

DAILY ROUTINES AND SUPERVISION FOR STAFF AT THE JUNIOR SCHOOL

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 8am.

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 8.00am where they are greeted at the gate by the Head and/or Form Teacher. All parents/carers and visitors leave the girls in the care of staff at the gate, however, if the girls are late they are brought by their parents/carers to the front office where they sign in.

Once the girls have unpacked they quietly work on the task that has been set for them by the form teacher whilst they are registered.

Lessons/assemblies start for all: 8.30am
Reception (small gate): 8.05am - 8.15am Years 1 & 2 (big gate): 8.05am - 8.15am Years 3 & 4 (small gate) 8.15am - 8.25am Years 5 & 6 (big gate) 8.15am - 8.25am

End of day (Monday - Thursday)	End of day (Friday)
Reception (big gate): 3.00pm - 3.10pm Years 1 (small gate): 3.10pm - 3.20pm Year 2 (big gate): 3.10pm - 3.20pm Years 3 (small gate): 3.30pm - 3.35pm Year 4 (big gate): 3.30pm - 3.35pm Years 5 (small gate): 3.35pm - 3.40pm Years 6 (big gate): 3.35pm - 3.40pm	Reception (big gate): 2.50pm - 3.00pm Years 1 (small gate): 3.00pm - 3.10pm Year 2 (big gate): 3.00pm - 3.10pm Years 3 (small gate): 3.20pm - 3.25pm Year 4 (big gate): 3.20pm - 3.25pm Years 5 (small gate): 3.25pm - 3.30pm Years 6 (big gate): 3.25pm - 3.30pm

Internal clubs	External clubs
EY & KS1: 3.30pm - 4.00pm KS2: 3.45pm - 4.15pm	EY & KS1: Times vary, ranging from 3.00pm to 3.30pm start. KS2: Start at 4.15pm with varying end times.

Breaktimes	Lunchtimes
EY & KS1: 10.00am - 10.30am	EY & KS1: 11.30am - 12.30pm
KS2: 10.30am - 11.00am	KS2: 12.30pm - 13.30pm

Staff Meetings

All staff must check emails for notices or cover at the beginning and end of each day. Staff Meetings are held every Tuesday from 4-5pm. Teaching Assistants that work on that day are expected to attend the briefing section from 4-4.30pm. All Teachers that work on that day are expected to attend the full meeting where there is a teaching and learning focus. Minutes of meetings and briefings are emailed to all staff. It is expected that staff that have missed the meeting will read the minutes to keep up to date with the information given. (NB: This is subject to change due to Covid adjustments in the school and will be reviewed)

Teaching Staffing Ratios

In Reception, the staffing ratio is at least 1:25. The Form Teachers have Qualified Teacher Status and most Teaching Assistants have a full and relevant Level 3 Qualification. The children are allocated a key person, who is their Form Teacher that ensures that the child's care is tailored to meet her needs.

In Key Stage 1 and 2, the staffing ratio is at least 1:25 with a Form Teacher who has Qualified Teacher Status supported by a Teaching Assistant.

Specialist Teachers are also supported by Teaching Assistants as appropriate and there is a PE Assistant who supports PE lessons.

LUNCH & BREAK TIMES

In order to ensure the safety and welfare of the girls, a number of procedures have been put in place. There are always staff members on duty who supervise morning and lunch breaks. At lunchtime, there is one member of staff who helps supervise the children in the dining room, in addition to the two support staff. We have a Welfare Assistant who support the other staff with First Aid and the wellbeing of pupils.

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 bag to hand, and be wearing a high viz jacket.
- 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.
- blow the whistle promptly at the end of break and lunch and supervise an orderly line up and 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.
- 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 MUGA.
- Weather permitting, the children are allowed to play on the grass. 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 run across the flowerbeds.
- not climb on the walls or raised flower beds.
- 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.

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 snack during morning break.

Lunch Break

Staff all help either from 11.30am - 12.00pm, 12.00 - 12.30pm, 12.30pm - 1.00pm or from 1.00pm - 1.30pm.

At the end of lunch break, the teacher on duty blows their whistle and the girls in the Key Stage line up in the playground in alphabetical order in their classes. Playground games and equipment are gathered up and put away.

Wet Break

When it rains the children stay in their designated classrooms unless other arrangements are made at the discretion of the staff on duty. The staff follow the 'Inclement Weather' rota to ensure everyone has a break and all pupils are supervised.

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	Year 5 Room
Year 6	Year 6 Rooms

Lunchtime

The girls eat lunch in rolling sittings commencing with Reception at 11.30am. Years 1 and 2 follow and so on. In the Dining Room, the girls are supervised by the teaching assistants and teachers. They 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. In KS2 there is a rota to ensure Y6 are not always the last to eat.

Afternoon registration

After lunch break, children return to their classes where the Form Teachers take the register at 12.30pm (KS1) or 1.30pm (KS2).

The End of The School Day

School ends at the following times:

Reception 3.00pm (Mon - Thurs) and at 2.50pm (Fri)

Years 1 & 2 3.10pm (Mon - Thurs) and at 3.00pm (Fri)

Years 3 & 4 3.30pm (Mon - Thurs) and at 3.20pm (Fri)

Years 5 & 6 3.35pm (Mon - Thurs) and at 3.25pm (Fri)

At the end of the day pupils are escorted to the courtyard. 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 5 minutes after their dismissal time.

Children who have not been collected after that or attending clubs will go into Mini Owls (after school supervision). The girls in Owls and waiters are given snacks.

Clubs

There is extensive club provision at the Junior School provided by internal and external staff.

Key Stage 1 clubs generally take place between 3.00pm and 4.00pm.

Key Stage 2 clubs generally take place from 3.45pm and 5.00pm although these vary depending on the club.

Children are dismissed from the front door. A member of the SMT must ensure that no child has been left uncollected at the end of their club.

Wrap Around Care

Parents are asked to sign up children at the beginning of each term for all wrap around care.

Mini Owls

This runs from 3.05pm-3.50pm (3.30pm Fridays). The children will be taken by their Form Teacher ten minutes after their pick up time. There is no charge for this. Mini Owls takes place in three rooms according to Key Stages (EY, KS1 & KS2) and is run by the teaching assistants. At the end of Mini Owls children are either taken to clubs, Late Owls, or dismissed at the gate. Teaching Assistants are responsible for signing children in and out.

Late Owls

This runs from 3.50pm - 5.50pm (4.50pm on Fridays). From 4.30 - 5.15pm (3.30 - 4.15pm Fridays) there is a structured activity for the girls. At 5.15pm (4.15pm Fridays) the girls are offered a snack of soup or a sandwich. The girls can be picked up anytime from 5.30pm (4.30pm on Fridays). The ratio of adults to children supervising Late Owls is 1:8. A member of the 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.

Please note all of the above may be adjusted due to Covid restrictions and implications on the timetable. I

This policy is reviewed regularly by the Deputy Head at the JS

(August 2021)