



STAFF DUTIES & PUPIL SUPERVISION

For Pupils in Reception through to Year 9

[Nursery pupils are covered by a separate policy]

Yateley Manor School

September 2024

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1 Reception to Year 2 Arrangements

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.

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 – 8am – 8.30am

- 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 8.30 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.
- All pupils who arrive in school between 8.00am and 8.30am will be supervised outside in the Pre-Prep playground.
 - 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 this time.
- A member of Pre-Prep staff (Years 1 and 2) will be outside Manor Barn to welcome children as they arrive and will take the fire register.
- **Reception pupils** will arrive at Little Lodge door and be welcomed by a staff member.

1.2 Morning Snack - 10.30am

- Reception/ Year 1/ Year 2 - Snack is served inside the classrooms just before or after morning break and is supervised throughout by a member staff.

1.3 Morning Break 10.30am - 11.00am

- Staff must always patrol singly, never in pairs.
- Staff should be vigilant and carefully monitor behaviour and interactions.
- Two members of staff will continually patrol the woods, the playground area and the Headteacher's Lawn area.
- The children are not allowed on the equipment until the duty member of staff is present.

1.4 Routine for a Wet Break

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

1.5 Lunch Duty – 12.00pm - 12.40 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.
- A member of the duty staff shall remain with the children and escort them outside. The remaining duty member of staff stays inside and waits until all the remaining children have finished.

1.6 Lunch Break Duty 12.40pm - 1.10 pm

- Staff should be vigilant and carefully monitor behaviour and interactions.
- Two members of staff will continually patrol the woods, the playground area and the Headteacher's Lawn area.
- The children are not allowed on the equipment until the duty member of staff is present.

1.7 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. Pick up is at the Little Lodge entrance.
- Year 1 children finish school at 3.35pm. Pick up is at Manor Barn Door.
- Year 2 children finish school at 3.40pm. Pick up is at Manor Barn Door.
- A member of 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 the Reception 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 4.30 pm when they come inside and wash their hands ready for tea at 4.35pm before starting their after-school club.

1.8 After School 4.30pm - 5.30pm

- At 4.25pm, 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 before clubs start but not during. After this time they must then wait outside Manor Barn and the children will be escorted out at 5.25pm.
- Children going on the late coach children are collected at 5.25pm. If you are in doubt as to whether a pupil should be catching a particular coach, please check with reception.

1.9 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 Chestnut classroom.

Pupils whose parents are unable to pick them up before 6.00pm due to unforeseen circumstances will remain in Chestnut classroom, supervised by a member of staff.

2 Year 3 Upwards

A duty rota for is published at the beginning of each term.

The Cover Supervisor 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.

- When staff are unavailable for a duty and arrange a temporary swap with a colleague they must inform the Cover Supervisor.
- 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 within the school grounds are to wear high visibility jackets so that the children can easily see them.

2.1 Early Morning Routine before School begins – 8am – 8.30am

- Breakfast runs from 8.00-8.30 am on Fridays 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.
- Supervision for pupils not having breakfast between 8.00 and 8.30 am
- All pupils who arrive in school between 8.00 and 8.30 am and who are not having breakfast must go to the Lower/Middle Hard Play area.
- Between 8.00 and 8.30 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.
- Any pupil arriving before registration is signed in at the entrance doors for fire registration purposes.
- If the weather is wet, pupils Yr 3 to Yr 6 are based in the main building should report to English corridor classrooms/Year 3 & 4 Classrooms. Senior pupils will go to Manor Place.

2.2 Morning Snack & Break from 10.30am to 11am

- Snack is served outside at 10.30 am under the 'Big Top' for all year groups.
- Staff to monitor the pupils.
- Staff on duty should be actively patrolling the playing areas and courts. They should be vigilant towards pupil behaviour and interactions.

2.3 Playing Fields in/out use

- When fields are in use, please refer to duty rota.
- Morning Break 10.30 -11am
- The duty rota will allocate areas to be supervised.

2.4 Lunch Break – 1pm – 1.55 pm

- A prompt changeover at 1.30 pm is appreciated.
- Staff on duty should be actively patrolling the playing areas and courts. They should be vigilant towards pupil behaviour and interactions.
- The duty rota will allocate areas to be supervised.

2.5 Lunch Routine for a Wet Break

- All children and staff will be advised via the electronic screens when a wet break is necessary.
- In the event of a 'wet' break pupils should report to their allocated 'wet break' classroom where they will be supervised.

2.6 After School 4.15 -4.35 pm

- Pupils are able to leave school at 4.15 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 Barn Door between 4.15 and 4.25 pm to supervise those pupils who are leaving.
- A member of staff will be on duty on Manor Court door between 4.15pm and 4.30pm. Pupils not collected by 4.30pm will be sent to snack and clubs.
- Staff on duty covering the snack duty must supervise the playground area until they are sent to club.

2.7 After School 5.25 - 5.40 pm

- Manor court door is supervised from 5.25pm until 5.40pm. Any remaining pupils are then sent to late class.

2.8 Late Class Supervision

- Pupils whose parents are unable to pick them up before 5.40pm will go to late class which takes place in Chestnut classroom and is supervised by a member of staff.
- This facility runs from 5.30 to 6.30 pm.

If a Prep and Senior pupil is not collected by 6.30pm, please refer to the Late Collection Policy.