



Hazelwood School

## **SUPERVISION DUTIES AND PLAYTIME (Years Reception - 8)**

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At Hazelwood School we live in a community and treat one another as we wish to be treated (both pupils and staff). It should be noted that teachers are always 'on duty' in this community and we are always looking after the pupils in our care. This is essential if our pastoral care is to be effective. This is explained from the very first induction meeting taken by a member of the Senior Management Team for all new staff at the start of the academic year or throughout the year, depending on their start date.

The Head of Organisation publishes a duty rota each term, to ensure adequate supervision is in place.

**We are all responsible for the behaviour of pupils on the School premises. Throughout the day, staff should consistently exercise the School's Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy. Staff have a duty to:**

1. Deal with inappropriate behaviour.
2. Report it immediately to Heads of Year or a member of the Senior Management Team and record it on the School's database CPOMS.

### **Breakfast Club: 7.30am - 8.00am**

Assistant Tutors supervise pupils during breakfast.

Please notify a member of the Senior Management Team if pupils arrive before 8.00am as their parents will need to be contacted to arrange for them to have breakfast at School.

8.00am – Pupils can begin to arrive for school, all Form Staff to be in their Form Rooms. Members of the Senior Management Team are on car park drop off duty to welcome the children and ensure their safe passage to class.

### **10.00-10.25am Reception – Years 2 Fruit Break**

TA's are on duty for Reception -Y2 in the designated areas.  
Top and middle court and the adventure playground.

### **10.25am - 10.50am Y3-8 Fruit Break**

A member of staff is on duty at the designated areas.  
Middle and bottom court, astro, adventure playground, courtyard and Ruth Bourne Building for Y7-8 pupils.

### **Outdoor Gym Equipment**

All children in Y3-8 are allowed to play on the outdoor gym equipment subject to the Risk Assessment being followed. Staff on duty on the adventure playground supervise. During adverse weather, the gym area will not be available to use.

### **Tree house and outdoor box**

The tree house and outdoor box area is open and supervised during the Spring and Summer

months when dry.

### **11.45am - 2.00pm Lunch**

Reception -Y2, teachers and TA's take their own classes to the dining hall and supervise. After lunch TA's take the children to the top and middle court and adventure playground. Reception-Y2 return to class at 1.00pm.

At 12.20pm Y3-4 go straight to the dining hall from their lesson and line up. Y3-4 teachers and TA's supervise their lunch. At 12.40pm Y3-4 go to their designated play areas, middle court and adventure playground and are supervised by teachers and TA's. Y3-4 return to class at 1.30pm.

At 1.05pm Y5-8 go straight to the dining hall from their lessons and line up for lunch. They then go to their designated play areas, astro, bottom court and courtyard, they are supervised by teachers, AT's and TA's. Y7 and 8 can also use the common area in the Ruth Bourne building, which is also supervised. Y5-8 return to their form rooms at 2.00pm for afternoon registration.

The tree house area is open during the Spring and Summer months when dry.

### **Other break and lunch time arrangements**

Toilets during Break Times: Reception to Year 4 use the toilets in the Baily building, Years 3-5 can also use the "junior toilets" in the main building and Years 6-8 use theatre toilets and toilets in the Ruth Bourne Building.

When children are required to change during break times for sport, this is supervised by Sports Staff.

NO ball games are allowed in the courtyard, other than at the table tennis table.

Staff eating in the dining hall are responsible for supervision from the start of lunch until pupils have finished their lunch.

### **Wet day play**

A member of the Senior Management Team and the staff on duty make the decision whether it is indoor or outdoor play and communicate this to all staff, usually through email. Class teachers are responsible for establishing classroom rules/items available in their own rooms. Assistants/form tutors supervise in their classrooms. Age-appropriate DVDs are allowed for wet play.

We try to have outdoor play whenever possible.

### **Years Reception -Y2 Late room 3.30pm-4.30pm**

At 3.30 pupils are signed out from their form.

Pupils being picked up via rolling pick up move to the car park with a member of staff from their year group who supervises them as they are picked up by their parents or guardian.

Pupils being picked up at the Baily building wait outside their classroom for their parents or guardians.

Pupils in a club go to the club destination.

Pupils in the late room go to the late room classroom to be registered. Reception late classroom is on the lower ground floor of Baily and Y1-2 late classroom is on the entrance floor level of Baily.

### **Years 3 & 4 Late room: 4.00pm - 4.30 pm**

At 4.00 pupils are signed out from their form.

Pupils being picked up via rolling pick up move to the car park with a member of staff from their year group who supervises them as they are picked up by their parents or guardians.

Pupils who are in the Late Room go to the late room classroom to be registered.

### **Car Park, Tea and Prep and Clubs: 4.30pm- 6.00pm**

At 4.30 Y5-8 pupils and any Reception- Y4 pupils leaving at 4.40pm, either go to the car park for rolling pick up or to the dining hall for Tea and Prep/Club registration. All staff who do not have a club are on duty to supervise children being picked up in the car park. Staff assist in

taking pupils to their cars and ensure the safe collection of pupils. Pupils should wait quietly and safely.

Any pupils not collected by 4.45pm are taken into the dining room to be supervised by the Tea and Prep member of staff.

When Safeguarding issues arise, the Designated Safeguarding Lead informs staff of confidential pupil information related to pick up arrangements that may refer to one parent being able to pick up a pupil and another not.

The member of staff on sign in duty registers tea and prep pupils and checks all club registers. Any missing pupils reported to the office. The School Office phones parents/pupils not accounted for, or if parents did not collect at the expected time.

Pupils in a club are collected from the dining hall by the club taker. Pupils staying for prep remain in the dining hall, at 5pm they are then taken to the library for prep by the prep duty member of staff.

Reception - Y2 pupils staying for after school care post 5pm are taken to the lower ground floor in the Baily building and are supervised by the wrap around care staff, consisting of TA's and teachers.

At the end of clubs, 5.30 or 5.45pm, pupils are taken to the front of the sports hall and are dismissed to their parents. Any pupils in after club care go to the library and are registered by the member of staff on prep duty.

It is important for all staff to familiarise themselves with the electronic collection register to ensure that pupils are only collected by authorised adults.

At 6pm the member of SLT on duty will arrive at the library to collect any pupils who have not been picked up by the 6pm deadline. Any Reception - Y2 pupils not collected by 6.00pm are also brought up to the library at this time. The SLT member of staff will attempt to make contact with parents. If no contact is made, the child will remain on School property under. A charge may be made to parents for late collection.

**This Policy was ratified by the Compliance Committee on 28 February 2025**