

PRIMROSE HILL NATIONAL SCHOOL

SUPERVISION POLICY September 2020

Taking into account changes to the school schedule and to school access necessitated by the Covid19 Pandemic.

Introduction/ AIMS

- To ensure that adequate supervision is given to the children in the school at arrival, dismissal and during break times.
- To provide a safe place for all the children in our care to learn and play.
- As teachers we accept the duty of care which devolves to us. In Primrose Hill National School, we make every effort to ensure that the children given into our care are adequately supervised.
- To maintain physical distance between class groups and hygiene etiquette in accordance with The Return to School Roadmap and the School's Covid-19 Response Plan.

ARRIVALS AND DISMISSALS:

The school will open to receive pupils at 8.30am. No responsibility is accepted by the school for pupils arriving before that time. At 8:30am, the security gate, the front door of the school, the garden door and the rear door will open to admit pupils.

Each door will be supervised by a staff member to greet the children, ensure that hand sanitiser is used, and that the children go directly to their classroom. Families arrive in alphabetical order by surname as set out below. Parents ensure each of their children enters the building by their class's designated entry point, and during their designated time slot.

ARRIVAL TIMES

8.30 - 8.40 - Families with surnames A - J

8.40 - 8.50 - Families with surnames K – Z

Wheelchair access is to the rear of the school. Arrangements for access to the building will be made accordingly with any person needing to avail of that access.

ENTRY POINT

Junior and Senior Infants and 1st Class– Door to the rear of the school building.

2nd and 3rd Class and latecomers – Main front door to the school building.

4th, 5th and 6th Class – Door to the side of the school building. (NB However Ms Tobin's 4th and 5th will exit via the door to the rear of the building.)

Teachers will be present in their classrooms from 8.30am to greet and supervise children.

DISMISSALS

All pupils would be dismissed at 1.15 or 2.15 from their class bubbles but through their allocated exit point. These are as per entry points except for Ms. Tobin's 4th and 5th Class who will exit via the door to the rear of the building.

At 1.15 (for infants) and 2.15 (for 1st to 6th Class) the teachers bring their classes to their designated exit point. When the parent or guardian acknowledges their child the teacher then releases the child. No child is allowed leave until the teacher has seen the parent or person responsible for collecting the child. Teachers are responsible for handing children over to parents/guardians. Parents must not take it upon themselves to hand children over.

Any child that remains on the school premises following collection times will be asked to stay in their classroom bubble. Parents should ring the school doorbell and remain outside of the building until their child has been collected from their classroom bubble.

Parents/guardians who wish to let their children travel home alone should write a note to that effect every year and hand it in to the school office.

If a child is being picked up by someone other than their usual person, parents/guardians must provide the school office with a note to say who is picking them up. Parents/guardians should inform the school office of any change in their usual arrangement.

Parents/guardians who wish to have their children escorted home should make their own arrangements to have them met at the designated exit point and the person to escort them should be present not later than 1.15pm (for infants) or 2.15pm (for all other pupils), as the school cannot accept responsibility for the supervision of children after that time. Parents must notify the office in writing of collection arrangements if it is not a parent who is collecting the child.

Children attending After School Activities walk to their activity as their class group are leaving.

SCHOOL DAY

The school day starts at 8:30am when teachers take responsibility for the first group (A – J) of pupils.

Instruction for all commences at 8:50am.

BREAK TIME SUPERVISION

There are two break times every day. For the duration of the Covid-19 crisis, both break times are staggered to avoid congestion in the yard.

FIRST BREAK (LUNCH)

The three downstairs classrooms are in the yard from 10.45 to 11am. Two staff members (one teacher, one SNA) supervise the yard. The class teacher supervises the children in their classroom while they eat for 15 minutes before or after playtime. The teacher who is on yard supervision duty for that break is relieved by the SET from 11.05 to 11.20 so that they may eat lunch.

The upstairs classrooms are in the yard from 11.05am to 11.20am. Two staff members supervise the yard (one teacher, one SNA). These classes will eat from 10.45 to 11am (before they go out). The class teacher supervises the children in their classroom while they eat. The teacher who is on yard supervision duty for that break is relieved by the SET at this time so that they may eat lunch.

SECOND BREAK (SMALL BREAK)

The upstairs classrooms are in the yard from 12.20 to 12.30. Two staff members supervise the yard. The children eat in their classrooms for 5 minutes before or after this time, supervised by their teacher.

The downstairs classrooms are in the yard from 12.35 to 12.45. Two staff members supervise the yard. The children eat in their classrooms for 5 minutes before or after this time, supervised by their teacher.

On days where the weather is extremely inclement, teachers will remain with their class during break times. The SET teacher will ensure each teacher takes a 5-minute bathroom break.

The rules for the yard are revised and reviewed regularly with input from the children and are well known and repeated often to the children. See Appendix 1.

Children line up at the end of yard time and the teacher on duty remains with classes until they have been picked up by their own teacher.

The Principal is responsible for drawing up and updating the Supervision Rota, which is made known to each person on the rota and which is displayed in the Staff Room.

See also **Risk Assessment Table** (PHNS) as part of the School's Child Safeguarding Statement. This has been amended to reflect the Covid-19 risk.

A full **Covid-19 Risk Assessment Table** is also available as Appendix 2 to the **School's Covid-19 Response Plan**.

Note: **Dogs** are not allowed on school premises or grounds except for assistance dogs.

Only the Board of Management can authorise any changes to the content of this policy.

This policy will be reviewed by the Board of Management once in every school year.

This policy was reviewed by the Board of Management on _____ 2020

Date of next review: _____ 20__

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal

Date: _____

Date: _____

APPENDIX 1

Yard Rules (with input from the children themselves):

Listen to the staff on duty. Get their help if you cannot resolve a problem yourself / talk/sort out a problem.

Include everyone in games. (No limiting the number of players)

Stay on your own area of the yard.

Play safely / Keep all contact gentle (no pushing, pulling, kicking, punching // Hands to yourself).

No shouting / screaming at other people.

Play fair / no cheating.

Help someone if they fall.

Walk to the line when you hear the bell.

Line up quietly.