



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV

Tel: 042 9366993 Email: admin@stfrancisns.ie Web: www.stfrancisns.ie

Supervision Policy

In reading this policy, it should be noted that the term "Parent(s)" also includes Guardians and should be interpreted as such.

Rationale

Our aim is to provide a safe place for all the children in our care to learn and play. The school staff accept the duty of care which devolves to us. In St. Francis National School, we make every effort to ensure that the children given into our care are adequately supervised.

Roles and Responsibilities

School staff are responsible for drawing up and updating the Supervision Rota, which is made known to each person on the rota. In the event of a planned absence the teacher arranges with another teacher to cover supervision. In the event of an unplanned absence the principal arranges for supervision cover.

POLICY STATEMENT

Yard supervision

- During Break Times relevant teacher(s) and all SNA's will supervise the yard. On wet days the supervisors patrol the classrooms.
- The Rules for the yard (as outlined in the school's Code of Behaviour: Key to Learning) are revised and reviewed regularly and are well known and repeated often to the children. All classes have copies of the relevant rules.
- The people on yard duty remain with the classes until they have all been picked up by their own teacher.

Daily Supervision:

- The school will open to receive pupils at 8.40am. At this time the gate will be opened and children will proceed directly to their classrooms.
- No responsibility is accepted for pupils arriving before 8.40am.

- Classes commence each day at 8.50am.
- Classes end each day at 1.30pm (infants) and 2.30pm (all other classes). Children line up in classrooms and are escorted to the gate by the class teacher.
 - Infant classes: The teacher waits with each child until their parents come to the gate to collect them.
 - Senior classes: The children are escorted to the gate. Teachers on duty will supervise until the children are collected safely. Pupils are not allowed to stay on the school premises unsupervised.
 - Parents who wish to have their children escorted home should inform the school and make their own arrangements to have their children met at the school gate. The person to escort them should be at the school gate not later than 1.30p.m. (infants) and 2.30p.m. (all other classes), as the school cannot accept responsibility for the supervision of children after that time. Children participating in after school clubs or activities are under the supervision of the facilitator of said activity from 1:30pm for Infants and 2:30pm for all other classes. It is the responsibility of parents to ensure their child knows which after school activities they are booked to attend.

Communication

This policy will be available in the Plean Scoile and on the school website.

Responsibility for Review:

All members of staff, Parent Association, BoM.

Timeframe for Review:

This policy will be reviewed every three years, or as required to meet the needs of the school.

Next review:

December 2025

Supervision Policy

Ratified by the Board of Management on 14/11/2023. (Date)

Signed: *Seán Keene* (Chairperson, Board of Management)