

St John the Baptist Infant Girls' School
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Scoil Eoin Baisde Cailíní Naoidh
Bóthar Ghort na Mara
Cluain Tarbh
Baile Átha Cliath 3

Principal: Dearbhla O'Driscoll
Acting Deputy Principal: Fiona Gearty
Chair, Board of Management: Paul Nolan

Supervision for Mid-Morning And Lunchtime Breaks

1. The Principal has delegated the organization of the yard duty roster to the Deputy Principal.
2. The **mid-morning break is from 10.30am to 10.40am**. The teachers have a 10 minute tea break at this time. Supervision of the children is arranged in rotation.
3. A list of the teaching staff to cover this supervision is displayed on the staff room notice board. Two teachers will do five mornings supervision at a time and must fill in the dates covered. If the staff includes SNAs and/or Classroom Assistants, they will also do yard supervision.
4. When the bell rings to end this break, the duty of care returns to the class teacher.
5. The **lunchtime break is from 11.45am to 12.15pm**.
6. The duty roster is displayed beside the morning signing-in book.
7. It is the obligation of each teacher to check this roster.
8. If a teacher knows in advance that she will be absent, she will arrange a direct swap with another teacher.
9. Teachers not available due to school duty should inform the Deputy Principal and she must alter the roster accordingly.
10. The teachers on duty from 10.30am to 10.40am and from 11.45am to 12 noon will prepare at warning chimes and be in the yard promptly at 10.30 am/11.45am respectively.
11. The teachers on duty will walk around the yard separately and will generally stay at opposite ends of the yard from one another. The teachers on duty will refrain from using their mobile phones while supervising the yard.
12. Class teachers will not leave their classes unsupervised in the yard and will wait with their classes until the teachers on duty come out.
13. Two children from First Class will be helpers and stay at the door.

14. If a parent or guardian wishes his/her child to remain indoors, a letter of request stating reason is required. Children with minor injuries will sit outside the staff room door.
15. Children going to the toilet will be admitted one at a time.
16. Children will not leave the yard without the teacher's permission.
17. If a child is to be collected during yard time they should sit at the main entrance with their belongings.
18. If the teachers on yard duty need assistance, the two helpers will knock on the staff room door and get someone.
19. Noteworthy incidents relating to accidents or behaviour should be recorded in the Yard Incidents' Book
20. On showery days, the teachers on duty may use their discretion and keep the children in the shelter until the end of break. In case of heavy rain the children will return to their classrooms in the normal way. All staff will assist. Teachers on duty will supervise as outlined below.
21. Children will stay in on wet days. On such days, children will eat lunch before 11.45am or after 12.15pm. One teacher will supervise upstairs and one teacher will supervise downstairs, with the help of the Special Needs Assistants. When supervising indoors, teachers are required to walk through each classroom. All classroom doors will remain open. Children are required to stay sitting and are not permitted to move around the classroom without the permission of the teacher on duty.
22. When the bell rings for the end of a break, the duty of care reverts to the class teacher.

Ratified by the Board of Management

Paul Nolan
Chairperson, Board of Management

24 May 2018