

Scoil Áine Naofa
Loreto,
An Uaimh,
Co. na Mhí.



St Anne's
Loreto Primary School
Navan,
Co. Meath.

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Roll No. 00883P

Supervision Procedures 2020-2021

Due to Covid 19 measures alternative Supervision Procedures are in place.

Arrival of Pupils:

Children assemble outside the relevant school gates/ doors and walk straight to class at relevant times (8.55am, 9.05am and 9.15am). Ms. O'Bric, Principal, will supervise arrival of pupils at the front gates. Their class teacher will be in the classroom to greet them.

Break Times:

At 'little break' the infant classes proceed to the blue yards at their relevant times (10.40am or 11.00 am), where they are supervised by a teacher and S.N.A. where possible. Two 1st classes, 2nd class and 3rd classes proceed to the black yard where they are supervised by a teacher and S.N.A. where possible. 4th to 6th classes proceed to the basketball court again supervised by a teacher and S.N.A. where possible.

Staff on yard duty know in advance which yard they are rostered for. At 'big break' these teachers may take 5 minutes to get their lunch from the staff room from 12.05-12.10 pm /12.45-12.50 pm while the class teacher 'next door' keeps a watch on their class. At 12.10/12.50 pm teachers on yard duty proceed promptly to their area of supervision as class teachers leave for their lunches: teacher in the blue yard supervises the downstairs corridor; teacher in the black yard supervises the upstairs corridor and teacher from the basketball court supervises the 'new block'. S.N.A.'s are also on duty at this time, evenly spread throughout the building as the need arises.

The pupils eat their lunches while remaining in their places from 12.10-12.25pm or 12.50-1.05 pm. At 12.25 or 1.05 pm (weather permitting), the teacher on yard duty directs the classes to proceed to their respective yards walking in single file on the right hand side of the corridor. The duty teacher is last to leave their supervision area to ensure all pupils have vacated the rooms.

No child is permitted to leave the yard without permission from the teacher/S.N.A. on duty. Any accidents, especially requiring medical intervention/advice or where parents need to be informed are recorded by the yard duty staff as soon as possible (on the day) in the Accident Book in the Staff Room. The yard duty teacher should link with the class teacher asap and inform him/her what happened. **Parents should be informed of the issue by the class teacher/yard duty teacher by phone/ Aladdin message on the day of the accident.** Consequences should be put in place immediately for those pupils who are not heeding safe and respectful practices towards others.

Pupils may spend time on the 'time out red zone' in the yards for inappropriate behaviour. This is set by the duty staff or in advance by the class teacher and relayed to the duty staff.

If the weather is inclement at any of the breaks, the 3 teachers on yard duty supervise the pupils in their classrooms. S.N.A.'s are also on duty at this time, evenly spread throughout the building as the need arises. Pupils remain in their seats and may engage with rainy day activities organised by their teacher in advance. These may include art/colouring activities; news today; board games and playing cards. Netflix/YouTube may only be used sparingly and strictly only where the teacher has viewed and agreed the content in advance to be suitable and age-appropriate.

The electric bell is used to signal break times are over. The bell is rung twice. On the first bell pupils 'freeze'. No lining up takes place at the moment due to Covid 19. The yard duty teacher directs a class to leave their respective yard when their class teacher comes to collect them.

If a teacher is absent and not able to cover their yard duty, another teacher will oblige on a 'pay back'/goodwill basis.

If a child is incapacitated due to an injury (a note should be provided by the parent/guardian in advance cases) and is unable to go out to the yard at break times, they may proceed with a member of their Pod to the area in the annex to the black yard. Here the yard duty teacher/ S.N.A. will keep a periodic watch over them while moving around supervising out on the black yard.

First Aid if required can be administered by the S.N.A. team.

Home Time Discharge

At 1.40/1.50/2.00 pm the infant classes file out with their class teachers into the blue yard to be collected by their parent/guardians. Pupils are instructed by their class teacher **NOT TO LEAVE THEIR TEACHER/SCHOOL STAFF UNDER ANY CIRCUMSTANCES UNTIL THEY ARE SAFELY COLLECTED FROM THE DESIGNATED EXIT AREAS.** Parents/Guardians should regularly remind their child/ren of this arrangement. We have a duty of care and responsibility for your child and must uphold this at all times. Parents/Guardians must understand our natural anxiety around this point and support us in ensuring child safety is a priority in St. Anne's Loreto Primary School.

At 2.40/2.50/3.00 pm teachers walk their class to the designated gate/ school exit areas.

Pupils not collected on time are seated outside the office/in their classroom while necessary calls are made.

Parents need to supply a written note/message on Aladdin to teacher or tell the teacher directly if the collection arrangements are being changed on any given day. Teachers cannot accept this information from the pupils alone. It is very important that school staff are aware in writing if there are any issues regarding the safe collection of your child.

These procedures have been approved by St. Anne's Loreto Primary School, Board of Management on 17th December 2020.

Cíodhna D'Óric

**C. O'Bric
Principal**