

Staff Duties & Pupil Supervision Prep			
Ref.:	SOP023	Rev.:6	Date: Jan 2019

STAFF DUTIES & PUPIL SUPERVISION - PREP (14a)

To be read in conjunction with policy

SOP023a STAFF DUTIES & PUPIL SUPERVISION - PRE-PREP

Rev.	Date	Amendment	Approved By:	Authorised By:
6	Jan 2019	Revised & reviewed due to Building works	SH	RU
5	Sept 2018	Full Review	SH	RU
4	Feb 2017	Reviewed and ISI Numbering Added	JL	RU
3	Sept 2015	Revised and reviewed content with Manor Place's site now operational	SH	RU
2	April 2014	Revised and reviewed content	SH	RW
1	Jan 2010	Revised format and reviewed content	SH	RW

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1 Introduction

For the Early Years Foundation Stage, a designated [EYFS policy is available. SOP030](#)

A duty rota for is published at the beginning of each term. When staff are unavailable for a duty and cannot arrange to swap with a colleague they must inform the Pastoral Deputy Head.

The Pastoral Deputy asks for specific requests regarding duties which should be submitted before the end of the preceding term. If published duties are inconvenient it is acceptable for staff to arrange a permanent change with a colleague. Please consult the Pastoral Deputy regarding such changes within the first week of term.

This rota operates on most days but there are times, such as the Residential Week in June/July, when fundamental changes are necessary.

Some duties are shared by several staff members with individual responsibilities indicated on the rota by letters A, B, C, D or 1, 2, 3 & 4

When staff are unavailable for a duty and arrange a temporary swap with a colleague they must inform the Pastoral Deputy. If such an arrangement proves impossible staff must consult the Pastoral Deputy.

It is vital that Staff begin their duty promptly. Late arrival, after a comfort break and coffee collection, is not acceptable because incidents may occur at any time.

The Duty Member of Staff is required to investigate any accidents that occur within their duty area and, when requested, complete an accident report form.

All staff on duty [Except those on the main Manor court door] are to wear high visibility jackets so that the children can easily see them.

2 Early Morning Routine before School begins

2.1 Breakfast 8.00-8.30 am

- Breakfast runs from 8.00-8.30 am each day and takes place in the Fyson Blum Hall. Kitchen staff will stop serving breakfast at 8.20 am each day to allow the kitchen staff enough time to clear tables etc away in time for assembly.

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2.2 Supervision for pupils not having breakfast between 8.00 and 8.20 am

- All pupils who arrive in school between 8.00 and 8.20 am and who are not having breakfast must go to the Lower/Middle Hard Play area where they will be supervised by the member of staff with the letter 'B' beside their name. This member of staff will also need to pop into the Fyson Blum Hall at regular intervals to ensure the children having breakfast are behaving themselves.
- Between 8.00 and 8.35 am every day a designated member of staff is on duty over at the Manor Place site whether it is an indoor or an outdoor break. This member of staff will usually be a member of the teaching staff based in Manor Place's e.g. MFL, Art, DT or Music. This member of staff will not be available to attend staff briefing at 8.20 am as it is important to ensure an adult presence in the Manor Place's building at this time.
- If the weather is wet all pupils based in the main building should report to Johnson/Bronte classrooms where they will be supervised by the member of staff with the letter 'B' beside their name.
- When the weather is wet, all pupils based in the new Manor Place building should report upstairs to the MFL landing on the Manor Place site where they will be supervised by the member of staff on wet break duty in Manor Place [See separate rota].
- The member of staff with the letter 'A' by their name will be on Manor Court door duty between 8.00 and 8.20 am each day

2.3 Supervision for pupils between 8.20 and 8.40 am

- 'A': This member of staff will be outside the Manor Court entrance to welcome children as they arrive. Cases should be taken up to classrooms and not left in the Entrance area. Close the Main Entrance door at 8.35 am.
- 'B': This member of staff will patrol the Lower/Middle Hard Play area, the 'A' and 'B' bars area and the area by the studio/swimming pool. The Playing Fields are out of bounds at this time. Please note that only pupils in years 3, 4, 5 & 6 should be in this area of the school at this time. This member of staff will also need to pop into the Fyson Blum Hall at regular intervals to ensure that any children still having breakfast are behaving themselves.
- The member of staff on duty must position themselves so that they can keep an eye on pupils playing in both areas.
- 'C': This member of staff will patrol the Manor Place Hard Court. Please note that only pupils in years 5 & 6 should be in this area at this time.
- In bad weather, the wet break routine will operate and pupils should go to their normal 'wet break' classrooms either in the main school building or on the Manor Place's site. A notice declaring a 'wet break' will be placed on the electronic screens around school by the Pastoral Deputy Head. Staff with the letter 'B' should patrol the Year 3 classrooms if wet. Staff with the letter 'C' should patrol the Maths block e.g. Pythagoras, Apollonius and Feuerbach. Children based on the Manor Place site

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will be supervised if it is wet by the usual member of staff on duty at this time over there.

- 'D': This member of staff is on 'wet break' cover at this time and will not be available to attend the morning 'staff briefing' if it is raining. This member of staff should patrol the Year 4 classrooms.

3 Morning Snack at 11.30 am

- Snack is served outside at 11.35 am or under the 'Big Top' in the event of wet weather. Pupil team members set up and clear away, supervised throughout by a member of the duty staff.

4 Routine When Playing Fields in use

4.1 Morning Break 11.35-11.55 am

- Staff must always patrol singly, never in pairs. Be aware of pupils behaving in a dangerous or silly fashion, as well as those alone who might be being teased or bullied.
- The member of staff with the number '1' patrols the top section of the playing fields and keeps an eye on the Manor Place Hard Court.
- The member of staff with the number '2' patrols the bottom section of the playing fields keeping a careful eye on the pupils using the Pre-Prep adventure playground. The rota for the Pre-Prep adventure playground will be posted each day on the electronic screens. Pupils who wish to use the Pre-Prep adventure playground should wait on the path by the school library for this member of staff to allow them onto the play equipment.

Pre-Prep Adventure Playground Rota

Monday: Year 4

Thursday: Years 7 & 8

Tuesday: Year 6

Friday: Year 5

Wednesday: Year 3

- The member of staff with the number '3' should patrol in a loop covering the lower hard play area, the middle hard play area, the changing room/swimming pool area, the yellow box by the FB hall. The YM adventure playground isn't open at this time.

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4.2 Lunch Break - 1.00-1.30 pm

- Staff must always patrol singly, never in pairs. Be aware of pupils behaving in a dangerous or silly fashion, as well as those alone who might be being teased or bullied.
- The member of staff with the number '1' patrols the fields and Keeps an eye on the Manor Place Hard Court. The Pre-Prep adventure playground isn't open at this time for Yateley Manor pupils.
- The member of staff with the number '3' should patrol in a loop covering the lower/Middle hard play areas, the changing room/swimming pool area, the yellow box by the FB hall. The YM adventure playground isn't open at this time.

4.3 Lunch Break - 1.30 - 1.55 pm

- A prompt changeover at 1.30 pm is appreciated by colleagues who are waiting to have their own lunch!
- Staff must always patrol singly, never in pairs. Be aware of pupils behaving in a dangerous or silly fashion, as well as those alone who might be being teased or bullied.
- The member of staff with the number '1' patrols the top section of the playing fields and keeps an eye on Manor Place Hard Court.
- The member of staff with the number '2' patrols the bottom section of the playing fields keeping a careful eye on the pupils using the Pre-Prep adventure playground. The rota for the Pre-Prep adventure playground will be posted each day on the electronic screens. Pupils who wish to use the Pre-Prep adventure playground should wait on the path by the school library for this member of staff to allow them onto the play equipment.

Pre-Prep Adventure Playground Rota

Monday: Year 4

Tuesday: Year 6

Wednesday: Year 3

Thursday: Years 7 & 8

Friday: Year 5

- The member of staff with the number '3' should patrol in a loop covering the lower/Middle hard play areas, the changing room/swimming pool area, the yellow box by the FB hall. The YM adventure playground isn't open at this time.

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5 Routine When Playing Fields not in use

5.1 Morning and Lunchtime Breaks

- The fields are out of bounds.
- 1: This member of staff patrols the Manor Place Hard Court.
- 2: This member of staff supervises Pre-Prep adventure playground. The children are not allowed on the equipment until the duty member of staff is present.
- 3: This member of staff patrols a circle around the studio supervising the 'Adventure playground', the lower & middle hard play areas, the 'A' and 'B' bars and the swimming pool/changing room area.

YM & Pre-Prep Adventure playgrounds Rota

Monday

YM Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 3

Lower Court: Years 3 & 4

Middle Court: Years 7 & 8

Manor Place Court: Years 5 & 6

Pre-Prep Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 4

Tuesday

YM Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 4

Lower Court: Years 3 & 4

Middle Court: Years 7 & 8

Manor Place Court: Years 5 & 6

Pre-Prep Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 6

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Wednesday

YM Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 5

Lower Court: Years 3 & 4

Middle Court: Years 7 & 8

Manor Place Court: Years 5 & 6

Pre-Prep Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 3

Thursday

YM Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 6

Lower Court: Years 3 & 4

Middle Court: Years 7 & 8

Manor Place Court: Years 5 & 6

Pre-Prep Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Years 7 & 8

Friday

YM Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Years 7 & 8

Lower Court: Years 3 & 4

Middle Court: Years 7 & 8

Manor Place Court: Years 5 & 6

Pre-Prep Adventure Playground [11.30-12.00 pm and 1.30-2.00 pm only]: Year 5

6 Routine for a Wet Break

- All children and staff will be advised via the electronic screens when a wet break is necessary. The Pastoral Deputy Head will inform Manor Place staff by phone/internal e-mail if it is a wet break.

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- In the event of a ‘wet’ break pupils should report to their ‘wet break’ classroom where they will be supervised by their Year 8 Form Prefect/s, Year 7 shadow form prefects as well as members of the duty staff team.
- Pupils who normally have their classroom base on the Manor Place site will meet on the MFL Landing for any wet break [Zone 4]. Pupils based in the main YM building will double up with other tutor groups during wet breaks so that all pupils are in classrooms within three distinct zones thus making staff supervision that much easier. [Zones 1-3]
- For staff supervision purposes during wet breaks the school is split into four zones:
 - 1] Year 3 Classrooms
 - 2] Year 4 Classrooms
 - 3] Pythagoras/Apollonius/Feuerbach Classrooms [The Maths Department]
 - 4] Manor Place Classrooms - the MFL Landing
 - A member of staff is attached to each zone and their job is to ensure that the children are behaving sensibly and appropriately.
 - Staff whose initials appear in bold type on the staff duty rota are on standby for wet weather routine [Duty 2 or 4] and supplement the normal duty team should this happen.

7 After School 4.05-4.20 pm

- Pupils in years 3 and 4 are able to leave school at 4.05 pm but may choose to stay to an after school club beginning at 4.35 pm.
- A member of the Lower School staff [Years 3 and 4] will be on duty outside Manor Court between 4.05 and 4.20 pm to supervise those pupils who are leaving. Those pupils in years 3 and 4 who are staying on to a club will be supervised by a member of staff until the bell goes at 4.15 pm when they may go and have their afternoon snack before starting their after school club.

8 After School 4.20-4.35 and 5.25-5.45 pm

- A: This member of staff is on duty outside the Manor Court entrance at 4.15 pm to dismiss children. Close the door at 4.35 and send the remaining children to homework club [Apollonius classroom]. Outside the Manor Court entrance at 5.25 to dismiss children. Close the door at 5.45 and send remaining children to late class. This member of staff must remember to check that late class is supervised by the designated member of staff before leaving the children there.

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- B: This member of staff supervises the coach queue at 5.25 pm. Collect the Coach Register from Reception at 5.25 pm. Children meet outside the Workshop or, in bad weather, under the 'Big Top'. After ticking the names of all pupils boarding the coaches the Register must be returned to Reception. If you are in doubt as to whether a pupil should be catching a particular coach, please check with reception.
- C: This member of staff supervises afternoon snack, served under the Big Top at 4.15. Pupil team members set up and clear away, supervised throughout by this member of the duty staff.
- D: This member of staff patrols outside from 4.15 to 4.35, including the Lower/Middle Hard Play and changing room/swimming pool areas. The playing fields are not in bounds at this time.
- Between 4.15 and 5.40 pm each day a member of the teaching staff based on the Manor Place site e.g. Music, MFL, Art & DT will be on duty in the building in case of an emergency etc.

9 Late Class Supervision

Pupils whose parents are unable to pick them up before 5.45pm will go to late class which takes place in Apollonius classroom and is supervised by a member of staff.

This facility runs from 5.30 to 6.30 pm and is considered an additional duty and rewarded financially! Please speak to the Pastoral Deputy Head if you are able to help at this time.

10 The Role of Prefects

All senior pupils assist with duties, divided into teams of around 7 or 8. Each team is led by school prefects [pupil team leaders] who allocate individual responsibilities on assigned days.

These are as follows:

- A: Morning snack.
- B: Common Room Monitor
- C: Afternoon snack.
- D: Assisting duty staff at Break times.
- E: Hearing lunchtime readers in years 3 and 4

This allows prefects to show their organisational ability and develop their leadership skills. Other senior pupils have opportunities to shine and gain promotion.

Your observations on the performance of individuals, positive or negative, are important and appreciated.