

## APPENDIX D

### MERCY CONVENT PRIMARY SCHOOL, NAAS.

#### SUPERVISION POLICY

##### Aim

To provide adequate and appropriate supervision of all pupils so as to ensure their safety and well being at all times during the school day.

##### Implementation

###### Morning

School begins at 9.00 a.m. when school bell rings. Supervision begins at 9.00 a.m. On hearing the bell at 9.00 children line up in their designated places. Teacher welcomes and collects children from their line when the bell rings. School authorities accept responsibility for pupils at 9.00 a.m. and not before.

###### Break Times

First Break	10.50 a.m. - 11.00 a.m.
Lunch Break	12.30 p.m. - 1.00 p.m.

- Supervision of pupils is the responsibility of the whole staff.
- A roster system is operated to time-table teachers for yard supervision. It is the duty of the Deputy Principal to draw up the roster and to circulate to all staff.
- Each teacher on duty is responsible for a designated area of the school yard.
- When a teacher is on duty for a specific day she supervises during both breaks.
- The play areas are divided into Zones. Classes are assigned to a specific zone and play only in that zone. They may not enter another zone.
- A map of the play areas and list of classes designated to each area is displayed in the staff room. Toilet arrangements during play time are also specified on the Yard Supervision \ First Aid board in the staff room.

###### Dry Days

- Children remain in their classrooms from 12.30 p.m. to 12.40 p.m. and eat their lunches while teachers on duty supervise the classrooms.
- At 12.40 p.m. the bell sounds and all children vacate the classrooms.
- Pupils are encouraged to wear their coats in the playground on cold days.
- No toys or balls allowed in the playground at playtime.
- Children who require toilet facilities ask permission of teacher on duty and report to her when they return from the toilet.

- Should an incident regarding breaking of the school rules occur at playtime the teacher on supervision informs the class teacher of the incident when playtime has ended.
- Children do not enter areas marked with yellow lines as these areas are considered “out of bounds”.
- After break / lunch time, when the first bell rings, all children “freeze, stop playing and stand still. On hearing the second bell, children walk quietly to their lines and stand in their designated places until their teachers collect them.
- Teachers on duty supervise the class lines until each class teacher collects her class from the line.
- When a teacher is on supervision duty her class is supervised by the teacher in the adjacent room until she returns from supervision duty.

### Wet Days

Children are not allowed to remain in classroom during break times except on wet days when weather prevents outdoor activity. On wet days, children remain indoors, seated quietly in their classrooms.

### First Aid

- Children who fall or injure themselves while playing in the playground report to the teacher on duty who determines if they require First Aid.
- Children who require First Aid enter the school building and sit in the First Aid area.
- First Aid duty is rostered and roster is on display in the staff room.
- Children who are feeling unwell or have notes from their parents sit in the First Aid area during breaks.

### Evening

- Teachers supervise children as they leave the classroom in an orderly fashion.
- Pupils walk at all times when leaving the school.
- Infant classes are escorted by their class teacher to designated area where they are collected by their parents when the bell rings.
- Children travelling by bus are collected from their classes by members of the ancillary staff and line up in designated area until collected by bus staff.
- Children must be collected on time by their parents/guardians each day.

**Ratification:**

This policy was ratified by the Board of Management on 12<sup>th</sup> January 2011.

**Signed:**

**Chairperson, Board of Management.**