



SUPERVISION OF PUPILS AND DUTY GUIDELINES (YEARS 7 TO 13)

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1 Introduction

1.1 The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms. This policy applies to teaching staff (including volunteers) at the College.

1.2 Our aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the College;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

2 Legal obligations and the duty of care

2.1 All members of staff are responsible on a day-to-day basis for ensuring that pupils at the College are safe. In general, schools are under a duty to supervise pupils to the standard of a prudent or careful parent.

2.2 In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The ages and capabilities of our pupils.
- The need for a systematic approach to safety through risk assessments in the light of foreseeable risks.
- College rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks. Pupils are made aware of these rules during pastoral meetings and are regularly cross-referenced in assemblies.
- Classroom discussions.

2.3 Risks are kept under review and rules and procedures changed as necessary.

3 Registers

Regular checks on attendance/presence are central to the effective management and oversight of pupils whilst they are in our care.

- Compliance registrations: morning registration (or roll call) is taken by Form Tutors on the Daily Report between 8.35 and 8.45 in Form Rooms (including for Upper School pupils who have a study period during lesson 1). Afternoon registration, which is taken between 14.40 and 14.50, is the responsibility of any colleague teaching Period 5, including when on cover (this does not apply to the Junior School).
- The punctual arrival of the Form Tutor at registration in the morning, and of the subject teacher to Period 5, is of extreme importance.
- All unexplained absences are followed as per the protocol in the Attendance and Registration Policy. Unauthorised absence during the school day is a disciplinary matter and is followed up by the Head of School and Head of Year.
- Use of the registration system is tracked by the Senior Deputy and Assistant Head Safeguarding. Failure to register may result in disciplinary action.
- Copies of pupil timetables are live on iSAMS.
- Staff are also required to maintain an up-to-date register of members of all groups every lesson through the Daily Report by 18.00 each day.

4 Absence

- 4.1 Parents inform the Attendance Office or the Lower School Office of absence from school, which is recorded as authorised absence with an appropriate code.
- 4.2 If any pupil fails to arrive to sign in for the morning or afternoon compliance registration without satisfactory explanation, the pupil's parents are contacted by the Attendance Office or the Lower School Office in the first instance to establish whereabouts.
- 4.3 All efforts are made to establish the whereabouts of any missing pupil when they are due to be on College premises. If a pupil cannot be found, the College will instigate the Missing Pupils Policy.

5 Daily routines

- 5.1 The timing of the College day is published on MyDulwich.
- 5.2 Punctuality in attending classes and when taking registration is essential for the maintenance of discipline. Members of the teaching staff should leave the common rooms and offices in time to be in their classrooms when the period (or registration) is due to begin.

6 Assemblies

- 6.1 The termly assembly programme is published on MyDulwich by the Assistant Head Pastoral & Co-curricular. Assemblies are timetabled during Period 1 on Mondays for the Lower, Middle and Upper Schools, and at other points over the two-week timetable cycle.
- 6.2 Junior School assemblies take place at 8.35 to 8.50 on Monday, Tuesday, Thursday and Friday.
- 6.3 Form Tutors must accompany their Form to assemblies; colleagues who are not Form Tutors are encouraged to attend assemblies on a regular basis.
- 6.4 Pupils who arrive late to school must make every effort to attend assembly once they have signed in. If they are too late to attend, they must wait in the Lower Hall (for Great Hall assemblies), or outside other venues, as appropriate.
- 6.5 If there is any suspicion that the pupil's absence from assembly was unauthorised, the Form Tutor must be consulted and if appropriate the matter referred to the Head of Year.
- 6.6 In cases of planned absence pupils are expected as a matter of courtesy to inform their teachers in advance.

7 Morning Break - 10.45 to 11.20

Unless they are on duty or are members of the Junior School staff, members of the teaching staff are requested to make every effort to be in the staff coffee room at morning break each day. It is helpful for colleagues to have a time at which they can be reasonably confident of making contact with anyone they want to see. Morning notices are given by the Master on Monday and Friday during mid-morning break.

8 Lunch - 12.00 to 14.15

All staff wishing to have lunch may do so without charge. Those pupils who have a special activity during a particular lunch time are allowed to join the early lunch queue on presentation of an early lunch card signed by the teacher in charge of the relevant activity. General supervision of the Christison Hall during lunch is provided by a team of duty staff.

9 Leaving the Campus

Pupils in Years 7 to 12 (or younger) are not allowed to leave College premises without prior permission. Pupils in Year 13 may leave the campus during the lunch break. Pupils in Year 12 may only leave the campus during the lunch break if they have a study period in the afternoon and are returning home.

10 Sick Pupils

- 10.1 Should a pupil be taken ill during the course of a lesson, they should be sent to the Medical Centre (accompanied if need be).
- 10.2 If a pupil has to be sent home unwell, they must not leave the College premises until their parent or guardian is aware of the situation. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff, usually from the Medical Centre team, will accompany the pupil until the parent or guardian arrives and assumes responsibility.

11 End of School Day

- 11.1 At the end of the school day, pupils are dismissed from their final lesson at 15.45. They are given time to gather their belongings before leaving the College campus at around 16.00.
- 11.2 Pupils make their way home by a number of methods, including public transport and the Foundation Schools' Coach Service, which also runs a late coach service at 17.45.
- 11.3 Boarders can return to their boarding house, which are supervised. For those boarders crossing the South Circular, the crossing by the Orchard and Old Blew is also supervised.
- 11.4 A large number of pupils attend one of the several clubs and activities that run after school. These clubs are run by and supervised by College staff. There is no charge made for these clubs/activities.
- 11.5 Other pupils who do not partake in these clubs/activities are free to remain on campus in the following locations while awaiting collection or the departure of the late coach service at 17.45:
- The Wodehouse Library (open until 17.15)
 - The Lower Hall – this is unsupervised
 - The South Cloister – this is unsupervised
 - The Medical Centre (open until 17.00)

Pupils should not be on the College campus in other locations after 16.00 e.g. on the Track astroturf, patball courts etc. unless they are taking part in an organised activity.

- 11.6 Boarders' supper is available at 19.00 (18.00 Friday to Sunday) for pupils staying on for later College events such as concerts, plays or Parents' Evenings.

12 Boarders' supper

Staff remaining on duty on the premises may have boarders' supper at 19.00 by prior arrangement with the Catering department.

13 Supervision of senior boarders

- 13.1 The Housemasters are ultimately responsible for the welfare of their respective pupils and the running of the Houses. Each House has a Resident Tutor and visiting tutors to whom responsibility is delegated by the Housemaster when he/she is off duty. At all times outside normal College working hours there should be a minimum of one of the above adults on duty in each boarding house.
- 13.2 The Housemaster of each house will put up a duty roster at the beginning of each term giving the identity of the member of staff on duty each day. The Visiting Tutors, during their night on duty, will spend the bulk of their time on the ground floor though they will patrol the house from time to time. They are thus immediately accessible.
- 13.3 The Housemaster and Resident Tutor will also patrol the house regularly when they are on duty; otherwise, they will be at home and available to pupils for consultation. When not on duty himself/herself, the Housemaster will put a notice on his/her door to the effect that the resident house tutor is on duty. If he/she is in, the Housemaster is, in practice, never entirely off duty; certainly he/she is always available in emergencies.
- 13.4 If the Housemaster is teaching, then supervision within the senior boarding houses is maintained during the school day by the Matron/Housekeeper.
- 13.5 In addition, each house has a team of cleaners who are available throughout the day to boarders, should they need assistance.
- 13.6 During the school day, when the Housemaster and Resident Tutors are likely to be teaching, so the Housekeeper is in charge. Should he/she need to leave the premises for more than a few minutes, he/she will inform the Housemaster or Resident Tutor if he/she is available; if not, he/she will inform one of the Housemen who will remain in the house during his/her absence. He/she will also put a notice on her door, giving details of where he/she has gone and what time he/she expects to return.
- 13.7 Outside teaching hours there is always a member of staff on duty. Each House has Visiting Tutors responsible for an evening a week from 16.30 to 23.00 (at which time the Housemaster resumes his duties).
- 13.8 During the weekend (Friday to Sunday) duties are shared between the Housemaster and the Resident Tutor. In addition, the Housemaster's spouse/partner may also be on duty for a short period of time.

- 13.9 Thus there is always during term time at least one adult in the building and pupils should have no trouble finding him/her.
- 13.10 Pupils are expected to follow the signing-out procedures in place to ensure that whoever is on duty is aware of where pupils have gone and when they are due back. Any changes should be communicated and agreed by the duty tutor. Pupils wishing to stay out overnight must also follow the additional signing out procedures and ensure sufficient time is given to allow for permission to be gained as appropriate.
- 13.11 When outings are run for senior boarders the duties of the houses may be shared and a ratio of 1:11 maintained for the outing itself, in accordance with guidelines and as agreed by the Deputy Master Pastoral & Co-curricular and Assistant Head Educational Operations.

14 Boarders signing out

- 14.1 There are four main types of signing out: local, non-local, weekend and holiday/exeat.
- 14.2 The signing-out routine applies at weekends and after school on weekdays. During the school day, boarders are expected to follow the normal school rules concerning absence from College grounds.
- 14.3 Boarders may want to leave the House for a number of reasons. They must ask permission before leaving. Pupils must sign out using the Boardingware app. This must indicate where they want to go, the departure time and the expected return time. They must sign back in with the member of staff on duty when they return. This includes visits to the PE Centre and other College buildings.
- 14.4 Boarders must keep strictly to the signing-out rules whenever they intend to leave College grounds. If anyone is unaccounted for, the Deputy Master Pastoral is contacted, and action taken as directed by them.
- 14.5 Should there be an unavoidably delay while boarders are out, they must call the duty phone and let the duty member of staff know.
- 14.6 If pupils want to leave the House at the weekend (i.e. spend a night away from the House), they must inform the Housemaster by the previous Thursday evening. Permission from parents or guardians is required. The Housemaster will then call the person indicated as the host and check this information.

15 Management of pupils in transit between home and College

- 15.1 A significant number of pupils travel to and from College each day using the coach service provided by the College. Pupils are reminded by the Deputy Master Pastoral & Co-curricular, Assistant Head Pastoral & Co-curricular or Head of School of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is unacceptable.

- 15.2 The effective supervision of departures each day by duty staff promotes an orderly atmosphere on each coach. Misbehaviour is reported to and followed up by the pastoral team.
- 15.3 A number of coaches are supervised by chaperones, who are appointed by the Transport Office. Chaperones are given training by the Assistant Head Educational Operations and expected to report any concerns or poor behaviour via the Transport Manager.
- 15.4 The senior pupils on the coach are asked to promote good behaviour and to report any concerns to a member of the pastoral team.

16 Monitoring pupil movement during the day

- 16.1 Senior members of staff make occasional tours away from the College campus to monitor pupil movements at different times of the day. Staff making their way to and from campus during the day will report any pupil behaviour that is of concern and when practicable should address the behaviour at the time with the pupils.
- 16.2 Supervision is tightened in response to concerns from the local residents. These are rare.

17 Supervision of off-site activities

This is covered separately by the Educational Visits (Outings and Expeditions) Policy.

18 Cover arrangements

- 18.1 Occasionally, members of staff will find that they are required to cover the lessons of absent colleagues during their free periods.
- 18.2 Cover is organised by the Director of ICT and is detailed on a daily email circulated to all teaching staff and it is the colleague's individual responsibility to check and act upon this information.
- 18.3 A member of staff is on 'emergency' duty for each lesson and may be called upon to cover a lesson where a teacher has not arrived owing to unforeseen circumstances.

19 Examination Invigilation

- 19.1 A team of colleagues is responsible for the administration of internal and external examinations.
- 19.2 Examination timetables are published on MyDulwich and on the examinations notice boards.
- 19.3 During internal and external examination periods invigilation is carried out by a team of external invigilators and by members of staff who are timetabled to teach classes which are being examined.
- 19.4 Occasionally colleagues with non-teaching periods are called upon to invigilate.

19.5 Duties sometimes fall during morning and lunch breaks, and after the end of normal afternoon school. Colleagues are asked to ensure the smooth running of examinations by taking careful note of the examination timetables and by arriving for invigilation punctually.

19.6 Invigilators must not carry out any activity (such as marking or concentrated reading) which distracts them from the task of invigilation, nor should they converse in any way that could be overheard or that could otherwise distract pupils taking the examination.

20 Pupil/Teacher ratios

20.1 Pupil teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity.

20.2 A member of staff must adopt a 'safety first' approach and seek the advice of their line manager if they are unsure of the adequacy of supervision for an activity.

21 Duties

21.1 The Assistant Head Safeguarding, with the assistance of the College Timetabler, produces a duty rota at the start of each academic year. This is created around the stated availability of teaching staff at break and lunchtimes, and after school. Apart from in exceptional circumstances, each colleague is asked to complete two 35-minute duties per fortnight. Where possible, they are assigned to their preferred duty area.

21.2 Individual duties appear in colleagues' timetables on iSAMS, and in their Outlook calendars. Cover for duties is organised as for timetabled lessons, i.e. the form is completed online, and cover arranged by the Director of ICT.

21.3 In addition to following the specific guidelines included in the appendix of this policy, duty staff are asked to: to wear a gown (or, for coach duties, a blue or green jacket from the Common Room pegs) so that they are identifiable to pupils as the member of staff on duty; to be a proactive presence; to remain for the duration of the duty.

Policy Owner:	Deputy Master Pastoral and Co-curricular
Last Reviewed:	December 2024
Date of Next Review:	Academic Year 2025-26

APPENDIX: DUTY GUIDELINES

Duties are an important part of our responsibility to safeguard pupils. Please ensure you:

- Wear a gown so that you are identifiable to the pupils and staff as the member of staff on duty
- Actively patrol the area you are responsible for
- Are alert to groups going in and out of the lavatories and report anything of concern to the Assistant Head Safeguarding
- Are proactive - this approach is always preferable to allowing a problematic situation to develop
- Ensure that pupils leave enough time to arrive at their next lesson on time
- Ensure that pupils adhere to the College Code of Conduct
- Report via the link on MyDulwich any pupils who are using their mobile phones or are wearing earphones or have incorrect uniform
- Ensure that pupils are not at the teacher's desk, using the teacher's computer, or interfering in any way with audio cables, projectors or other equipment (contravention of this rule should result in a detention)
- arrange cover for your duty if you are absent

Emergency Duty Arrangements

- For each period of the week one member of staff is detailed to stand by to cover a lesson in the event that a colleague unexpectedly fails to arrive for his/her lesson
- The emergency duty rota is incorporated into colleagues' timetables and is normally a year-long commitment
- The member of staff on emergency duty must be stationed in the Wodehouse Library for the whole period unless called out to cover a lesson
- A colleague arranging for cover must not use the member of staff timetabled for emergency duty
- At the beginning of the year Form Tutors of all forms tell pupils that if no member of staff arrives to take the class within ten minutes, a member of the class should go to the respective School Office and ask for the Emergency Duty Master from the Wodehouse Library

- In the Lower School, a member of the form should first go to the Lower School Office (or, failing that, the Head of Year's office or the Lower School Common Room) from where the Wodehouse Library can be contacted by telephone
- It is very helpful in these cases if colleagues can assist in summoning emergency cover
- Registration should be covered in emergency by a neighbour or by a colleague without a form
- House Meetings:
 - Lower School – Tuesday break
 - Year 9 – Monday break (Week B)
 - Year 10 – Thursday break (Week A)
 - Year 11 – Tuesday break (Week A)
 - Upper School – Wednesday break
- Useful numbers:
 - Transport Office 07712 924999
 - Security 07860 648965
 - Medical Centre 020 8299 9269 / 07961 489967
 - Upper School Office 020 8299 9281
 - Middle School Office 020 8299 2255
 - Lower School Office 020 8299 9283
 - Junior School Office 020 8299 9248

Duty location	Instructions
South Circular, College Road and Alleyn Park Gates (0805 – 0830)	Please welcome pupils on to campus and ensure they're smartly dressed, with mobile phones and headphones away

<p>North Block & Lower Hall</p>	<p>Start and end the duty with a visit to the Lower Hall and North Cloister and ensure that pupils put litter in the bins and leave this area in good time for their lesson</p> <p>Actively patrol and visit classrooms during the duty to ensure that pupils are behaving appropriately</p> <p>Ensure that there is no eating or drinking in classrooms (apart from water)</p> <p>Ensure that pupils are only in the Language Lab when a member of staff is present</p>
<p>South Block & Lower Hall</p>	<p>Start and end the duty with a visit to the Lower Hall and South Cloister and ensure that pupils put litter in the bins and leave this area in good time for their lesson</p> <p>Actively patrol and visit classrooms during the duty to ensure that pupils are behaving appropriately</p> <p>Ensure that there is no eating or drinking in classrooms (apart from water)</p>
<p>The Laboratory</p>	<p>Ensure that all laboratories are locked and that they are only occupied by pupils with a member of staff present. If you find a laboratory door that is unlocked, ask a member of Science staff (including the technicians) to lock the door</p> <p>Ensure that pupils are not eating or drinking anywhere in the building, including on the ground-floor and 1st floor seating areas</p> <p>Actively patrol the corridors throughout the duty</p>
<p>Shackleton & Shackleton Extension Building</p>	<p>Start the duty by visiting all classrooms in the Shackleton Building (M11 to M24) and the Shackleton Extension (M31 to M34) to ensure that pupils are behaving appropriately</p> <p>Ensure that there is no eating or drinking (apart from water)</p> <p>Actively patrol the corridors throughout the duty</p>
<p>Lord George Building</p>	<p>Start the duty in the Work Room, then patrol the building before returning to the Work Room for the end of the duty</p> <p>Upper School pupils may use their mobile phones in the Lord George Building</p> <p>If there are any major issues, report them to a member of the Upper School team</p>

	<p><i>Work Room</i></p> <p>Ensure that the Work Room is being used for private study only: pupils wishing to discuss work should be directed to the mezzanine level above Ned’s Place or to the Common Room</p> <p>Ensure that there is no eating or drinking (apart from water)</p> <p>Ensure that computers are only being used for academic work</p> <p>Ensure that the double fire-exit doors remain closed (they should only be used in an emergency)</p> <p><i>Patrol</i></p> <p>Patrol the first floor of the building and Ned’s Place</p> <p>Ensure that the building is only occupied by Upper School pupils, unless a younger pupil is seeing a member of staff or visiting the Careers Department</p> <p>Ensure that bags are left in Form Rooms and the Common Room and not in the corridors or in Ned’s Place</p> <p>Pupils should not use the lift</p> <p>Ensure that no ball games are played in the in the courtyard or in the Common Room</p> <p>Ensure pupils tidy up after themselves</p> <p>Direct pupils who wish to have access to the balcony to a member of the Upper School team</p>
<p>Lower School Playground</p>	<p>Ensure that Lower School pupils are playing appropriately and that only pat-balls and basketballs are being used (no footballs)</p> <p>Lower School pupils are not permitted to use the Junior School Astro</p> <p>Please patrol both playgrounds</p>
<p>Playing Fields (1) North</p>	<p>Ensure that pupils are not on any of the marked pitch areas. It is essential they play off pitches</p> <p>Pupils must be wearing shoes / trainers</p>

	<p>Ensure that pupils are behaving appropriately and not playing overly physical games (e.g. British Bulldog, contact rugby etc)</p> <p>Anyone pupils using the cricket nets must not be using cricket balls, unless it is a supervised practice</p>
<p>Playing Fields (2) South</p>	<p>Ensure that pupils are not on any of the marked pitch areas. It is essential they play off pitches</p> <p>Pupils must be wearing shoes / trainers</p> <p>Ensure that pupils are behaving appropriately and not playing overly physical games (e.g. British Bulldog, contact rugby etc)</p> <p>For the majority of the duty, please base yourself near the corner of the Christison Hall, looking out over the fields</p> <p>Please do, however, also include a visit to the Alleyn Park Gate to ensure only Upper School pupils are leaving the campus (lunchtime only). Pass on the names of those who are returning from local shops etc. to the relevant pastoral team</p>
<p>Playing Fields (3) Pavilion / Alleyn Park Gate</p>	<p>Ensure that pupils are not on any of the marked pitch areas. It is essential they play off pitches</p> <p>Pupils must be wearing shoes / trainers</p> <p>Ensure that pupils are behaving appropriately and not playing overly physical games (e.g. British Bulldog, contact rugby etc)</p> <p>Regularly visit the Alleyn Park gate to ensure only Upper School pupils are leaving the campus (lunchtime only). Pass on the names of those who are returning from local shops etc. to the relevant pastoral team</p>
<p>Christison Hall (Ned's Cabin)</p>	<p>Arrive promptly (and ideally before the start of break if you are free)</p> <p>Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked</p> <p>Ensure that the queue is orderly</p> <p>Do not allow pupils to loiter in the entrance hall, waiting for other pupils to buy them food</p>

	<p>Prevent entrepreneurs from selling their own purchased food</p> <p>Make sure the Cabin closes by 11.15 to enable pupils to return to lessons on time</p>
<p>PE Centre (including Changing Rooms); Main Astro; Pitch 11; Track and Tank fields</p>	<p>Patrol the following areas: Main Astro; all internal activity areas of the PE Centre; outside the Changing Rooms; Pitch 11 area, track and tank fields (pupils should not be on the track and tank fields)</p> <p>When checking each Changing Room: knock on the door of each (loudly); ask if there is a reason for which you should not enter; wait for five to ten seconds; enter. If you see anything compromising or concerning, email safeguarding@dulwich.org.uk</p> <p>Ensure that there is no eating or drinking inside or on the Astro</p> <p>Ensure that pupils using the appropriate footwear</p> <p>Ensure that pupils are behaving appropriately and not playing overly physical games (e.g. British Bulldog, contact rugby etc)</p>
<p>Lord George Changing Rooms</p>	<p>Please be a clear and obvious presence in the area outside the changing rooms and only allow pupils to access these rooms when changing for games or a co-curricular practice. We must avoid these being a place where pupils feel they can ‘hang out’</p> <p>For pupils turning up for games, they should change in their house changing room</p> <p>If you need to access a changing room, if you are concerned about the behaviour within the room, please knock loudly and give a clear warning to pupils that you are opening the door</p>
<p>Lower School Building</p>	<p>Once pupils have had a chance to return books and bags to their lockers, ensure that they do not enter the classrooms for the rest of break or lunchtime (unless taking part in an authorised club). Pupils may have access to the notice board and toilets at the western end of the building</p> <p><u>Tuesday breaktime duty staff</u>: once House meetings have finished, ensure that pupils have vacated the building until 11.15</p> <p>Actively patrol the corridors throughout the rest of the duty and observe behaviour in the playground</p> <p>Monitor the activity in the playground LS playground for the remainder of the duty</p>

Ensure that pupils are using nothing harder than pat balls or tennis balls (they may only play with footballs, rugby balls etc on the fields behind the Christison Hall)

When appropriate, authorise a 'wet break' or 'wet lunch break', allowing pupils to stay in the classrooms

Ensure that pupils do not use mobile phones: they must remain in lockers for the duration of the school day

If there are any major issues, report them to the Lower School Office

Lunch Queue 1, 2 & 3 (downstairs) & Lunch Queue 4 & 5 (upstairs)

Arrive as soon after the end of Period 4 as possible (and ideally before if you are free) and please position yourselves accordingly

Lunch queue 4 and 5 – please position yourselves at the start and end of the queue (upstairs)

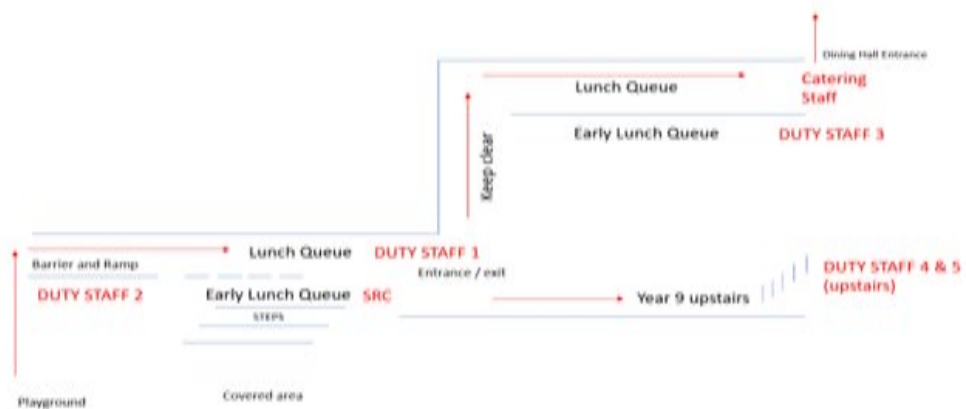
Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked

Work with the other staff on duty to ensure:

(a) that the queue is orderly;

(b) that the area in front of the toilets and storeroom is clear;

(c) that bags are stored in the bag racks provided (and not around the automatic doors) and that they are not taken upstairs.



<p>Christison Hall</p>	<p>Arrive as soon after the end of Period 4 as possible (and ideally before if you are free)</p> <p>Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked</p> <p>Circulate and ensure that tables are cleared (particularly of trays and litter), and uphold high standards of behaviour, table manners and dress (no outdoor coats, sportswear or earphones; correct uniform etc)</p> <p>Ensure that pupils do not leave excessive waste on their plates, and that food (fruit, rolls etc) is not taken out of the dining room</p> <p>Upstairs Dining Hall 1 – please base yourself in the room where the food is served</p> <p>Upstairs Dining Hall 2 – please base yourself in the dining room overlooking the downstairs hall</p>
<p>Lord George Building Changing Rooms and Lower School Playground</p> <p>(1320-1355 only)</p>	<p><u>13.20-13.55 duty staff:</u> at the start of the duty (arrive as soon after the end of Period 4 as possible, and ideally before if you are free), assist with the lunch queue, directing pupils to the appropriate queue and ensuring bags are not placed in such a way that they cause a trip hazard</p> <p>Once the queue has significantly reduced, base yourself on the corner of the LGB, where you can monitor the Lower School playground and the Lord George Changing room area</p> <p>Please also read the duty instructions for both the Lower School playground and the Lord George changing rooms</p>
<p>The Laboratory, Shackleton Building and Extension</p> <p>(1320 – 1355 only)</p>	<p>Please read the instructions for both the Laboratory and the Shackleton Building and Extension</p>
<p>North, South Block and Lower Hall</p> <p>(1320-1355 only)</p>	<p>Please read the instructions above for the North Block and the South Block</p>

Coach Duty:	Please collect a green jacket from the Common Room pegs
Alleyn Park, South Circular and South Gravel	<p>Help guide pupils, especially in younger years, to their coaches</p> <p>Ensure that pupils wait for coaches on the College grounds and behave appropriately</p> <p>Wait until the last pupil has been picked up or you have transferred responsibilities to a member of the Transport Office</p> <p>Return any left bags or property to Reception and be prepared to accompany any anxious pupils who have missed their coach to the appropriate School Office</p>

Duty List:

BEFORE SCHOOL	TIMES
South Circular Gate	8.05 - 8.30
College Road Gate	8.05 - 8.30
Alleyn Park Gate	8.05 - 8.30
BREAK	TIMES
North Block and Lower Hall	10.45 - 11.20
South Block and Lower Hall	10.45 - 11.20
The Laboratory	10.45 - 11.20
Shackleton Building and Extension	10.45 - 11.20
Lord George Building	10.45 - 11.20
Lower School Playground	10.45 - 11.20
Playing Fields (1) - North	10.45 - 11.20
Playing Fields (2) - South, including Alleyn Park Gate	10.45 - 11.20

Christison Hall (Ned's Cabin)	10.45 - 11.20
PE Centre (inc. Changing Rooms); Main Astro; Pitch 11; Track and Tank fields	10.45 - 11.20
Lord George Changing Rooms	10.45 - 11.20
Lower School Building	10.45 - 11.20
LUNCH 1	TIMES
Lunch Queue 1 - Downstairs	13.20 - 13.55
Lunch Queue 2 - Downstairs	13.20 - 13.55
Lunch Queue 3 - Downstairs	13.20 - 13.55
Lunch Queue 4 - Upstairs	13.20 - 13.55
Lunch Queue 5 - Upstairs	13.20 - 13.55
Christison Hall (Downstairs Dining Hall)	13.20 - 13.55
Christison Hall (Downstairs Dining Hall)	13.20 - 13.55
Christison Hall (Upstairs Dining Hall 1)	13.20 - 13.55
Christison Hall (Upstairs Dining Hall 2)	13.20 - 13.55
Lord George Building Changing Rooms & Lower School Playground	13.10 - 13.45
Playing Fields (1) - North	13.10 - 13.45
Playing Fields (2) - South, including Alleyn Park Gate	13.10 - 13.45
The Laboratory, Shackleton Building and Extension	13.20 - 13.55
North, South Block & Lower Hall	13.20 - 13.55

Lord George Building	13.20 - 13.55
PE Centre (inc. Changing Rooms); Main Astro; Pitch 11; Tack and Tank fields	13.20 - 13.55
LUNCH 2	TIMES
North Block and Lower Hall	13.55 - 14.30
South Block and Lower Hall	13.55 - 14.30
The Laboratory	13.55 - 14.30
Shackleton Building and Extension	13.55 - 14.30
Playing Fields (1) - North	13.55 - 14.30
Playing Fields (2) - South, including Alleyn Park Gate	13.55 - 14.30
Playing Fields (3) - Pavilion and Alleyn Park Gate	13.55 - 14.30
Lord George Building	13.55 - 14.30
Lower School Building	13.55 - 14.30
Lower School Playground	13.55 - 14.30
Lord George Changing Rooms	13.55 - 14.30
PE Centre (inc. Changing Rooms); Main Astro; Pitch 11; Tack and Tank fields	13.55 - 14.30
AFTER SCHOOL	TIMES
Alleyn Park Coaches	15.45 - 16.20
South Circular Coaches (South Circular Gate)	15.45 - 16.20
South Gravel Coaches	15:45 - 16:20

