Scoil Áine Naofa St Anne’s

Loreto, Loreto Primary School

An Uaimh, Navan,

Co. na Mí. Co. Meath.

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Roll No. 00883P

**Supervision Procedures 2023.**

**Arrival of Pupils:**

Children assemble outside the school gates and from 9am are directed to walk straight to the Blue/Black Yards. Ms. O’Bric, Principal, Mrs. O’ Sullivan, Deputy Principal and Mrs. McElwaine Assistant Principal will supervise the arrival of pupils through the front gates and into the yards. The class teachers will collect their classes from the relevant yard promptly at 9.15am. 5 minutes discretionary time is extended to pupils who may occasionally arrive late to get to their classes.

**Break Times:** At ‘little break’ the classes proceed to their yards at 10.50am, where they are supervised by a teacher and S.N.A. where possible.

Staff on yard duty know in advance which yard they are rostered to supervise. At ‘big break’ these teachers may take 5 minutes to get their lunch from the staff room from 12.20-12.25pm while the class teacher ‘next door’ keeps a watch on their class. At 12.25pm those teachers on yard duty proceed promptly to their area of supervision as class teachers leave for their lunches. The teacher in the blue yard supervises the downstairs corridor; teacher in the black yard supervises the upstairs corridor and the teacher on 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 seated in their places from 12.25 – 12.40pm. At 12.40pm (weather permitting), the teacher on yard duty directs the classes to line up and 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, conducting a ‘sweep’ of the toilet areas enroute, to ensure all pupils have vacated the rooms.

Pupils are invited to use the bathroom, if needed, on their way to the yard at break time or on their way back into the building after break time. No child is permitted to leave the yard without permission from the teacher/S.N.A. on duty. Any accidents, especially those 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 will 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 directly if possible but failing this by phone/ Aladdin message asap 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 eg. Kind hands/feet/words, do unto others as you would wish done to you.

Pupils may spend time on the ‘time out red zone’ in the yards for inappropriate behaviour. This is arranged by the duty staff or in advance by the class teacher and relayed to the duty staff. Ms. Dervan takes care of ‘Detention’ on Wednesdays in her classroom, please liaise with Ms. O’ Bric in advance. 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, age-appropriate and entertaining.

The electric bell is used to signal break times are over. In the yard the bell is rung twice. On the first bell pupils ‘freeze’. No lining up takes place at this first signal. A second bell signals and the yard duty teacher directs the classes to walk to their respective line-up areas from where their class teacher arrives to collect them. Teachers will aim to be as prompt and punctual as possible.

If a teacher is absent and not able to cover their yard duty, the substitute teacher will take responsibility for their duty or alternatively another teacher will oblige on a ‘pay back’/goodwill basis.

If a child is incapacitated due to an injury and is unable to go out to the yard at break times (a note should be provided by the parent/guardian in advance cases), they may proceed with a ‘buddy’ to the shelter area in the Blue Yard or the annex to the black yard. The pair should remain seated with some activities to keep them occupied for this period. Here the yard duty teacher/ S.N.A. will keep a periodic watch over them while circulating around supervising their main area of priority ie. the black yard. First Aid if required can be administered by the S.N.A. team.

**Home Time Discharge**

At 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 AREA. Parents/Guardians should regularly remind their child/ren of this arrangement. We have a duty of care and responsibility for your child and we take this seriously at all times. Parents/Guardians must understand our natural caution and concerns around this point and support us in ensuring child safety is a daily priority in St. Anne’s Loreto Primary School.

At 3.00 pm teachers from 1st – 6th classes walk their class to the designated gate/ school exit areas and supervise until all pupils are safely collected.

Pupils not collected on time are seated outside the school office while necessary calls are made by staff to their Parents/Guardians.

\*If your child is deemed old enough by his/her Parents/Guardians to make their own way safely home from school independent of you, please understand you must forward this consent to the school via ‘Permissions’ on the Aladdin App or a note in writing. If this arrangement ceases at any time please notify us again in writing and the date from which this is effective.

**\*\*If the usual collection arrangements are being changed on any given day Parents need to supply a written note to teacher/message on the Aladdin App. or to tell the teacher directly and in advance. 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 and explicit collection arrangements in place for your child. These procedures have been approved by St. Anne’s Loreto Primary School, Board of Management on 5th May 2022.**

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**C. O’Bric. Principal.**