



SENIOR SCHOOL SUPERVISION ARRANGEMENTS

BREAK DUTY

Break duty is carried out by three members of staff between 10:20 and 10:40 a.m. One member of staff supervises the dining room or tuck shop, one patrols the inside of the building and the other outside. Supervision of the inside of the building should include checks on the cloakroom as appropriate. Outdoors, there is a rota for pupils' use of the hard surface play area, which applies to break and lunch break, as follows:

Mondays:	Year 11
Tuesdays:	Year 10
Wednesdays:	Year 7
Thursdays:	Year 9
Fridays:	Year 8

Any changes to this rota are displayed on the electronic display outside the staffroom.

LUNCH DUTY

Lunch duty is divided into two sessions: 12.40-1.15pm and 1.15pm-1.50pm. Two members of staff are on duty for each session and are assisted by two Sixth Form students. Details of the duties for the two sessions are explained below. A 'Sitting' system is in place for the pupils. Sixth Formers are allocated slots to help the duty staff in the Dining Room.

Some pupils have hot lunches in the dining room, others opt for an Express Lunch, that they collect from the dining room and some have packed lunches that they bring from home. Staff and Years 11 and above may also use the Café Mall, but pupils should not take food or hot drinks out of that area. Café Mall is opened from 10.20 am to 2.00 pm.

Except on specified occasions only Year 11 and the Sixth Form may eat packed lunches in classrooms. All other packed lunches must be eaten either in the CMA (behind the blue seating and **not** on it) or outside in the grounds.

The staff duties for each session are as follows:

Session 1

One member of staff supervises the Dining Room and the other the CMA and Mall area. Dining room:

- Supervision of the lunch queue to prevent pushing.
- Sixth Formers on duty should be instructed to go into the dining room and supervise the general behaviour including the scraping of plates, orderly piling of crockery, **clearing of tables** and putting chairs under tables when pupils leave.
- Once the dining room is clear, the staff member on duty should check the Year 11 form rooms and then a general supervision of the corridors, classrooms and,

especially, cloakrooms.

CMA area:

- Supervision of behaviour in the CMA and its tidying. Checking that no pupils have lunch on the blue raked seating or at the front of the hall – there are chairs and tables at the back.
- Supervision of the Mall area and ensuring pupils tidy up after themselves.
- Checking that no pupils are eating lunch in the cloakrooms or other form rooms unless it has been authorised.

Session 2

Active supervision of classrooms, corridors, cloakrooms, ICT suites and school grounds. Please note the rota for pupils' use of the hard surface play area.

Pupils may be involved in activities or using the library, art room, etc. Otherwise, they should be in their form rooms if the weather is bad or outside if the weather is good. It is often necessary to actively 'encourage' pupils to go outside! Any pupils who are *obviously* involved in school work may remain indoors. **No** pupils should be loitering in cloakrooms.

AFTER SCHOOL STUDY – “COACH STUDY”

There is a rota of staff for the supervision of those pupils who remain in school on Monday, Tuesday and Thursday until their buses leave at 5.00 pm. At the beginning of each year staff sign up for supervision slots.

There is a study register and coach registers on the homework shelves and all pupils, as far as is feasible, should be accounted for. In case of any emergency, the register contains the contact details of all pupils travelling by coach or minibus. By 4.10 pm pupils should be in the study rooms and should not leave until dismissed at 4.50 pm. A member of the Leadership Team supports the duty staff in registering the pupils (Y7-11) and then liaises with the school office in case there are any parents who need contacting due to the uncertainty of their child's whereabouts.

The staff on duty supervise the pupils as they get on their coaches which leave from the Oxford Road entrance. The register for each coach should be given to one reliable pupil to complete and this should be collected by the member of staff when they indicate to the driver that the coach may leave. The registers should then be returned to the homework shelves. Some pupils travel on the School's own minibuses and the drivers supervise these pupils on to their vehicles, which leave from the Radley Road entrance. (Detailed guidance about the organisation of coach study can be found in the coach study register)