



MAYNOOTH EDUCATE TOGETHER NATIONAL SCHOOL SUPERVISION OF PUPILS POLICY

1 Background

Rules 121(4) and 124(1) of the Rules for National School oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when they are on the school premises, during school time and/or on school activities. Accordingly, all teachers have the responsibility, individually and collectively, to provide a duty of care at all times towards the children in the school in which they teach. This policy is also informed by the Department of Education and Science Circular 16/73 "Supervision of Pupils" guidelines (2008) issued by the Primary Professional Development Service and will be implemented in compliance with these documents.

2 General Principles

Board of Management: It is a matter for the Board of Management to ensure that a roster for supervision is prepared for each term and retained in the school for inspection.

Principal Teacher: It is a matter for the Principal Teacher in consultation with the Board of Management to prepare the roster for supervision. The Principal Teacher manages, monitors and participates in the supervision of the pupils during mid-morning and lunch breaks and assembly and dismissal supervision. The roster should include arrangements for providing supervision for short term absences. This roster will be displayed in the school staff room and will be adhered to by staff.

Class Teacher: The primary responsibility/duty of care for pupils falls on the class teacher. The "duty of care" placed on a teacher is to take such care of his/her pupils as a careful parent would of his/her own children.

The level of supervision by the staff of METNS will always take account of:

- the age/maturity/needs of the pupils
- the numbers involved
- the layout of the building/yard
- the type of activity etc.

Parents: It is the duty of parents to deliver their children to the front school yard each morning and to collect their children from there each afternoon as per the School Calendar.

On Duty Supervisors: Staff who are supervising pupils during school breaks will wear high visibility vests or armbands whilst on duty. Supervising staff will patrol the

yard and play areas and will provide such care of his/her pupils as a careful parent would of his/her own children. The supervising teacher will carry a yard incident book. All incidents will be recorded in this book. All accidents will be recorded in an accident report form and these forms will be maintained in the school staffroom.

3 Arrival and Dismissal of Pupils

At Maynooth Educate Together National School, the school day runs from 8.30am to 1.10pm (Infants), 2.10pm (all other children).

Arrival: Teaching Staff and at least one Special Needs Assistant will supervise assembly from 8.20am-8.30am. The school accepts no responsibility for children arriving before this time. Children will remain in the front school yard until 8.30am at which time they go to their classrooms. Teachers cannot take responsibility for children arriving after 8.30am until they arrive in the classroom. To assist in ensuring the safety of the children, parents are requested not to drive into either the bus bay or into the staff car park.

Children will enter by front doors when doors are opened at 8.30am. On wet days the doors are opened at 8.20am. Parents are welcome to accompany children to classes. Teachers will be present in classrooms at 8.20am to receive children on wet mornings.

Dismissal: At 1.10pm/2.10pm, class teachers will bring their children to the school yard where the children will line up in their designated area. Parents may collect their children from this area.

Children not collected will be brought back into the school by the class teacher. Ten minutes after dismissal time, parent/emergency contact person of awaiting children will be contacted by phone. If further action is required, the Chairperson of the Board of Management will be contacted.

On wet days, parents may collect their children from the classroom.

Children travelling on the school bus/buses will line up and will be accompanied to, and seen onto the bus, by a Special Needs Assistant.

Parents are advised that classes finish at 1.10pm/2.10pm. Prompt collection of children is essential. Parents who are habitually late in collecting their child/children will be reminded of school closure time. If this practice continues, the Board of Management will be notified.

Parents/Guardians must inform class teacher of any new arrangement regarding collection. Parents who wish to allow children to leave early must inform school in advance and must collect children at the agreed time and sign the child/children out. This book will be kept in the child's classroom. The school must be notified in writing of any change in routine vis-à-vis collection of child/children.

If a substitute teacher gets a note stating a change of routine re collection, he/she must contact the Principal/Deputy Principal. If the School Secretary receives notification of a change, she must notify the class teacher.

4 Break and Lunch Periods

Children will be supervised by a member of the teaching staff and at least one Special Needs Assistant during morning break and lunch break periods on the school yard. Children will be informed regularly of yard rules and regulations which will be rigorously enforced. The practice of children returning to classrooms during breaks is discouraged except in emergencies.

On wet days, children will remain in their classrooms. They will play and complete activities set out by the class teacher. Doors will be left open. At least one teacher will supervise the children downstairs whilst another will supervise the classrooms upstairs. The Special Needs Assistants will remain in the classroom with their assigned children.

5 ASD Classes

Children from the ASD classes will be accompanied on the school yard by a Special Needs Assistant from those classes. Children remaining in the classroom will be accompanied by a Special Needs Assistant in each classroom and a teacher will oversee this arrangement.

6 Normal School Hours

Teachers are responsible for supervision of children during normal school working hours. Teachers who occasionally leave the classroom for short periods ie 5 minutes or less, will arrange cover for their classes. This cover will be provided by a teacher in a neighbouring classroom. Longer absences will be covered by either the EAL teacher or the Learning Support/Resource Teacher.

7 School Tours and Outings

On all school tours and outings, the level of supervision will be provided following the general principles described. With the assistance of volunteers from the parent body, as a general rule, we will maintain a ratio of 7 students: 1 supervisor in the infant classes and a ratio of 10 students : 1 supervisor in the remaining classes. This ratio may be changed by agreement with the Board of Management depending on the nature of the outing. Parents and others assisting with supervision should always be accompanied and advised by a teacher.

8 Plan for Reviewing the Policy

The policy will be reviewed regularly in consultation with the Parents Association.

Approved by the Board of Management

Date: 8th December 2010

Signature:

