



Scoil Náisiúnta Phadraig Naofa,  
Avoca,  
Co. Wicklow.  
Roll No 18198A

## Supervision Policy

### **Policy Development and Review**

This policy was originally devised in the autumn of 2003 in consultation with Staff and Board of Management(BoM). It was then communicated to parents.

The policy has now been revised by staff at a School Development Planning (SDP) day in June 2006 because staff felt that procedures for arrival/departure and breaktime required revision. This policy was previously revised in 2015 and ratified by the Board of Management in September 2015. The current revision of the policy took place in September 2021. The proposed changes have already been discussed with students at assembly.

### **Rationale**

The rules for National Schools 121(4) and 124(1) obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during all school related activities.

### **Relationship to the Characteristic Ethos of the School**

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

### **The School Day**

#### **Timeframe of School Day**

The school opens to receive pupils from 9.10 a.m .Bus children will be supervised when they arrive at 9 a.m They will remain outside when it is dry and the doors will be opened on the wet days. All children will be supervised in the hall from 9.10.a.m.

Assembly takes place at 9.25am. on Mondays by prior arrangement.

Classes commence at 9.40am on Monday

Classes commence at 9.20.a.m. from Tuesday to Friday.

Sos: 11.00 to 11.10am.

Lunch break is from 1.00pm to 1.30pm.

Classes end each day at 3.00pm.

Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher.

### **Procedures for Arrival and Departure**

The regulations of the Department of Education (DES) envisage a teacher being in attendance at the school only from twenty minutes before the beginning of class until the end of class hours.

Accordingly, the school cannot accept responsibility for children arriving before the official opening of the school or remaining in the school grounds after school. Therefore, parents are asked not to leave their children in the school grounds early in the morning because teachers do not begin official classroom duties until 9.20am reception time, with the exception of the teacher charged with opening the school.

Infants will learn to form a line in the yard or hall with the other classes when they have become accustomed to school. Morning time is not play time.

Parents should ensure that their children are collected on time in the afternoon.

Infants are escorted to the front door by the class teacher and collected by an appointed person.

Infant children with CIE bus tickets can remain in the infant classroom until 3pm.

At 2.55pm class teachers accompany their students to the exit doors. Supervising teachers will ensure children approach the gate in an orderly fashion. Parents who wish to have their children escorted home should arrange to have them met at the pedestrian crossing at 3pm. Parents are further requested not to park in prohibited areas; namely, on yellow lines or in the bus pull-in. Parking inside the school gates is only allowed for staff, volunteers or by invitation.

In the event that a parent or a bus is delayed at 3pm the school should be contacted and a member of staff will remain on the premises until collection of pupil/s.

In exceptional circumstances, such as a school tour, parents will be informed of the timetable and supervision arrangements for that day. Such outings are always supervised by teachers and parental consent is provided on the enrolment form

### **Physical Layout of School**

Avoca National School is very fortunate to have such expansive grounds that include a large playing pitch for the senior pupils and a lower yard for the junior pupils.

On dry days Junior Infants to 2nd classes play on the 'pitch side' of the basketball court in a designated space. Third class are designated a space in this area also. Football can be played in this space. Third, Fourth, Fifth and Sixth classes play on the upper pitch. Football can be played in this space.

On wet days the Juniors to Second classes will play on the basketball court only. Soft ball can be played here. Third, Fourth, Fifth and Sixth can play in the all weather pitch. Football is allowed here.

Gymnastic activities such as hand stands, cartwheels or leap frog are prohibited.

Children should not be indoors on fine days unless they have permission from a teacher.

Children are expected to line on the basketball court after 1st break. All children will line up on the basketball court in the mornings. They remain in this line until they are collected by their teacher.

### **Supervision Rota**

All of the teaching staff has committed to performing supervision duties in accordance with the requirements of DES circulars 18/03 and 29/03. Therefore this provides ample manpower to supervise the school grounds thus providing two teachers for mid morning and lunchtime breaks and also supervision for pupils arriving and departing.

The supervision rota is displayed in the staff room and each teacher has their own copy. Teachers are also required to arrange a “buddy system” in the event of an absence.

In addition to the supervision provided by teaching staff the school also requires that Special Needs Assistants (SNA) make themselves available in the playground in a supervisory capacity to the children in their care.

### **Reporting Incidences**

Children should report incidents of a physical or bullying nature when they occur, to the teacher on duty at the time. The teacher in charge will complete a bully report if they deem necessary. In the event of a physical injury the teacher with post of responsibility (PoR) for medical incidences will complete an accident report in consultation with the supervising teacher.

First Aid boxes and an Incident Report book are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.

Parents must ensure that they inform the school of changes to contact numbers so that school records are updated with contact and emergency phone numbers in the event of an accident or illness.

### **Sports Activities**

All children are encouraged to participate in sporting activities such as basketball and football leagues. Matches are played regularly on the top pitch also.

Sports Rules are displayed on the notice board and are accepted within the Code of Behaviour when children enrol in the school.

### **Wet Days**

#### **Supervision Arrangements for Wet Days**

In the event of inclement weather children are required to remain in their classrooms.

Games are distributed from the classroom. Playing cards are also available in some classrooms.

The supervision rota remains in place and teachers on duty visit each classroom in rotation.

Rough play is strictly forbidden.

### **Individual Insurance**

The School's Parent Association facilitates the provision of individual insurance for students in the school who wish to avail of it.

### **Leaving School During the School Day**

#### **Individual Absences**

Parents may request that a child be allowed to leave the school during the school day, for dental treatment or other medical appointments. Such absences require a written communication to the class teacher. An adult should announce themselves at the principal's or secretary's office prior to collecting the child. They should sign on the collection sheet accordingly. The child will be sent out to meet the adult collecting them. When a child has attended school for a reasonable part of the day ( half day at least) he/she will be marked present on the roll as a measure to encourage attendance.

**Date: 28th of September, 2021**

This revised supervision policy has been agreed by all parties and has been ratified by the Board of Management of the school on the above date.

Signed:

*Valerie Twomey*  
Chairperson of the Board

*Mary Cahill*  
Principal

**Date** \_\_\_\_\_

## **COVID 19 -ADDENDUM**

### **The School Day**

#### **Timeframe of School Day**

The school opens to receive pupils from 9.00 a.m They will arrive in the following order. Bus children will be supervised when they arrive at 9.a.m. Families with surnames from A- J will arrive at 9.05. Families with surnames K- Z will arrive at 9.15.a.m. They will line up in the carpark. The Principal will supervise outside from 9.00 to 9.20 a.m. . Each of the SNA's will take turns assisting with the supervision from 9.10 to 9.20 a.m.

Assembly will take place by zoom.

Classes commence at 9.25.a.m. from Monday to Friday.

Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher.

Due to social distancing rules, the staff will be broken down into pods. Teacher Pod and Ancillary Staff Pod

Breaks-

11.00 to 11.10 p.m.- Ancillary staff

1.00-1.30 p.m.-Teacher Staff

Departure -Bus children at 2.50 pm.

At 2.55 p.m. the teachers will bring out the classes and start by dismissing the children whose names begin with A- to J followed by K- Z. They will assemble in their class lines outside in the carpark. They will be dismissed in family units and encouraged to social distance as they leave the yard.

#### **Procedures for Arrival and Departure**

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Accordingly, the school cannot accept responsibility for children arriving before the official opening of the school or remaining in the school grounds after school. Therefore, parents are asked not to leave their children in the school grounds early in the morning because teachers do not begin official classroom duties until 9.20am reception time, with the exception of the teacher charged with opening the school.

Infants will learn to form a line in the yard or hall with the other classes when they have become accustomed to school. Morning time is not play time.

Parents should ensure that their children are collected on time in the afternoon.

Infants can be picked up from the fire doors situated at the side of their classrooms. Infant teachers will dismiss them from this door

Supervising teachers will ensure children approach the gate in an orderly fashion. Parents who wish to have their children escorted home should arrange to have them met at the pedestrian crossing at 3pm. Parents are further requested not to park in prohibited areas; namely, on yellow lines or in the bus pull-in. Parking inside the school gates is only allowed for staff, volunteers or by invitation.

Children will be dismissed in their pods.

In the event that a parent or a bus is delayed at 3pm the school should be contacted and a member of staff will remain on the premises until collection of pupil/s.