

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

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

All duties and supervision requirements must be carried out in conjunction with the School's Covid-19 Risk Assessment.

- Hand hygiene is kept at a high level
- Facemasks to be worn inside when moving around buildings

Rev.	Date	Amendment	Approved By:	Authorised By:
5	Feb 2022	Reviewed and updated	CS	RU
4	Sept 2020	Reviewed and updated	SW	RU
3	Sept 2018	Reviewed	SW	RU
2	Sept 2015	Reviewed and amended	SH/STJ	RU
1	Sept 2014	Appendix created	STJ	RW

Title: Staff Duties & Pupil Supervision Pre-Prep			
Ref.:	SOP023	Rev.:5	Date: Feb 2022

## Contents

<b>1.</b>	<b>Introduction.....</b>	<b>3</b>
1.1	Early Morning Routine before School begins .....	3
1.1.1	Breakfast 8.00-8.30 am.....	3
1.1.2	Supervision for pupils not having breakfast between 8.00 and 8.40 am (Early class) ....	3
1.2	Morning Snack .....	3
1.3	Morning Break 10.30-11.00 .....	3
<b>2.</b>	<b>Routine for a Wet Break .....</b>	<b>4</b>
2.1	Lunch Duty - 12.00pm-12.45 pm.....	4
2.2	Lunch Break Duty- 12.45 - 1.20 pm .....	4
<b>3.</b>	<b>Routine for a Wet Break .....</b>	<b>4</b>
<b>4.</b>	<b>After School 3.20pm-4.30 pm .....</b>	<b>5</b>
<b>5.</b>	<b>After School 4.30pm-5.30pm.....</b>	<b>5</b>
<b>6.</b>	<b>Night Owls Supervision 5.30pm-6.00pm .....</b>	<b>5</b>

## 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 Assistant Head Lower School (Carly Skillett).

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 - **Currently not offered due to Covid restrictions**

- 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 8.30 am (Early class)

- All pupils who arrive in school between 8.00am and 8.30am will be supervised by Pre-Prep staff 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 and will take the fire register.
- 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.

### 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.
- Two members of staff will continually patrol the woods, the playground area and the Headmasters Lawn area.

- 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 the Pre-Prep Hall (morning break) or in their classrooms (lunch break). The duty members of staff will patrol the classrooms.

### 2.1 Lunch Duty - 12.00pm-12.40 pm

- Duty staff must sit with the allocated year group as shown on the rota.
- Another member of staff will stand with the children whilst they line up to collect their meal and help serve them.
- 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. Years 1 and 2 may join the Reception line once they have finished their lunch, or make their own way to the Pre-Prep playground.
- The remaining duty member of staff stays inside and waits until all the remaining children have finished.
- All children must have finished their lunch by 12:40pm.

### 2.2 Lunch Break Duty- 12.40 - 1.10 pm

- A prompt changeover at 12.40 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.
- Two members of staff will continually patrol the woods, the playground area and the Headmasters Lawn area.
- 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.

## 3. Routine for a Wet Break

- In the event of a 'wet' break pupils will return to either the Pre-Prep Hall after eating their lunch, where a DVD may be shown and duty staff will remain in the hall to supervise, or their classrooms which will be patrolled by the duty members of staff.

#### 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.
- A member of the Pre-Prep staff will be on duty outside in the Pre-Prep playground between 3.30 and 4.30pm to supervise those pupils who are not leaving. Reception children who are not going home at 3.20pm, return to their classroom 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 4.30pm when they come inside and wash their hands ready for tea at 4.35pm before starting their after-school club.
- Children may be brought inside before 4:30pm for a story/short film/quiet time in the Pre-Prep Hall, weather dependent.

#### 5. After School 4.30pm-5.30pm

- At 4.30pm the children 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.
- The children are taken to the Pre-Prep Library at 5:25pm ready to be picked up.
- Children going on the late coach children should go to the front office at 5.25pm. 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 the Pre-Prep 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.

Pupils whose parents are unable to pick them up by 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. This runs until 6:30pm.