**MOVEMENT/SUPERVISION (non-class times)**

**Revised draft – September 2019 (in light of new build)**

**Class and break times/bells:**

9.05a.m. – one bell will ring for children to line up

10.38a.m. – bell for assistants to leave the staff room and report to duty areas etc. (the majority of assistants start break at 10.20a.m. and are welcome to start at 10.15a.m. on Fridays). **The 10.38a.m. bell also signals the earliest time that children (KS1 and KS2) should be sent outside the classroom to access break/milk etc.** There is no need for children to be out of their room before this time as it can be disruptive for other classes – those still accessing break at 10.40a.m. will be sent out by assistants on duty when they have finished. Milk cartons are not taken outside.

10.40a.m. – bell as normal for children to go outside and break for teachers to begin.

**Children must not be sent outside before 10.40 a.m. (cover issues).**

10.55a.m. – bell as normal for teachers to leave the staff room and go back to classrooms – provides time to be there to pick children up at 10.57 a.m. The assistants need to be away by 10.57a.m. and should not be expected to supervise classes after this time. This arrangement means lining up time outside the classroom is significantly reduced/children are not left unsupervised.

10.57a.m. – bell for children to line up outside classroom areas

1.00p.m. – bell will ring as normal (and arrangements for P1 to P3 lunches as before i.e. to go out a little before the bell)

1.55p.m. – bell as normal for teachers to leave the staff room and to go back to classrooms – to be there to pick children up at 1.57p.m. The assistants/supervisors need to be away by 1.57p.m. and should not be expected to supervise classes after this time. This arrangement means lining up time outside the classroom is significantly reduced/children are not left unsupervised.

1.57 p.m. – bell for children to line up outside classroom areas

3.13 p.m. – bell will ring as normal for (only) bus children (P3 and up) to leave the classroom. P2 continue with existing system. There is no need for P3 up bus children to be out of their room before this time as it can be disruptive for other classes and impacts on duty cover.

3.15 p.m. – bell will ring as normal for non-bus children to leave the classroom. There is no need for P3 up non-bus children to be out of their room before this time as it can be disruptive for other classes and impacts on duty cover.

3.30 p.m. – bell will ring to inform all children (not collected) to report inside (if not already in). Staff on duty stay to 3.30 p.m. will check all are brought inside.

The children in P1 adhere to a slightly different pattern for playtime (at break and lunch) – a hand bell is used. This also applies to P2 children (at lunchtime) until after half-term in November – after which the P2 classes adhere to the pattern in place for the P3 to P7 classes.

**Supervision/Exiting School Policy**

1. **8.30 a.m. on:**

Access doors will not open until approximately 8.30 a.m. (or a few minutes before this).

At approximately 8.30 a.m. (when Ian has opened all of the doors) children can leave bags inside (as directed by the class teacher) and should go out to the playground immediately. One member of the non-teaching staff will be on duty outside (8.30 a.m. on) and both top and lower entrances/ corridors/ playgrounds will be covered. There is to be no loitering in corridors/classrooms and children should not be ‘doing’ things for the teacher at this time when the teacher is not there.

Parents waiting with children in the infant classrooms until a member of staff arrives is deemed appropriate (especially P1).

If wet, all children should be in the classroom from when they arrive (8.30a.m. on) - corridor duty staff will float..

Children still need to be discouraged from coming to school too early i.e. arriving before 8.30 a.m. children will have to wait in alcoves etc. – all doors will be locked until then.

Staff access before 8.30 a.m. – the front door beside Mrs Griffith’s room will always be open as will the ‘new’ door beside the ICT room. Other doors will remain locked so that access for the children can be controlled more easily.

1. **3.15p.m. on:**

Parents do not enter the school before 3.15p.m. unless authorised via the office.

**P1 and P2** children are collected from the classroom fire exit doors.

Access to P1/P2 rooms in through the P1-P3 playground only (not through the dining hall)

**P3-P7** children are to use the following doors (only) at 3.12/3.15 p.m.:

* Lower entrance (main door) beside P5McG and P6K
* Entrance beside the ICT room (‘new’ door)
* Entrance beside P3H/LC1 (for accessing top playground only)

**Classroom fire doors (P3 to P7) are not to be used at the end of school.**

The main door at the foyer (office) is only used to exit when a parent or approved collector has collected a child or to facilitate the early after school club. The door beside P2G will remain closed. This has now been redesigned as a fire exit door. Other doors not to open until 3.15 p.m.

If lifts/parents are late, the onus will be on them to come into the school and collect children from the relevant After School Club (P1-P3 in Room 20 and P4-P7 in ICT Suite)

All exit doors are manned at 3.15p.m.

1. **Early Exit:**

Pupils leaving school early due to a pre-arranged appointment, illness or other reason must be signed out at the office. Parents are asked to use the ‘Signing out Book’ giving time and reason for early exit.

All parents should inform the school (i.e. speak in person to or write a note in the child’s diary to the class teacher) if an early exit is planned. The class teacher should inform any afternoon cover staff where relevant.

In an emergency, parents/guardians should ring the school if possible, to inform staff of their arrangements.

Pupils will be called to the foyer area after the arrival of the adult or in some cases the pupil may wait in the foyer/medical room e.g. lunchtime/illness pick-ups. If the listed adults (approved to collect pupils) are not the collector, the school should be informed to comply with Child Protection guidelines.

**Push exit button in the foyer. The door does not open automatically from the inside from 9.15 a.m. – 3.15 p.m. each day.**

**Wet Play at Lunchtime:**

A decision to have ‘wet lunch’ will be determined by Mr Glass/Mrs Keys in consultation with those on playground duty. This may be communicated through a verbal message or by ringing the bell (depending on the time). If in doubt, contact the office or Mrs Keys.

Unlike previously, there will be no impact on when teachers can have their lunch (i.e. any half hour period). Clearly, there will be periods when children are in the room with the teacher (e.g. when not in the dining hall) – this may influence the teacher’s choice of lunch time.

Children stay in their classroom if wet or report to their own classroom if declared wet (i.e. when they are already outside or in the dining hall).

Children should be briefed about what they can/cannot do in the classroom.

They should ask permission from the supervisor if they need to leave the room/go to the toilet.

Lunch clubs will operate as normal on wet days – same rota will apply (Supervisor)

Supervisors will oversee the relevant areas as follows: -

Dining Hall: Linda F/Geraldine M (and usual assistants) in the dining room (as currently happens everyday – dry or wet); Jill A will control entry of children into the dining hall (releasing assistant on 1.00 p.m. to 1.30 p.m. duty, as required). Wet days – there is less need for the First Aid room to be manned.

Infant Area: Top corridor/classrooms – children to be supervised by classroom assistant assigned to that room (in their own classroom). Teacher may also be in the room for part of the time.

Junior Area: Lower corridor rooms/corridor all sorted by Kate Curry and using staff who would normally be on playground duty.

The class teacher may also be in the room for part of the time.

If children are allowed to go outside again because it is no longer wet, a message will be relayed (probably by a supervisor). An assistant will remain on lower corridor duty (taking over from the teacher who is normally assigned to here, if appropriate). This will allow the filtering in/out from the playground as normal and for teacher’s lunch time to be honoured.