

# PLAYGROUND SUPERVISION POLICY

**Policy:** At St. Agatha's, we provide a duty of care to students both within and outside the classroom. We strive to provide an environment where the children feel safe and can play in an environment that is ordered by responsible supervision.

*TEACHERS ARE TO REFER TO THE STAFF DUTY ROSTER DISTRIBUTED AT THE COMMENCEMENT OF EACH TERM OR ON DISPLAY IN THE STAFFROOM.*

## GENERAL

- All teachers are to display a copy of the duty rosters on their classroom notice board.
- Children can play games at lunch using equipment booked out from the top playground sport cupboard.
- Handball is the only game to be played before school and at second break.
- Teachers take megaphones on all duties.
- Teachers take first aid bags on lunch and afternoon break.
- Teachers collect children from lines at 8:40am, 11:25am and 1.55pm.
- CHILDREN NOT WEARING A HAT ARE NOT ALLOWED TO PLAY OR GO TO LIBRARY AND MUST SIT EITHER IN AMPITHEATRE ON OVAL OR ON SEATS ON TOP PLAYGROUND.

## BEFORE SCHOOL

Duty commences at 8.15

The teacher on duty is responsible for

- Checking the playground to make sure it is safe. E.g. look for broken glass etc. All notification of unsafe equipment is to be brought to Principal's notice immediately.
- Bell rings at 8:40am.
- The children are to stop playing, remain still and walk to lines when asked by the teacher on duty.

## LUNCH

10:45-11.05

- Two teachers are on duty in the covered area.
- Students are to remain seated while they eat their lunch.

11.05- 11.25

- Four teachers are on duty: one in covered area; oval; fort and library.
- A warning bell is rung at 11:20 for children to stop playing, go to the toilet, collect lunchboxes and to get a drink.
- A bell is rung at 11:25 for children to be lined up.

## AFTERNOON TEA BREAK

1.40-2 PM

- Two teachers supervise the children eating their afternoon tea on the top playground.
- All children are to remain seated while eating, play quietly once finished.
- A warning bell is rung at 1:55pm

## AFTER SCHOOL

Bell rings at 2:55 pm

Duty commences at 2:55pm

Crombie Street:

- Children leave classrooms and proceed down to Crombie Street entrance. Children sit down close to fence to wait for parents.
- Teachers bring remaining children back to front office at 3:20pm. At 3:30pm, children are booked into after school care.

Oriel Road:

- Children assemble at top of church steps and wait for teacher.
- Year 1 and 2 children proceed down steps before rest of children.
- Children crossing Hunter Lane and Oriel Road wait for teacher and Lollipop crossing supervisor for instructions.
- Children wait on church steps for either pick-up by parents or for bus.
- At 3:20pm, teacher brings remaining children who are not catching the bus back to outside front office. At 3:30pm, children are booked into after school care.

### **1.23 WET WEATHER**

The Assistant Principal will notify classes if wet weather duty is to occur via intercom system.

#### **BEFORE SCHOOL**

On arrival at school the children put bags on port racks and move to covered area and sit quietly until the duty teacher arrives. Children play quietly until the bell rings, and then proceed to assembly lines.

#### **LUNCH 10:45 AM – 11:25AM**

- Teachers rostered for supervising eating time supervise all students in the undercover area.
- Staff on duty supervise play time in the undercover area, and between showers the tennis courts at the discretion of the teachers on duty. One teacher may take Prep students into the Prep rooms for safe inside play.

#### **AFTERNOON BREAK 1:35-1.55PM**

Children are supervised in undercover area for eating and quiet play by duty teachers.

#### **AFTER SCHOOL**

##### **LIGHT RAIN**

Procedures as usual

##### **STORMS AND HEAVY RAIN**

- Parents may pick up children from the classroom between 2pm and 2:45pm.
- Remaining children are taken by their teachers to area below Yr 6 building.
- Parents drive one way through the grounds from Crombie Street, pick up their children outside the sheltered area below Yr 6 and then drive out through Hunter Lane.
- Assistant Principal and teacher on Crombie St duty co-ordinate children exiting building into cars.