icy etc. pupils will remain in their classrooms and are supervised by the teachers on duty.

9. Accident Procedures

For minor accidents the pupil is sent inside. There is a rota for dealing with administration of First Aid. Accidents must be recorded on the Accident Report Forms in the First Aid room. There is a First Aid kit available in the Principal's office. For serious accidents, every effort will be made to contact parents/guardians immediately. If parents/guardians cannot be contacted the school will continue to contact family doctor/emergency services. It will be the responsibility of the parent/guardian to pay the doctor.



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N.B. It is extremely important that teachers return to class promptly when bell rings after breaks.

10. Supervision During Non-Class Teacher Led Activities

The class teacher is responsible for the class. If a lesson is being taught by outside persons (i.e coaches, dance teacher, art teacher, music teacher etc.), the class teacher must remain present at all times.

11. Arrival / Dismissal

Morning supervision begins at 8:48am. The students will line up in the allocated class lines upon the 9am bell. The class teacher will collect their class and accompany them into the classroom. At home time, the class teacher will walk the class to the gate, where the students will only be released when the parent / guardian is present, at the gate.

This policy was reviewed by the Board of Management on 30th January 2019.

Signed: _____

Signed: _____

Chairperson, Board of Management

Principal

Date: _____

Date: _____