

DAILY ROUTINES AND SUPERVISION FOR STAFF AT FAIRSEAT

These procedures are in place in order to ensure the safety and wellbeing of the girls during the school day.

ARRIVAL

Staff

Staff should be in school in time for morning briefing at 8.00a.m. Parking in the Fairseat courtyard is reserved for staff. The School Secretary or the Caretaker closes the double black gates at 8.00a.m.

Pupils

Girls may arrive from 7.30am. via the front door and make use of the before school care facility called Early Birds, where they are signed in. Other pupils arrive at school from 8.05a.m. and wait in the courtyard or playground with their parents until the school is opened at 8.20a.m. Parents may leave their children in the school courtyard, as there are two members of staff on duty, one at the top gate, and one in the courtyard in the mornings. If it is raining mildly, children and parents may wait in the pavillion. If it is very wet, children and parents are invited to wait in the Fairseat Hall

At 8.20am, the bell will ring and the back doors in the basement is unlocked. A member of staff is on duty to welcome the girls into the building and to ensure that all adults and visitors are directed to the front office and are not permitted through the building. Key Stage 1 and Key Stage 2 children are expected to come in and proceed to their classroom, where they put their coats and bags away and organise themselves for the day. The form teacher will be in the form room by 8.20am. in order to receive the girls. Once the girls have unpacked they should quietly work on the task that has been set for them by the form teacher whilst they are registered.

At 8.20am. the doors from the Reception classroom is opened to allow Reception children and their parents into the building. They are met by their class teacher and/or teaching assistant and helped by their teacher and assistant to unpack before settling into the activities in the classroom.

Staff Briefing Meetings

Staff briefing meetings are on Tuesdays and Thursdays from 8.00 - 8.20am. Minor issues are discussed at these meetings and staff are informed of any changes to the normal school day. Minutes of the meetings are emailed to all staff at the end of the meeting. It is expected that staff that have missed the briefing will read the minutes to keep up to date with the information given. All staff must check the white board in the staff room for notices or cover at the beginning and end of each day.

Teaching Staffing Ratios

In Reception the staffing ratio is at least 1:8. The form teachers have Qualified Teacher Status and the Teaching Assistants all have a full and relevant level 3 Qualification. In Key Stage 1 the staffing ratio is at least 1:12, with a form teacher, who has Qualified Teacher Status and a full time Teaching Assistant.

In Key Stage 2 the staffing ratio is a least 1:24

The children in Reception are allocated a key person, who is their form teacher. The key person ensures that the child's care is tailored to meet her needs.

LUNCH & BREAK TIMES AT FAIRSEAT

In order to ensure the safety and welfare of the girls, the following procedures have been put in place.

Duties

There are always three members of the teaching staff who supervise morning and lunch breaks. A timetable of break duties is posted in the staff room. At lunchtime there is one member of teaching staff who helps supervise the children in the dining room in addition to the two lunch time support staff.

In the playground the member of staff on duty should:

- arrive in the playground promptly as the children are sent out.
- have the first aid bags, a bell and be wearing high viz jackets.
- patrol the playground to make sure that all the children are playing safely.
- administer first aid to anyone who needs it and follow the guidelines for health and safety in the playground, completing, as appropriate, the First Aid forms, the head bumps forms and the EYFS accidents forms (for with Reception children) (see Section 7 Head Bumps and First Aid).
- ensure that the children ask permission to go inside to the toilet or fetch something from the cloakrooms and not remain inside for any length of time.
- issue these girls with a band.
- ring the bell promptly at the end of break and lunch and supervise an orderly entrance into school.

Helpful hints for the Playground

- The teacher or assistant on duty must be informed if a child wishes to go into school for any reason.
- Lining up takes place at the end of the break or lunchtime.
- No equipment (including netballs) should be taken out at morning break.
- Equipment can be taken out at lunch break by the staff on duty. The equipment that can be used will be clearly marked in the storage area. Girls are discouraged from bringing in their own sports equipment.
- KS2 Form Captains are responsible for collecting in the equipment at the end of lunch break.
- No food should be taken onto the tennis courts.
- Weather permitting, the children should be allowed to play on the grass as often as possible. The boundary of this area is the holly bush and adventure playground.

For safety and environmental reasons girls should:

- walk sensibly straight into school at the end of the shorter breaks.
- not swing on the branches of the cedar tree or run across the flowerbeds.
- not roll down the grassy slope or swing on the railings of the steps.
- not climb on the walls of the white steps.
- not stand on the swings or go within the roped off area until it is their turn.

- not leave stones on the tarmac.

Everyone should be encouraged to look after the garden and the planting, especially the bushes!

At the end of break and lunchtime, the girls line up and are collected by their teachers.

Morning Break

Morning break is short and therefore children should not take out the playground equipment. The girls are served water, fruit and a pastry during morning break, which are served in the Dining Room.

Lunch Break

Nine teachers share lunchtime duties. The first duty commences at 12.00 noon. and finishes at 12.30. and the second commences 12.30. and finishes at 13.00. and the final duty is from 13.00 to 13.30. Key Stage 1 come into school at 13.00.

At the end of lunch break, the teacher on duty rings a bell and the girls in the Key Stage line up in the playground in their year groups. Playground games and equipment are gathered up and put away by the KS2 Form Captains.

Wet Break

When it rains the children stay in their designated classrooms unless other arrangements are made at the discretion of the staff, such as setting up a video in the hall or music studio. The children are grouped together as follows:

Classes	Room
Reception	Reception Rooms
Year 1	Year 1 Rooms
Year 2	Year 2 Rooms
Year 3	Year 3 Rooms
Year 4	Year 4 Rooms
Year 5 and Year 6	Year 5 and Year 6 Rooms

Lunchtime

Fairseat girls eat lunch in rolling sittings commencing with Reception at 11.45 am. Years 1 and 2 follow and so on. In the Dining Room the girls are supervised by the classroom assistants or teachers and the girls are encouraged to select a healthy meal from the wide

variety of hot and cold food available. All the food must be consumed sitting at the tables.

Afternoon registration

After lunch break Year 6 girls distribute registers to all classes and Key Stage 2 children return to their classes where the form teachers take the register at 1.30pm.

The End of The School Day at Fairseat

Timing

School ends at the following times:

Reception	2.55p.m. (Mon- Thurs) and at 2.40p.m. (Fri)
Year 1	3.05p.m. (Mon- Thurs) and at 2.50p.m. (Fri)
Year 2	3.15 p.m. (Mon- Thurs) and at 3.00p.m. (Fri)
Years 3 & 4	3.30 p.m. (Mon- Thurs) and at 3.10p.m. (Fri)
Years 5 & 6	3.40 p.m. (Mon- Thurs) and at 3.20p.m. (Fri)

At the end of the day pupils are escorted to the playground. They shake hands with the teacher and are then dismissed individually. The teacher must ensure that each child goes home with either her own parent or an adult specified in the collection arrangements. Children are not released to anybody without prior notice from parents.

Waiters

The teachers will wait with children for 10 minutes after their dismissal time. Children who have not been collected after that will go into Mini owls (the afterschool supervision facility, where parents are charged for the time on an hourly or half hourly basis) Girls who are waiting to do a club afterschool go directly to Waiters in the and the member of staff on duty there supervises them until their club starts. The girls in Owls and waiters are given some snacks.

Staff

Staff should remain on the school premises until 4.00 p.m. unless granted permission to leave early by the Head of Fairseat. The Head / Deputy Head must ensure that no child has been left uncollected.

Clubs

Key Stage 1 clubs generally take place from 3.15 – 4.00 p.m.

Key Stage 2 clubs generally take place from 3.45 – 4.30 p.m.

Children are dismissed from the front door. Children who have not been collected from the after school club are the responsibility of the Head or Deputy Head of Fairseat by arrangement.

Late Owls, the afterschool care facility, runs from 3.05p.m. to 5.50p.m. (Monday to Thursday) and from 3.15p.m. to 4.50p.m. on Friday. Children are signed into Late Owls by the member of staff, and they are signed out by the person collecting them. The children are given fruit, biscuits and juice. They are supervised doing homework or a range of activities. The ratio of adults to children supervising Late Owls is 1:8. A member of the Fairseat SMT is on duty every evening until the last Owl has left. If children are not picked up, the 'Pupil not collected from School' policy is followed.