

04.025.02 SUPERVISION OF PUPILS- PREP SCHOOL DUTY DAY

Duties form a vital and necessary part of any school routine and it is important that every member of staff does his/her duty conscientiously. Prep School duty days are split into around twenty different sections that are shared with staff, after teaching games and 'extra' loading is considered.

On the following page is a table that shows the duty rota for Autumn 2021. Thereafter there is a written account of the responsibilities of staff at those times. The Prep school shape of the week/day is located in section 5.23.1

If for any reason you cannot carry out part of a duty, in the first instance please ask a colleague to cover for you or, if this is not possible, or absence is school-related, tell the DHP. Duties may be swapped or changed, but again please notify DHP

SAINT RONAN'S SCHOOL

Spring 2025 (1.0)

STAFF DUTY ROTA (including games supervision)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Welcome Mansion 08.20am Power House	RA / LP FB	FCB / EG AW	PG / RH SW	LS / JK KS	DB / NH LJS
Little Break 10.45am	RBxx / LT / *JY	EGxx / *MB *PB	RAxx / RT / DG changing rooms ChS / ED	RFxx / *ED / EC	NHxx / JK / TF
Yr 5/ 6 Off Games Supervision	CSi Library	CSi Library			CSi Library
Yr 3 / 4 Lunch Yr4 Yr3 12:25 – 1:05	RP / RF LT / SLM	RT / RB KMS / NB	RA / PG LT / KMS	Reg AS Staff Meeting Lunch and Break Rota CM / TD	RVS / RG SLM / NB
Lunch 1.05 – end	Reg AB DG / FB / MB	Reg ET EG / RH / EC	Reg COC CJ / JD / BC	Reg AS TS / CS / PG	Reg SL RA / RP / DB
Big Break 1 1.05 – 1:40	RG / EM	LP / LS	RVS / FB	MB / SW	PB / TE
Changing Room	2:10pm PB / LS	2:10pm RA / CS	1:05pm AW / SLM		2:10pm JY / EC
Big Break 2 1.45 – 2:25	LJS / KS	RG / JD	TS / KS	LP / EM	BC / FCB
Yr 3 / 4 Off Games 1.45 – 2:25	KMS	NB		Indoor extra	SM
Yr 7 / 8 Off Games 2.25 – 3:30	RP	RA	Indoor extra		CS
Yr 3 / 4 Big Break 3, Change at 2.45pm 2.25 – 3.00	TO / LTu / NB	TO / LTu / LS		Changing Room 3:20 SLM / DB	TO / LTu / KMS Yr 4 Prep 3.00 – 3.30 EG / EM
Snack / Break 3.30 - 3.50	TO / LTu / AW	TO / LTu / FCB	3.30 – 4.30 TO / LTu / BC / RH / CJ / SW	TO / LTu / FB Year 3 / 4 break LTu/TO/ChS Year 4 prep RT / RB / LT	TO / LTu / DG
Pick-up 1 5.15 4 Chapel 5/7 Mansion 6 Dining Hall 8 Harris B	RT CJ AW JK	TE RVS NH DB	LP CS FB RP	RB DG TS KS	RF TF ED RG
Prep and Pick up 5.20 – 6:10	AW/CS/RT/FB NH/KS/TS/EG	RG/TF/RH/RF JK/TE/DB/ PG	EC / JD RP / LP	TE / BC/ RB / PB DG / NB/ RVS /CJ	KMS / SLM ED / RA

BLUE – Duty Week A

GREEN – Duty Week B

* start with inside duty

xx collect snack

Account of responsibilities

8am

A member of staff meets early pupils and supervises them (in the local vicinity) whilst pupils are in the Library. Pupils are dismissed at 8:15am to their Tutor rooms.

8.15am - Welcome

Three members of staff are on duty, at the main entrance, the Chapel corridor and at the Power House to welcome pupils and parents and to be available if there are any pupil or parental questions. Tutors must also be in their Tutor rooms at 8:15am to welcome tutees and make sure that pupils are settled and quietly on task, be it getting ready for the day, reading etc. The inside bell is rung at 8.30am to indicate the start of registration.

Ch. Rooms (Changing Room)

A member of staff is present in girls' and boys' changing rooms on a Monday morning to supervise pupils and to make sure that kit is put away in an orderly fashion.

10.45am - Little Break

Three members of staff are on Duty: two outside and one inside. Outside staff should walk the grounds, check on pupils having grub (served outside the Boot Room and on the Terrace) and therefore should not stay on the Terrace all the time. At break time, at least one member of staff should be prompt at the start of break so that pupils are supervised at all times and Prefects (who supervised grub) sign in with duty staff.

As a general rule:

- Children should be in line of sight from the Terrace i.e. the Terrace itself, the top pitch, the Maples and the tennis courts, but not in the woods, Salt Mines, or in the Gulch or past the swimming pool towards the 1st pitch. Children should not be playing in the Rockery or be playing around the side of the house by the Great Space. Pupils should not climb trees or be in the Maples.
- Pupils should not be on the grass or the steps between the tarmac and the Pre-Prep or play on the walls.
- Unless completely dry, pupils should wear wellyboots or football boots on the grass (not trainers). If the ground is saturated, pupils should remain on the hard areas, predominantly the Terrace and tennis courts.

Prefects will register with the duty staff at the start of break and then monitor Grub. The member of staff inside must check that the school building is clear, that pupils are outside, except those helping on Library duty, or those off games and also in the Library. Once this is completed, check with the staff outside to see if they need any other assistance.

A prefect collects the Minus list and takes it to a member of staff on the Terrace or ADH / DH. The staff member then chats to the pupil concerned, as described in 4.2 Policy on 'Behaviour, Discipline and use of Punishments'. Where possible, please find some form of job for those with Minuses, for example picking up stones from the grass, collecting litter, or cleaning the Boot Room. If this is not possible, pupils are to sit on the wall facing the school in silence, for around 10minutes.

In the event of a Wet Break, children must stay in the House and the classrooms may be used. All three duty staff and prefects are to monitor the corridors and classrooms, including the Y3 classrooms, and make sure that pupils remain in their **own** classrooms. Prefects are assigned a specific classroom to supervise at this time. It is up to the discretion of the duty staff whether Y3 and Y4 use the Great Space if it is available but a member of the duty staff needs to be present. At this time, if any other members of staff are available or have a spare couple of minutes, they should assist the teachers on duty.

At 11.05am the outside bell is rung (inside bell for Wet Break) to allow pupils time to get to lessons. Staff are to encourage sensible movement along corridors and up the stairs. All pupils should re-enter the school through the Boot Room and not the Terrace door.

Library

During little break, the Library is available for children to exchange books. This is supervised by the Librarian or Library Prefect and a selection of Library monitors.

12.25pm - Thursday Big Break 1

On a Thursday, there is no lesson 6. Instead, those not involved in Extras have a break (or music group rehearsals) and teachers have a staff meeting.

This is the same as little break (pupils are still in school uniform).

Any pupil who wishes to rehearse/practise a musical instrument, or use the IT suite, must get permission from the teacher responsible for that subject and clear it with the member of staff on duty.

This duty is carried out on a rota system (so that all staff can attend as many staff meetings as possible). Check that your duty team is in place and that they know of any particular issues that might have come up. Again, where possible, find some form of job for those with Minuses. Once again it is important that you move around to check for silly behaviour that might be going on out of sight. You may also be able to spot if anyone is not joining in etc. which might help us manage potential problems.

Lunch

12:30 Y3/4 finish lesson 5 and then pupils go to lunch, to minimize the queue year 3 get changed into games kit prior to going into lunch. Pupils entering the Dining Hall are registered, sit in their year groups and are dismissed. Two members of staff supervise each year group, with the assistance of a Beadle. After lunch, Years 3 and 4 go out for a short break (supervised by a member of staff on lunch duty). Pupils then return to lesson 6 at 13:05.

13:05 -14:25 Y5-8 finish lesson 6 and then have break / go to lunch. The order for lunch is from year 5 upwards or if a specific child has a specific club, choir or revision session to attend and then goes in first.. (On a Friday the order for lunch is reversed. Pupils entering the dining hall are registered. Three members of staff supervise the dining hall, with the assistance of a Beadle. After lunch, pupils go to outdoor break.

13:45 Y3-4 have games

Changing Room

14:10 Years 7 and 8 get changed for games. This is supervised by one member of staff in both the girls' and boys' changing rooms. Their role is to check that pupils are getting changed in a sensible, orderly and efficient manner. **The changing rooms, in general, are a very important area to 'police', as poor and potentially dangerous behaviour can occur if children are unsupervised.**

Any pupil who wishes to rehearse/practise a musical instrument, or use the IT suite, must get permission from the teacher responsible for that subject and clear it with the member of staff on duty.

Once again, it is important that staff move around to check for poor behavior that might be going on out of sight. You may also be able to spot if anyone is not joining in etc. which might help us manage any potential problems, including bullying.

At 2.25pm, the outside bell is rung to signify the end of junior games and the start of senior games.

2.25pm – 3.25pm - Big Break 3 (Year 7 / 8 Games, Year 5 /6 lessons/break time for Years 3 and 4)

This is a break for Y3-4 and is the same as the previous big break, with pupils playing in the Gulch or Rockery. Pupils need to remain in games kit after their Games lesson.

Once again it is important that you move around to check for poor behaviour that might be occurring out of sight. You may also be able to spot if anyone is not joining in etc. which might help us manage potential problems.

At 2:45 pm, the outside bell is rung to signify the end of Y3-4 Big Break. Years 3 and 4 come in to get changed, supervised by those on Big Break duty. Once changed (at 3:20pm), Year 3 go and Year 4 go to lesson 7 - 3.20 – 3.50pm.

Any pupils off games during these times are to be supervised by a member of staff in their classroom, as per the duty rota.

3.25pm – Y7 - 8 Boys and Girls Change

This duty is carried out by the games staff and involves the general supervision of pupils, monitoring silly behavior, keeping them tidy and 'chivvying' them along as Years 7 and 8 make their way from games to outside break. This turnover should only take 15 minutes maximum and is supervised by the returning games staff. **The changing rooms, in general, are a very important area to police as poor and potentially dangerous behavior can occur if children are unsupervised.**

Snack Break 3.30pm

This is similar to little break but one member of staff is required to monitor the snack so that fair portions are taken and good behavior is observed. The bell is rung at 3.50pm and once again the pupils enter the school through the Boot Room.

3.50-3.55pm Registration

Registration – pupils are registered in their Tutor rooms.

4.40 – Year 3 pick up as required

From 4.40 – 5.15pm, Y3 have reading rest in their Tutor rooms. During this time, parents can collect their children from the classroom or pupils can stay and read and be picked up with the rest of the school at 5.15pm.

Pick up 5.15pm

As with the morning welcome, staff are on duty to say goodbye, to wave off pupils and parents and to be available if there are any pupil or parental questions. If pupils are still around at 5.40pm, they should be sent to the Red sea carpet.

Areas that pupils are picked up from, and therefore staffed are.....

Years 5 and 7	Manor House /Red Sea Carpet
Year 4	The glass corridor to chapel
Year 6	The Dining Hall
Year 8	The roundabout outside the Harris Building

Prep 5.30pm

Supervised Prep in the Powerhouse - Prep should **start** at 5.30pm. This is not the time to encourage pupils to collect the things they need. Prep should be done in silence and children encouraged to work things out for themselves, where possible. If however a child is having particular problems, you may choose to help and then inform the relevant teacher.

A SOCS register is taken at the start of Prep.

Non-Prep

Pupils in Years 3 and 4 who have siblings at Prep, or those pupils not yet collected, are to be supervised in the Library, or to the powerhouse, until their parents arrive.

The end of Prep is at 6pm. When you are satisfied that everything is straight and tidy, pupils can be told to leave the Dining Room.

Pick-up 2 at 6pm

Day children go home – duty staff should be in the hall/Red Sea Carpet to see pupils off. Any pupils that have not been collected by 6.15pm should be escorted down to Boarders' tea at 6.15pm to hand them over and sign off with the boarding staff.

Wednesdays

On Wednesdays, Years 3/4 eat at the same time as the other days. However, with Years 5-8, those that have an away match eat first, followed by those who are playing at home.

After games, pupils are supervised for outside break from 3.30pm. At 4.30pm, Year 3 goes back to their classrooms, Year 4 to Chapel Choir and Years 5-8 do Prep in their Tutor rooms

Raining

If it is raining during any big break, we revert to indoor break, where pupils go to their classes on the academic corridor. From here, pupils should socialize sensibly or be on a task, with a prefect monitoring conduct in each room or corridor. Staff are to move around from room to room and where possible, remind pupils of the extras and practices they may have. Pupils may catch up missed work by special permission. Break is concluded when the indoor bell is rung.

Person responsible: RA	Implementation date: 24 TH October 2002
Revised: 16 th April 2004.	Revised: 8 th September 2003
Revised: 4 th September 2008	Revised: 13 th September 2005.
Revised: 7 th June 2012	Revised: 1 st September 2011
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	Revised: Jan 2025