PLAYGROUND/ SUPERVISION POLICY

2014

Date issued: March 2014
Date to be reviewed: 2015

MORNING DUTY
- Children should not be on the playground prior to 8.20am.
- Handball is the only ball game at this time
- Children are to be kept away from gates and fences to allow easy access
- First bell 8.40am
- Assembly 8.45am
- NB: The ‘no hat no play’ rule is to be enforced at all times.
- Children without a hat should be directed to sit in the basement.

LUNCH DUTY
(Equipment required – Microphone / Megaphone / First aid kit)

1st Half
- Three first half teachers supervise children eating lunch
- Teacher (a) supervises Tuck Shop lines for first five minutes (11.30am approximately)
- Children going across the road go to the tuckshop first whilst other children remain seated (11.30am approximately). Signalled by the bell
- Teachers (b) and (c) take rostered classes across the road
- Teacher (c) remains across road whilst teacher (b) returns to main playground

2nd Half
- Teacher (a) & (b) supervise main playground whilst teacher (c) supervises the park
Teacher must relieve the teacher on the matching duty.
At 12 noon teacher (c) starts to assemble children and is joined by teacher (b) to supervise coming back across the road
12.05pm teachers (a,b&c) ensure playground is tidy with all lunchboxes removed
first bell 12.10pm with all teachers supervising their class to the classroom by 12.15pm

DESIGNATED AREAS /ACTIVITIES:
- The bitumen playground is seen as a passive area with only handball/skipping and hoop shooting allowed
- The basement is a quiet /sit down area
- The grass area near the sports press is allocated for infant games
- The bitumen /basement areas are designated non running
- The park across the road is for more active games with respect for neighbours and property imperative at all times

AFTERNOON TEA DUTY:
- Hand Ball only
- 2 teachers on duty watch to ensure there is no running, children must stay in sight, no children in kinder area or playing in toilets, the basement is a quiet area (no ball games), children can play on the two grass areas and the asphalt
- first bell 1.55pm
- all teachers supervise their class to classroom by 2pm

FIRST AID – DUTY OF CARE:
- on all duties you are responsible for carrying and administering the First Aid
- Use your gloves!
- Children should only be sent to the office if it is an EMERGENCY and medical attention is needed.
- Teachers across the road must call for another teacher to attend to an injured child if they are on his or her own.
- The teacher across the road must stay there on duty

AFTER SCHOOL:
- Staff will supervise children until the departure of all school buses
- Children walking or riding bicycles home must leave the premises immediately after 3pm and children being collected by parents are requested to wait in a designated area.
- There is no supervision of the playground after 3.15pm
- If parents are in the playground, their children must wait with them

WET WEATHER DUTY:
- Children will be supervised in the same assigned area.
- After school all children go to the assigned areas.

LEAVING SCHOOL GROUNDS:
No child is allowed to leave the school grounds for any reason without permission of the Principal or Assistant Principal.

Any person arriving late or taking a child out of school during school hours must report to the School Office so that the Secretary can enter them on the electronic roll. The child will be given a late entry pass to take to the classroom. No person may take a child of another family out of the school grounds or from a school activity at other venues without written permission from the child’s parents.

ENVIRONMENT:
- The aesthetic appearance of the school environment is important and achieved through:
  - Ensuring that all members of the school community place garbage in the bins provided
  - Encouraging the natural beauty of the school gardens by not playing or walking on them
  - Students are to be responsible for keeping all areas clean and tidy

CLASSROOM:
The classroom is a place of learning. This is where children have the opportunity to learn and grow. Here children learn how to live safely and democratically:
- Students are not to be in a classroom unsupervised
- Students should remain in classrooms with a teacher until a bell indicates the period is over
- In the interest of classroom democracy the class teacher and students should collaborate when establishing rules for the class
- If misbehaviour in class is viewed as a distraction to others in the class a period of time out may occur
- Move across the playground and from room to room in an orderly fashion
- Students demonstrate pride in their classroom by keeping it clean and tidy