

REVIEWED: FEBRUARY 2017
NEXT REVIEW DATE: SPRING 2018
REVIEWED BY: DEPUTY HEAD
SIGNED BY: HEAD



Hazelwood School

SUPERVISION DUTIES AND PLAYTIME (Years 1-8)

At Hazelwood School we live in a community and treat one another as we wish to be treated (both pupils and staff). It should be noted that teachers are always 'on duty' in this community and we are always looking after the pupils 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 at the start of the academic year.

We are all responsible for the behaviour of pupils on the school premises. Throughout the day, staff should exercise their authority whenever they see a pupil behaving in a manner unacceptable to the School Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy. Staff have a duty to:

1. Deal with inappropriate behaviour
2. Report it immediately to Heads of Lower/Upper School, Heads of Year, Deputy Head and record it on School Base.

We try to have outdoor play whenever possible.

Wet day play

Staff on duty make the decision whether it is indoor or outdoor play and communicate this to all staff, usually through email. Class teachers are responsible for establishing classroom rules/items available in their own rooms. Assistants/form tutors supervise in their classrooms. Videos/DVDs are allowed for wet play.

Chestnut Duties

Duties in Chestnut Duties are arranged in Chestnut to suit their staffing and working day. They are then sent to the Head of Organisation/Deputy Head.

8.00am - 8.30am Early Room supervision

Sign in pupils arriving, general supervision of early morning play session by one Teaching Assistant (TA) and Assistant Tutors. Year 2 go to their classrooms at 8.15am.

10.25am - 10.50am Fruit Break

Four members of staff on duty in the playground - 1 teacher, 3 TAs.

12.00pm - 1.15pm Lunch

Teachers take their own classes to the hall and supervise. Two Year 1 TAs walk back to Chestnut with Year 1 pupils and supervise them in the playground. Two TA's walk back and collect Year 2 pupils to take back to Chestnut. The teacher remains in the Chestnut building in a classroom where they are accessible and can see the majority of the playground until the end of play.

3.30pm

All teachers are responsible for their own classes until they hand the pupils over to the adult collecting them or the teacher in charge of the Chestnut Extended Day. All pupils not going home with their parent (or named person) will need a note (or email) to that effect - if there is no note then telephone the parent for permission before the pupil is allowed to go.

Years 3 - 8 Duties and Play Time Arrangements

Games kit drop off supervision on Monday to Friday 8.15am - 8.30am in the changing rooms (Sports Staff).

Parents can access the changing rooms from 8am - 8.30 am on Mondays and 8.15am - 8.30am Tuesday to Friday.

No changing during breaks on Monday, Tuesday and Friday. The only exception is away matches and these are to be arranged and supervised by the team taker.

Games pupils often change during breaks on Wednesdays and Thursdays (with the exception of Early Morning Swimming or Girls' Football) if they have a fixture. These duties are on the Duty Rota circulated to staff.

Toilets during Break Times: Years 3-5 use "junior toilets" in the main building and Baily Building and Years 6-8 use theatre toilets.

Changing during lunch times for PE/Single Games/Afternoon Games to be supervised by Sports Staff and from 1.50pm - 2.00pm. NO changing before this, unless once again it is an away match and then the team taker should supervise the team.

NO football games are allowed in the courtyard, but pupils are allowed to play with tennis balls on the table tennis tables and the wall section opposite the table tennis table.

Staff eating in the Dining Hall and Hazelwood Room are responsible for supervision from the start of lunch until pupils have finished their lunch. Staff should be on time and sit amongst the pupils, encouraging acceptable eating habits and table manners. The lunch queue duty person is responsible for the courtyard.

At 1.05pm Year 3 may leave the Dining Hall and go directly to the tennis courts.

During wet lunch Years 3, 4, 7 and 8 go directly into the dining hall, and Years 5 and 6 line up under the sheltered area outside sports hall. Pupils to go to form rooms, form tutors to supervise their forms. Duty staff to patrol the various buildings.

Breakfast Club: 7.30am - 8.00am

Assistant Tutors supervise pupils during breakfast. We maintain a 1:8 ratio for this club.

Early Room: 8.00am - 8.15am

Pupils who arrive between 8.00am and 8.15am wait quietly in the Early Room in the dining room. This is supervised by the Assistant Tutors. The pupils should wait quietly until 8.15am when they are allowed to go to their form rooms. Please notify the Head of Organisation/Deputy Head if pupils arrive before 8.00am as their parents will need to be contacted to arrange for them to have breakfast at School.

8.15am - All Form Staff to be in their Form Rooms.

Break: Baily Terrace 10.25am – 10.50am

Courtyard 10.25am - 10.50am

Supervise pupils playing in courtyard area by standing outside the Theatre.

Lunch Queue: 1.05pm - 1.30pm

Supervise the lunch queue and quell loud noises.

Lunch: Tennis Courts 1.05pm – 1.30pm or 1.30pm - 2.00pm

Baily Terrace – 1:05 – 1:30pm or 1:30 – 2:00pm

Lunch: Courtyard 1.30pm - 2.00pm

Supervise pupils playing in the courtyard.

Go down to the various courts and supervise by standing on/just outside one of the courts. One member of staff per court (recommended ratio 1:50).

Tree House:

The Year 8 pupils may use the Tree House (supervised) during Fruit Break. A different rota for other pupils to use it during lunch break will be made available. This Rota is circulated to Form Teachers at the start of the Summer Term and Autumn Term when it is dry and safe enough to play on this facility. Staffing of this duty is on the Staff Duty Rota. Staff must read the Health & Safety Policy for the Tree House before taking on this duty.

Years 3 & 4 Late room: 4.00pm - 4.30 pm (Baily Art Room)

At 4.00 pupils are signed out from their form and move to the car park and are met by members of staff who help supervise them as they are picked up by their parents. Pupils who are in Late Room or clubs register to be supervised until 4.30. The room and staff member on duty rotates throughout the week.

At 4.30 the pupils go to the car park to be dismissed with the Years 5-8 pupils. They are supervised by staff as they are picked up by their parents. Any pupil in Tea and Prep or another After School Club go to the dining hall to be signed in for Tea and Prep.

Early Car Park Duty: 4.00pm - 4.15pm followed by Early Tea Duty 4.15pm - 4.30 pm

Stand in the car park to ensure the safe collection of pupils. Ensure that the pupils are leaving the premises in full uniform and make sure they wait quietly and safely. At 4.15pm take any pupils still waiting to the late room and then supervise early tea takers in the dining room.

Tea: Early 4.15pm - 4.30pm Late: 4.30pm - 4.50pm

Supervise the pupils who are staying for tea in the dining room. Check them off on the 'Tea and Prep' list. Pupils are collected from the dining hall for their club by the club taker. If they are staying for Prep, they need to stay in the dining room until the Prep taker arrives (4.50pm latest). They will then go to the Baily Art Room (Years 5-8) and Chestnut (Years 3-4) for supervised prep.

Car Park Duty: 4.30pm - 4.50pm

Stand in the car park to ensure the safe collection of pupils. Ensure that the pupils are leaving the premises in full uniform and make sure they wait quietly and safely. Do not allow them to stand outside Chestnut. At 4.50pm send anyone who has not yet been collected to the prep takers in the dining room where they will join the other prep pupils with whom they can stay until their parents arrive. Tell the teacher on Prep Duty that these pupils are now in their care. When Safeguarding issues arise the DSL informs staff of confidential pupil information that may refer to one parent being able to pick up a pupil and another not.

Prep Duty: 4.50pm – 6.00pm

Pupils booked in for Tea and Prep by their parents are collected by the prep duty teacher from the dining room. They then register the pupils and walk them to various late rooms where supervised prep will take place. The School Office phones parents/pupils not accounted, or if parents did not collect at the expected time. Pupils are collected by parents from the prep room.

It is important for all staff to familiarise themselves with the electronic collection register to ensure that pupils are only collected by authorised adults.

After 6pm pupils left at School will be taken to the SLT member on late collection duty (rota in the Office and in Tea & Prep files) who makes further contact with parents.

Ratified by the Compliance Committee, Spring 2017
Alison Curson
Chair of Compliance Committee