



St. John the Baptist Boys' National School
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SUPERVISION POLICY

This policy was developed by the Managers of St. John the Baptist Boys' National School. Its purpose is to provide information and guidelines to parents/guardians in relation to the supervision of the pupils in our school.

1. Introduction

Teachers are routinely involved in a variety of situations in the supervision of pupils as part of their contractual duty of care. Supervision of pupils in classes under their control is an integral part of a teacher's professional duties and contract of employment.

The school acknowledges that adequate supervision is intrinsic to the safety of children in our school. The teachers accept that they have a duty of care over pupils during school hours.

The Principal and staff of St. John the Baptist Boys' National School have formulated this policy on supervision. This policy is reviewed annually and has been approved by the Board of Management/Managers.

This policy outlines the supervision practices in our school, especially in the areas of Collection and Dismissal, Assembly, Lunch Breaks, arrangements for specific school outings and arrangements for allowing individual children to go home early.

2. School Hours:

St. John the Baptist Boys' National School opens to receive pupils at 8:50am. No responsibility is accepted for pupils before that time. Classes commence each day at 9:00am. Classes end each day at 2:40pm. Children who do enter the school grounds before 8:50am, should line up outside at their designated area. No games should be played during this time.

3. Assembly

Assembly occurs on a weekly basis at 9:00 on a Monday morning. All members of staff and children are present at assembly. At assembly, Star of the week, Gaelgoir na seachtaine and the class with the best attendance are announced. The Principal also discusses rules and procedures and celebrates the childrens' work.

4. Collection/Dismissal

Teachers are responsible for seeing their pupils off the premises each evening after the bell rings. It is the responsibility of parents/guardians to make arrangements for the collection of their children at 2:40pm. St. John the Baptist Boys' National School does not accept responsibility for pupils after this time.

5. Lunchtime Supervision:

- **Morning Break:**

Morning break begins at 11:00am, and lasts for ten minutes. Four members of staff supervise the yard at this time. Class Teachers supervise the school building to ensure that all children eat and leave safely to the yard. No child may enter the building without permission at this time. Each teacher collects his/her class from the playground once the bell rings.

- **Lunch Break:**

Lunch begins at 12:30pm, and lasts for thirty minutes. Four members of staff supervise the yard at this time. As a rule, all children remain inside for the first ten minutes to eat, supervised by the teachers on duty. Each teacher collects his/her class from the playground once the bell rings.

6. Classroom:

During class time, children are supervised at all times by the class teacher, either in the classroom or in another location where education is being delivered. This continues to

be the case when an external coach/trainer/teacher is coaching or teaching the class to supplement the curriculum. If the teacher is absent from the room for a short period, a Special Education Teacher and/or (depending on the circumstance) Special Needs Assistants will supervise the class until he/she returns.

7. Wet Days:

On wet days, children eat in their classrooms at Soss and Lunch Break and then return to their classroom. The staff ensure that children are seated and arrange appropriate activities. No child is allowed out of the school building during these times. Staff on duty supervise the rooms.

8. School Tours:

Taking into account the age and interest of the children and the curriculum being covered, School Tours will be arranged by the school at various times to present the children with opportunities to further their education in a different environment. Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to:- Road Safety; Behaviour on Bus, Risks posed by particular venues (e.g., adventure playgrounds etc.). The minimum supervision ratio will be 15:1 (adult).

9. External School Outings e.g. Football/Hurling Training/Matches/Swimming etc.

During the year, children will be involved in sports training, matches, extra curricular activities, educational visits and school tours These are school activities and will be supervised by school staff. Kelly's travel will transport the children to and from venues.

10. Temporary Withdrawal

On occasion, it may be necessary for a guardian/guardian to withdraw a child from the school for a short period of time, for example for a medical/dental appointment. Should

children have to leave the school for any appointment, written consent is necessary. Parents must sign the 'check out' book.

In this instance, is the responsibility of the parent/guardian to collect the child from the class and, to ensure the continuity of care, to return the child to the classroom afterwards. Parents/guardians are discouraged from leaving their children off at the school gate and letting them return to class alone.

This policy was approved by the School Mangers on _____

Signed _____ Date _____

Manager

Signed _____ Date _____

Principal/Secretary to the Board of Management