

DAILY ROUTINES AND SUPERVISION FOR STAFF AT SENIOR SCHOOL

ARRIVAL

Staff

Staff should be in school in time to check the staff notice-board for daily arrangements and attend morning briefings and section meetings at 8.10a.m. The School Caretaker, or the Fairseat Secretary closes the double black gates at 8.00a.m. Tutors should be in form rooms punctually at 8.25a.m. for registration at 8.30a.m. prompt and they should accompany forms to assembly.

Pupils

Girls arriving in school between 7.40a.m. and 8.00a.m.

1. Years 7 to 11 who arrive before 8.00a.m. should wait in the school dining room.
2. Years 12 and 13 may go directly to the Sixth Form Centre on arrival.
3. In the event of an accident, or any other need for help, girls are directed to a member of the Senior Leadership Team (SLT) who are on duty every morning from 7.40a.m. They can be contacted by telephone in their respective rooms.
4. In the event of a fire between 7.40a.m. and 8.00a.m. the Deputy Head has responsibility for the school. Once the alarm has been sounded, evacuation of the building should follow. The duty kitchen staff will ensure that all girls leave the dining room and proceed to the designated assembly points. A member of the SLT will contact the fire services and take a roll-call of girls when they arrive at the designated points.

At 8.00a.m. girls are expected to come in and put their coats and bags away in their designated areas. They should then proceed to their classrooms and organise themselves for the day and wait quietly for their form teacher to arrive for registration.

Staff Briefing Meetings

Staff briefing meetings are on Mondays and sometimes on Fridays at 8.10a.m. Minor issues and teaching and learning are discussed at these meetings and staff are informed of any changes to the normal school day. The cover arrangements will be emailed to staff at the beginning of each day; all staff should check their email to ensure that they are aware of any cover duties that they may have.

LUNCH & BREAK TIMES

All staff are required to carry out the duties they are allocated efficiently; they need to be vigilant and visible to pupils. Girls should be aware that there is supervision and that it is carried out responsibly. It is essential that all colleagues act instantly whenever girls are misbehaving and not leave the matter to the person on duty or the form tutor. Most full-time staff have 2 duties and part-time staff usually have 1 duty per week. The Director of Studies draws up the rota.

Notification of any permanent changes to the rota should be given to the Head, Director of

Studies, the Exams Officer and Deputy Head, should they arise.

There is always a SLT presence during break times and lunchtimes.

General Staff Responsibilities:

- All staff must arrive punctually to their allocated areas for duty.
- Girls may stay in their form rooms if they are sensibly occupied and well behaved. Girls are also welcome to use the Library during break times.
- No food or drink is allowed inside the classrooms, except water.
- All food, except for fruit and, occasionally ice cream, must be eaten in the dining room. Fruit may be eaten outside.
- All rubbish must be deposited in the nearest bin.
- No girl should be in the Halls or PAB *without staff supervision* at any time.
- If a member of staff knows that they will not be in school for their usual break duty, it is up to *them* to arrange a duty swap and *to inform* the Director of Studies, Deputy Head and Exams Officer.

Morning Break Duty 10.25 – 10.45a.m.

The girls are served milk, juice, water, fruit, bread and biscuits during morning break in the main dining room.

Areas to be covered by duty staff:

- **Inside the dining room.**
Check particularly that the tables are left clean and tidy and everything except fruit/ice cream and drinks are consumed inside the dining room. Make sure everyone has finished and cleared up *before the bell is rung at 10.35a.m.* Be aware of the area just outside the Dining Hall, which tends to be noisy and can disturb exams. On days when there are Charity Cake Sales, ensure that there is an orderly queue into the dining room
- **Playground Area.**
Patrol and supervise the playground.
The bell should be rung at 10.35a.m. The bell is kept on a table in Haigh House. Ensure that girls on the tennis courts and inside Brunner House can hear the bell. *If it is raining, move girls indoors and help patrol indoor areas.*
- **Brunner House/Haigh House.**
Check all rooms in Brunner House. Check for orderly behaviour and for girls' prompt arrival to lessons that start at 10.45 a.m.

Lunch Duty – specific timings on Duty allocation sheets

Areas to be covered by duty staff:

- **Dining room**
Supervise the lunch queue.
Ensure girls wait quietly in a single line, **keeping to the allocated times on the lunch rota, as far as possible.** No girl can join the lunch queue early without an early

lunch pass that has been allocated to them by a member of staff.

Keep monitoring the number of seats available at tables.

We take periodic registers as a spot check that girls are attending lunch and try to encourage girls to eat sensibly and monitor behaviour.

- **Outside Playground Areas,**

Actively patrol the playground areas.

Girls below the Sixth Form do not go outside the school grounds without the permission of a member of staff.

No girl should be in the Hall without staff supervision.

Fresh fruit, drinks and ice cream may be consumed in the school grounds but not taken into the buildings at all.

If it is raining, move girls indoors and help patrol indoor areas.

- **Brunner House/Haigh House.**

Assist with the management of the queue if required.

Girls must behave in an orderly manner inside the school building

Afternoon Registration for Sixth Form at 2.25p.m.

After lunch break, the Sixth Form are registered at 2.25p.m. Tutors are asked to keep careful record of girls with free afternoons.

Afternoon Registration for Years 7 – 11 at 3:55p.m. (3.10p.m. Tuesday and Friday)

Years 7-11 inclusive are registered in their own form rooms at the end of the school day. The teacher taking registration should ensure that:

1. Girls go directly to their form room after the last lesson.
2. Everyone is there (seated and quiet) for this registration and the reading of notices/letters.
3. The form room is left tidy with chairs stacked in corners or on the desks.
4. The girls leave in an orderly fashion with uniform tidy.

Girls remaining in school after registration but not involved in an activity

1. Girls are expected to sign in the Library when they enter and to sign out as they leave.
2. Girls in Years 7-11 should remain in the library, the Art Studio or the bottom corridor IT room (American Diner) and must not wander around the school.
3. The library is supervised until 5.30p.m. Monday – Thursday.
4. The Sixth Form Centre should be vacated by 5.30p.m. Monday-Thursday and will be checked at this time by a member of SLT.
5. In the event of an incident a sixth former should inform Miss Newman or a member of SLT as indicated below.
6. A member of SLT is on duty Monday-Friday until 5.30p.m. They can be contacted by telephone in their respective rooms.

Girls remaining in school after registration and involved in a school activity.

1. The member of staff organising the activity or event is responsible for the supervision of the girls involved.
2. The member of staff in charge should take a register of the girls involved.
3. The girls should be supervised by the teacher in charge until they leave the school site.

4. A separate risk assessment must be made for any activity after school.

In the event of a fire/emergency between 4p.m. and 5.30p.m. the Deputy Head (or a designated member of SLT) has responsibility for the school.

The following should happen.

- a. Once the alarm has been sounded, evacuation of the building should follow.
- b. The duty member of SLT should contact the fire services, proceed to the designated assembly point and conduct a roll-call.
- b. Those staff managing activities should escort girls to designated assembly point with their register.
- c. The librarian should clear the library and take the list of names of those remaining in the library/Art Studio to the designated assembly point.
- d. Girls in the Art Studio should leave by the nearest Fire Escape and head to the designated assembly point.
- e. In the absence of the Head of Sixth Form, any Sixth Formers remaining should collect the signing in list from outside the Head of Sixth Form's Office and take it to the designated assembly point.

The Deputy Head is responsible for this policy.

(July 2018)