**Supervision and Procedures**

The following are guidelines on yard supervision procedures and related matters:

All areas of the yard should be supervised by a member of the teaching staff and an SNA at all times and should, under no circumstances, be left unsupervised.

A yard duty rota is in place in our School. In the event of a planned absence the person arranges a swap for supervision duties. In the event of an unplanned absence the Principal arranges for another person to supervise.

Teachers on yard duty will record any incidents if necessary.

Class teacher should accompany his / her class to each classroom from the yard.

Children are not allowed to remain in classrooms during break times except on days when weather prevents outdoor activity. On such days each teacher remains in his/her own classroom. The learning Support Teacher will then relieve each class teacher for 5 minutes.

### Children are not permitted to engage in boisterous behaviour, rough play or dangerous games or leave the yard without the permission of the teacher on duty.

If a child disobeys the rules of the yard, he / she may forfeit part of play time .

The grass areas are only permitted in good weather.

In the event of a serious injury, the class teacher/teacher on call is sent for to attend to the child. Details of the accident including date, time, location, nature of the incident, names of witnesses and action taken afterwards should be recorded . If necessary Parents / guardians should be informed and where contact cannot be made, qualified medical treatment should be sought for the child where necessary.

If a child needs to use the toilet during break time, he / she must obtain permission from the teacher on duty.

Play ceases in response to the bell and children proceed to their line.

The school will open to receive pupils at 9.10a.m. No responsibility is accepted for pupils arriving before that time. The bell rings at 9.20 a.m. Classes will commence each day at 9.20a.m. Classes will end each day at 2.00 p.m. (infants) and 3.00p.m. ( all other classes).

Teachers ensure an orderly dismissal and that all classrooms are vacated at his time. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school gate not later than 2.00 p.m. (infants) and 3.00 p.m. ( all other classes), as the school cannot accept responsibility for the supervision of children after that time.