

Supervision Rota

1. There are two breaks in St. Paul's (a) 10:30-10:40am and (b) 12noon to 12:30pm.
2. Yard supervision in St Paul's National School allows 7 teachers to supervise at each break time. Two teachers cover each yard; and one remains inside in designated area to attend to injured children and supervise sick children (sick bay). SNAs are deployed to different yards also depending on needs.
3. All children will eat their lunch at 12-12:15pm and then go out on the yard from 12:15-12:30pm to play.
 - No substitute teacher to cover sick bay supervision. The group on duty to arrange the swap
 - A yard-incident book will be kept in sick bay. The incident book to be completed by class teacher in conjunction with teacher(s) on duty
4. One post holder covers morning (15 minutes before school) supervision each day.
 - When the bell rings, the children walk to their lines and line up. Then guided by the teachers on the yard they walk in an orderly and calm fashion. Children are to be very quiet but silence is not essential. One teacher supervises the children as they line up and walk in from the yard and the other teachers see the children back to their class.
5. Since there are three yards in our school infants, play on the top yard, 1st to 3rd play in the middle yard and 4th to 6th classes play on the all-weather pitch.
6. This method of supervision fulfils all adequate supervision needs as outlined by Board of Management and Insurance Company.
7. On wet mornings the principal or staff member will open the school between 8.15am and 8.20am, provided there is deemed to be adequate supervision.
8. **Teacher Absences – Supervision**
When a teacher is absent from, school the Deputy Principal (Post Holder) is informed and he/she duly goes to that class and divides it. There is a list of pupils for each class and the class is divided so that each child goes to a particular class and teacher on this day.
When possible and when available, substitute cover will be provided according to DES guidelines.

Break-time Sanctions

1. Yard supervision in St Paul's National School allows 7 teachers to supervise at each break time (as indicated above)
2. Children go on the yard from 10:30am-10:40am. Six teachers supervise on the yard and one teacher remains inside in designated area to attend to injured children and supervise sick children (sick bay).
3. The following children only are permitted in sick bay:
 - a. Children who receive an injury in the yard and need medical attention
 - b. Children who are too sick to play outdoors. These children must have a request from parents to remain indoors and this must be communicated to class teacher who in turn communicates the teacher on sick bay.
 - c. Children who need to use the toilet.
 - d. Children who need to complete homework assignments or are on detention. This sanction is only applied if such behaviour is continuous and warrants sanctioning. It is the class teacher's responsibility to bring this to the teacher in sick bay's attention. These children are to remain in halla or sick bay for the complete break. .
 - No Food to be brought to sick bay
4. When the bell goes, children must join their line. They must enter the yard through the doors assigned to their class.
5. If children misbehave in the yard the teacher on yard duty will speak with the child
6. **Children going home early**
 - If children are going home early parent must inform teacher
 - Parents are to come to reception if collecting during school where the secretary will collect the child from class.

- **Date for next review:** See lead sheet
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