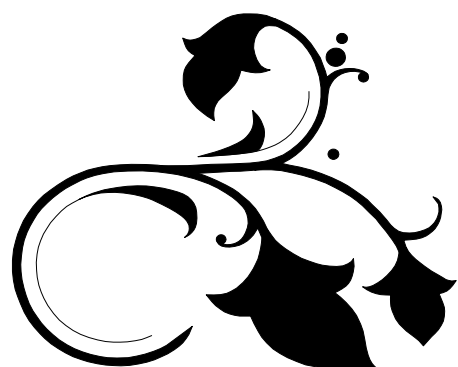


WAGGA WAGGA PUBLIC SCHOOL

SUPERVISION POLICY



1. Information Supplied to Parents About Daily School Routines

The information set out below will be given through the following avenues:

- (2) Information Folder (distributed to all new families upon enrolling).
- (3) Parent Bulletin (at the start of each new school year).
- (4) Parent Bulletin (as specific supervision issues need to be addressed).

PROCEDURES

1.1 Once children arrive at school they are not permitted to leave the grounds without written permission from parents. This would include students who may go home for lunch, who meet their parents to keep appointments away from the school or students who must leave the school before the normal time. This includes sporting and excursion activities or special events.

1.2 The school playground is not supervised before a teacher commences rostered supervision duty at 8.50am. Children should not come to school before this time unless it is necessary because of bus times, etc. School hours are deemed to be between the hours of 8.50 am and 3.15 pm.

1.3 Before 8.50 am all children must remain seated in the designated area. After 8.50 am bell is rung children may play. Teachers supervise the playground at this time.

1.4 Play ceases at 9.15 am when a bell is rung. Children assemble in the quadrangle (Mon & Fri) at designated positions. An allocated teacher runs the assembly, which all teachers attend. At the conclusion, students, under supervision, are taken to their classroom. On Tues, Wed, and Thurs students assemble outside classroom entrances.

1.5 All children are to sit in their respective areas to eat their recess and lunch - Infants under covered area and trees, Primary under trees or in quadrangle. The morning recess break (10.45 - 11.10 am) consists of 10 minutes quiet eating time, followed by 15 minutes games time. Lunch time occurs between 1.10 - 2.00 pm, with a change of teacher at 1.35 pm. Children sit quietly and eat their lunch for 10 minutes. After this time a canteen line and a sports shed line are formed and are taken to them. A bell is rung to denote play time. A bell will ring 2 -3 minutes before the end of lunch to allow for toileting. Teachers supervise and ring the bell for commencement of play. The teacher in the main quadrangle is responsible for ringing the bell. Areas are to be clean of all rubbish before any play is to commence and before lines are formed for the canteen and sports shed at lunch. At recess children may buy from the canteen immediately. At lunch time they may buy from 1.20pm - 1.50pm.

1.6 At recess and lunchtime, the teacher rostered for carpark duty, assists with eating supervision in the Infants area for 10 minutes. They are then responsible for taking Year 2 to the

carpark area. Year 3 will be sent from the Primary Quad. to join them. At lunchtime (1.20 pm.) the designated roving teacher will collect the infants students wishing to purchase from the canteen and supervise their movement to that area.

1.7 Children wait for buses or parent collection under the Infants shelter, behind bus lines. Teachers supervise until all children have been collected. If a child misses their bus or has not been picked up, the office/principal will contact parents or emergency care providers.

2. Normal Supervision Guidelines for Staff

2.1 All staff must be consistent in their interpretation of behaviour and movement around the school.

2.2 Staff will be appointed to supervise the various Duty Areas as set out in the Duty roster.

1. Teachers must be prompt when commencing a period of rostered duty and must not leave the area unless there is a major emergency e.g. A student may require assistance in a situation involving a custody dispute. One of the school executive must be notified if such situations occur.

2. While on duty, teachers will move around all parts of the rostered area and will pay particular attention to the fixed equipment areas.

3. In terms one and four, staff will enforce the school's "play in the shade" policy, and students without an appropriate hat must sit under the trees or in the shade area.

2.3 A nominated member of the executive is on call each day.
The following areas will constitute duty areas:

Before School: 8.50 - 9.15 am

- (1) Main quadrangle and fixed equipment.
- (2) Infants quadrangle, fixed equipment and shade area.
- (3) Library 8.50 - 9.15 am (Wed. to Friday)

Recess: 10.45 - 11.10 am

- 1) Main quadrangle, fixed equipment and cricket nets. (Years 4-6)
- 2) Infants quadrangle, fixed equipment and shade area. (Years K-1)
- 3) Residence grass area and old carpark. (Years 2-3)

Lunch: 1.10 - 2.00 pm

- 1) Detention room (Mon -Thurs) - Executive

- 2) Main quadrangle, fixed equipment and cricket nets.
- 3) Infants quadrangle, fixed equipment and shade area.
- 4) Residence grass area and old carpark
- 5) Library (Tue., Wed.) - 2nd half only.
- 6) Cricket nets

One teacher will rove between the 3 main playground areas at recess and lunch.

Bus Duty: 3.15 -4.00pm

- 1) As per bus duty roster

Kindergarten:

Students in these classes will be dismissed at 3.00 each afternoon for the duration of Term 1 each year. Those children unable to be collected at this time will be supervised in a designated classroom by a teacher until the normal dismissal time (3.15 pm). Children being dismissed at 3:00pm will be supervised by a second teacher.

- 2.4 Fixed Equipment:
A roster for use will be devised allowing primary usage during the first half of each lunch time. Infants will have use of the equipment at all other times.
- 2.5 Hard cricket balls will only be used in the Cricket Nets, under direct staff supervision. At other times (when no staff supervision) tennis balls will be used in nets. Cricket will only be played on main quadrangle area. Max. 2 games.
- 2.6 All school equipment used by pupils before school and during the lunch break must be used appropriately and returned. Teachers on duty are to check that this is done.
- 2.7 No running or ball games are permitted before the 8.50 am bell.
- 2.8 Playing or loitering is not permitted in toilet areas.
- 2.9 Students may enter and remain in rooms only when a teacher is present or nearby to accept responsibility for them.
- 2.10 The Hall will be used only when a teacher is present or special permission has been given by the Principal.
- 2.11 Students are to be encouraged (by the teacher on duty) to keep the various areas free of litter. Games should be allowed to continue if an area is untidy.
- 2.12 Students waiting to enter classrooms should do so in two quiet lines. Bags should be

kept in a neat and orderly fashion. Hallways must be kept free of bags.

- 2.13 Vehicles are not to enter or leave school playground during Recess and Lunchtime, as signs designate.
- 2.14 Students are not permitted to run around corners, along paths or through crowded areas. When moving along paths or through doors or on stairs, students must keep to the left.
- 2.15 There will be 2 canteen lines, 1 for Infants and 1 for Primary children.
- 2.16 Lunches will be eaten in shaded areas for on seats under trees. If raining, classrooms or infants shelter will be used. Students will sit while eating and wait to be dismissed.
- 2.17 Students will only be permitted to leave the lunch area with the permission of the teacher on duty, when that teacher is satisfied that lunch is completed and the grounds are free of litter. Students will collect sporting gear after they leave the lunch area.
- 2.18 Whilst on rostered playground duty, teachers will have in their possession the duty bag and Walkie Talkie.
- 2.19 Students found out of bounds or using an area or equipment incorrectly must be reprimanded. Persistent offenders are to be referred to the Principal.
- 2.20 Students are not permitted to play in or near the waste disposal bin or adjacent area.
- 2.21 Bike riders must walk with their bikes in the school grounds and bikes must be parked in the rack provided. Skates and skateboards must not be brought to school.
- 2.22 During Ahigh exposure risk periods@ students are not wearing sun safe hats will be confined to the designated shade areas.
- 2.23 These areas are out of bounds at all times:
 - (2) Carpark (Except at recess and lunchtime)
 - (3) School residence
 - (4) Behind toilets
 - (5) Behind hall
 - (6) G.A. sheds
 - (7) Under/behind E Block

3. Wet Weather Supervision

- 3.1 Wet weather duty is a burden to all staff. The safety and welfare of our students must override the inconvenience to individual staff.

- 3.2 Students wait on verandahs or other sheltered areas until the 8.50 am bell.
- 3.3 Wet Weather Routines will be activated by the Assistant Principal in charge of the playground roster when rain is falling or the weather conditions are such as to make the outdoor lunch area unsuitable. Primary children to their classrooms, Infants to their classrooms or the Sheltered Area. No unruly behaviour or movement is acceptable.
- 3.4 One teacher is allocated to supervise 2 classes for each half of lunch, as allocated by the APP. Activities/Games to be provided where possible.

4. Responding to Student Complaints of Bullying or Inappropriate Student Behaviour.

These statements are based on the School's Anti-Bullying Policy. While on a rostered playground duty teachers will:

- 4.1 be available to deal with complaints about bullying and treat the information seriously, even if to you as an adult, it seems insignificant. All complaints should be followed up on the spot or as soon as possible. The emphasis should always be on helping the victim to be assertive.
 - 4.2 record the incident precisely - include victims, bullies, bystanders etc. This information will be monitored so the individuals who are either bullies or being bullied on regular basis can be noted and a strategy employed to address this issue.
 - 4.3 Teachers should communicate with all children in an acceptable manner at all times. Shouting is not encouraged. You do not need to prove who is in charge.
5. Responding to Injured Students
- 5.1 All staff must be familiar with those sections of the School Student Welfare Policy (Revised April 2000) which relate to students injury and illness.
 - 5.2 The specific procedures must be applied in all cases of injury or illness.
 - 1. When a serious injury is sustained in the playground or another part of the School, the student should not be moved until the designated First Aid person or Principal is called to assist.

2. Minor scratches and abrasions should not be referred to the First Aid person but should be attended to by the teacher on playground duty. First Aid bags should be carried by the teacher on duty. Extra Band-Aids, plastic gloves and disinfectant are always available at the office for use by the teacher on playground duty.
3. Open wounds may need to be treated and bandaged and these students should be asked to wait until the teacher on playground duty is able to assist or refer them to the First Aid person or the office. In all cases the teacher on playground duty must follow-up all injury referrals to ascertain that first aid treatment has been undertaken and is appropriate. All accidents must be reported on an official report form.
4. Students who are feeling unwell with minor ailments should remain in their classroom under teacher supervision or go to the Sick Bay. If their condition is such that they require medical attention or home care, the School Assistants will attempt to contact the appropriate care givers and supervise them until the student is collected from the Sick Bay.
5. Emergency cleaning/hygiene kits are placed around the school (staffroom, infants area and sick bay) and should be used by the classroom teacher when required.

6. Classroom Supervision

- 6.1 Staff must realise that bells are rung to signal the end of recess and lunch breaks. The responsibility of the teachers on rostered playground duty ceases when students reach the designated assembly or collection point for each class. All classroom teachers must move to the appropriate collection point as soon as the bells are rung to end a recess or lunch break.
- 6.2 The supervision of students and liability for accidents or incidents which occur in and around these collection points will be the appropriate class teacher=s responsibility in this changeover period. The teachers on playground duty must be allowed some flexibility and the co-operation of other staff members is required to allow them to complete their rostered duty before taking charge of their class.
- 6.3 During the course of a normal school day, each class teacher will supervise their class in a manner designed to maximise the effectiveness of all teaching and learning activities.
- 6.4 Class and school rules will be applied at all times and teachers will accompany classes as they move between areas. Students should be encouraged to move in an orderly manner at all times.
- 6.5 When parents assist during teaching and learning activities, this will be done under the direction of the class teacher.

- 6.6 When other agencies (eg. Practicum students, religious instruction, police lectures etc) visit classrooms the class teacher will remain in the room and exercise control.
- 6.7 On those occasions when an emergency occurs and the teacher is required to leave the classroom for a short period, a nearby teacher will be asked to supervise the class.
- 6.8 Unless special circumstances arise, only one student at a time will be allowed to leave the room to visit the toilets or the bubblers. K -2 must have two students visiting toilets/bubblers at the one time.
- 6.9 Students should not be sent out of the classroom or to an unsupervised area as a disciplinary strategy. Placement at a special A isolation desk A within the classroom or spending A time out A in another classroom, are better options.
- 6.10 During emergency procedures or evacuations the emergency policy supervision procedures will be followed. All staff will be familiar with these.

Variations to Normal School Routines

Any activities requiring a variation to normal routines will result in students and parents being advised of those variations via school assemblies and newsletters.

Excursions and Other Visits

Supervision in regard to these activities will follow the procedures as listed in Memorandum 97/137 and 97/205, as appended.

Bus Travel

- (8) Students will line up in designated area behind markers.
- (9) Students will line up in two lines and proceed after teacher direction to the bus boarding area, in an orderly fashion, only after the bus has stopped completely.
- (10) No more than three students per double seat.
- (11) During bus travel and immediately prior to alighting from the bus, students will remain seated. Only after the bus stops completely will students stand.
- (12) Students needing to cross to the opposite side of the road will remain stationary after alighting from the bus. Only after the bus has moved completely away from the stopping area will students attempt to cross the road.

Car Travel

Parents collecting or leaving children at school must do so in accordance with all Laws of the Road, and observe the regulations on local signs.

Students needing to cross roads to meet parents or be left at school, will do so at Pedestrian crossings where provided, or at street corners. Parents should not call students across roads or permit them to cross roads in other than the stated locations.

Bike Riders

- (13) Should not ride on footpaths.
- (14) Must observe all road rules.