

# Staff Duties & Pupil Supervision Pre-Prep (including Early Years) (14a)

*To be read in conjunction with policy*  
**SOP023 STAFF DUTIES & PUPIL SUPERVISION - PREP**

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Title: Staff Duties & Pupil Supervision Pre-Prep			
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## Contents

1	Introduction .....	3
2	Early Morning Routine before School begins .....	3
	2.1 Breakfast 8.00-8.30 am .....	3
	2.2 Supervision for pupils not having breakfast between 8.00 and 8.40 am .....	3
3	Morning Snack .....	3
	4.1 Morning Break 10.30-11.00 .....	3
	4.2 Lunch Break - 12.00-12.45 pm .....	4
	4.3 Lunch Break - 12.45 - 1.20 pm .....	4
	5.1 Morning and Lunchtime Breaks .....	<b>Error! Bookmark not defined.</b>
6	Routine for a Wet Break .....	4
7	After School 3.20 pm-4.30pm .....	4
8	After School 4.30pm-5.30pm and 5.30pm-6.00pm .....	5
9	Late Class Supervision .....	5

## 1. Introduction

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 Head of Pre-Prep

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 if necessary report back to a child's class teacher.

### 1.1 Early Morning Routine before School begins

#### 1.1.1 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. Pre-Prep children are allowed to attend with a parent.

#### 1.1.2 Supervision for pupils not having breakfast between 8.00 and 8.40 am (Early class)

- All pupils who arrive in school between 8.00am and 8.40 am and who are not having breakfast will be supervised by Pre-Prep staff in either the Reception 'Kite' classroom or outside in the Pre-Prep playground. In wet weather the children will remain in the pre prep hall.
- A member of Pre-Prep staff will be outside the Pre-Prep entrance to welcome children as they arrive.
- The members of staff on duty must position themselves and will patrol the area so that they can keep an eye on pupils playing in the Pre-Prep playground. Access to the wooded area is prohibited during early class.

### 1.2 Morning Snack

- Snack is served inside the classrooms just before or after morning break and is supervised throughout by a member staff.

### 1.3 Morning Break 10.30-11.00

- 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.
- A member of staff should patrol the woods.
- A member of staff should patrol the grass

- A member of staff should patrol the Pre-Prep adventure playground. The children are not allowed on the equipment until the duty member of staff is present.
- The children should remain in the boot room until a member of staff is outside.

## 2. Routine for a Wet Break

- In the event of a 'wet' break pupils will remain in their classrooms. The duty members of staff will patrol the classrooms.

### 2.1 Lunch Duty - 12.00pm-12.45 pm

- Duty staff must sit with the allocated year group as shown on the rota. The member of duty staff will stand with the children whilst they line up to collect their meal. Once seated the children should remain in their seats. The member of staff on duty will ask the children to clear away. The children will then line up and go outside to the Pre-Prep playground. For Reception, the duty staff shall remain with the children and escort them outside. For Years 1 and 2, one duty member of staff escorts those children who have finished outside. The remaining duty member of staff stays inside and waits until all of the remaining children have finished.

### 2.2 Lunch Break Duty- 12.45 - 1.20 pm

- A prompt changeover at 12.45 pm is appreciated by waiting colleagues. 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.
- A member of staff should patrol the woods.
- A member of staff should patrol the grass
- A member of staff should patrol the Pre-Prep adventure playground. The children are not allowed on the equipment until the duty member of staff is present.

## 3. Routine for a Wet Break

- In the event of a 'wet' break pupils will return to the Pre-Prep hall after eating their lunch. A DVD will be shown and duty staff will remain in the hall to supervise.

## 4. After School 3.20pm-4.30 pm

- Pupils in Reception are able to leave school at 3.20pm pm but may choose to stay to late class or an after school club beginning at 4.45 pm.
- Year 1 children finish school at 3.35pm
- Year 2 children finish school at 3.40pm
- Class teachers will take their class to the Pre-Prep entrance to meet their parents except on the Pick up from the class room day which parents are advised of at the beginning of the academic year.

- A member of the Pre-Prep staff will be on duty outside in the Pre-Prep playground between 3.30 and 4.30 pm to supervise those pupils who are not leaving. Reception children who are not going home at 3.20pm, return to kite room where a member of Reception staff will supervise them until 3.30pm when they go out into the Pre-Prep playground.
- Those pupils who are staying on to a club will be supervised by a members of Pre-Prep staff until 4.30 pm when they come inside and wash their hands ready for tea at 4.35pm before starting their after school club.

## 5. After School 4.30pm-5.30pm

- Children can be collected from the Pre-Prep playground anytime between 3.30pm and 4.30pm. Parents are asked to cross their children off the going home registers on the Pre-Prep notice board.
- At 4.30pm, the children come inside and wash their hands ready for tea. Club registers are taken and children have their tea in their clubs supervised by the member of staff taking the club.
- Parents are permitted to collect a child during club up until 5.15pm. After this time they must then wait outside the Pre-Prep entrance and the children will be escorted out at 5.30pm.
- Children going on the late coach children should go to the front office at 5.20. If you are in doubt as to whether a pupil should be catching a particular coach, please check with reception.

## 6. Night Owls Supervision 5.30pm-6.00pm

After Pre-Prep club the children can go to will go to Pre-Pre late class (Night Owls) which finishes at 6.00pm. The members of staff who are on club duty will supervise the children in the Pre-Prep library.

Any Nursery children who have not been picked up by 5.30 come to Pre-Prep with a member of Nursery staff to join Night Owls.

Pupils whose parents are unable to pick them up before 6.00pm due to unforeseen circumstances are able to go to Prep Late Class, which takes place in Apollonius classroom and is supervised by a member of staff.