



## St Joseph's Primary School South Grafton Professional Learning Community School Playground Procedures



### **Bell times**

- 8.50 am Bell ends supervised morning play which commenced at 8.20am.
- 10.50 am Bell for lunch. Children escorted to the lunch areas.  
Teachers accompany children to playground to ensure they are out of the buildings and to ensure that they are in the care of the Playground Duty Teacher who therefore must be punctual. Permission is a must to re-enter buildings.
- 11.50am Bell to end lunch
- 1.50 pm Bell at afternoon recess. The staff are to ensure that all children are in the care of the Playground Duty Teacher before leaving them.
- 2.10 pm Bell to end afternoon recess Equipment stored, Stages assemble and move to class with Playground Folders.
- 3.05pm Classes begin to pack up and move.
- 3.10 pm Bell for Dismissal. Children are escorted to parent pickup (one stage teacher) and buses (the other stage teacher) in an orderly and always punctual fashion. The executive staff are to assist at both sites.

The Hyde Street Gate should be locked by Year 6 students after morning bell and unlocked at 2.50pm. The gate is then locked by the teacher on parent pickup duty after 3:30pm.

### **General Playground Procedures**

Teachers lead by example & wear a hat while on duty. A whistle is recommended rather than shouting. First Aid Bags, Behaviour Folders and vests are located in the yellow playground container for teachers to take to playground duty.

Move continuously while on duty and do not allow yourself to be caught in a conversation with teachers or parents. Please be mindful of each other in this situation. Engage the students and be proactive – trust your instinct and act early rather than when it's too late.

Teachers should display consideration for each other by their punctuality & promptness in coming to duties & assemblies. Please insist on students WALKING on hard surfaces – down ramps, stairs, pebblecrete etc.

Duty commences at 8.20 am. The support teacher will be one time for their duty at 8:35am. No playing before 8.20 am. Children sit against the wall of the walkway or in the shade on the pebblecrete. Children do not play on the slope between B & C blocks or the infants' playground.

No children should be in gardens, on the slope behind Stage 3, outside Stage 3 or on the stairways, on roads or behind buildings at any time.

Handball is allowed on the Pebblecrete and also on other concrete areas **at the playground supervising teacher's discretion**. This may be pertinent in wet weather situations or just when concrete space is available and children wish to play handball.

### **FIRST BELL**

Children line up in designated class lines. The teachers should be at the assembly point as the bell rings. The teacher on morning duty is not able to supervise the students moving to three assembly points and will wait with ES1 and S1 on the Pebblecrete or undercover on the ramp in wet weather. The other stages will move to their area and at least one stage teacher is to be there to supervise their arrival, line up and entry.

### **FIRST LUNCH (10.50 am)**

**This will be supervised by one teacher and one TA with Yr. 6 support.**

The whole school is to eat their lunch under the covered area in front of the hall and the undercover area near the canteen. They are to remain seated between 10.50am and 11.10am other than to use the bin. Each class group will sit together in their assigned spot.

On canteen days the lunch tubs are collected before the bell and issued to the students as they leave their room for lunch so this is not an issue. The TA is to supervise the canteen lines from 11.00am

At 11.10am the children that have finished eating will be able to play on the pebblecrete or the grass. The teacher will continue to supervise the students still eating and ensure the area is clean and tidy before change over and the TA will continue to supervise the canteen. On non-canteen days the TA will assist with supervision.

At 11.18am a whistle is blown to indicate that the children need to form lines on the pebblecrete to attend one of these areas. If there are unequal numbers, please follow the procedure on the duty roster in the staffroom. All staff on second half supervision will arrive on time for their duty at 11:20am.

**At the end of lunch upon the bell, teachers should be waiting for the students at the pickup areas; the students should not have to wait and nor should the lunch time supervising teacher who needs to return to their own class/ duties.**

### **SECOND LUNCH – Teachers lead by example and wear a hat to school**

#### **Fort/ Sand Infants**

The teacher is to actively supervise these two areas upholding all the school rules with particular attention to the following; Safe numbers and play on the fort e.g. one at a time on slippery dip, walking only, no jumping or hanging etc. Sand pit rules; Sharing equipment, no throwing of sand.

#### **Hill Infants**

A structured game of Cricket or soccer (or other agreed physical activity and high intensity) is refereed by the teacher. The teacher picks the team and makes other decisions such as positions etc. This area is high in structure.

#### **Pebblecrete and top Grass Primary**

Handball only on the Pebblecrete and running games on the grass – NO BALLS kicked or thrown on the grass area

## **Hall – Primary**

A selection of games are compiled for daily use and kept in a plastic tub. If low numbers attend this space, these children can take their games to either of the other two areas and the teacher assigned to the Hall is to assist on the one of the other two duties that has the greater need.

## **Bottom Oval - Primary**

The area defined as out of bounds is 5 metres from the steep embankment & off grassed area. Watch for snakes, spiders & kangaroos.

- ***If kangaroos are sighted, remove children immediately from area and CALL PRINCIPAL (please also refer to Kangaroo Policy).***
- Children do not leave the bottom playground without permission.
- Teacher walks children to main playground & remains on duty until the bell supervising children lining up.
- Game refereed by the supervising teacher. There is to be no loitering on the oval. If students are not playing they are to remain seated near the game being played and should be encouraged to attend an area the next day which suits their needs better.
- Equipment for games to be supplied once only per term by the Sports coordinator and managed by the supervising teacher.

## **AFTERNOON RECESS DUTY**

- Children eat in the two eating areas – one teacher for Infants & one teacher for Primary
- Each teacher dismisses to play when area is cleaned.
- No playing if eating; teacher seats the children in a position where they can be supervised while still eating and still allowing the teacher to supervise the play area.
- Equipment to be packed up and ready to be stored BEFORE the bell so teachers must be aware of time.

## **MOVING AROUND THE SCHOOL**

- ALWAYS EXCORT YOUR STUDENTS AROUND THE SCHOOL AND DO SO FROM BEHIND THEIR LINES SO YOU CAN SEE WHAT IS HAPPENING.
- Emphasise to all students that they are required to move sensibly and quietly around the school when not under the direct supervision of a teacher. Class groups are not to be interrupted by other students moving around the school.

## **PARENT PICK UP DUTY**

- ***Parent Pick Up*** is a duty attached to Primary Recess - children are delivered to the seats on the western side of the staffroom where the parents are waiting. All children should exit the school only under the supervision of their nominated carer for the day and must do so via the main footpath (past the brick entrance on Hyde Street) or via the footpath outside Stage 3 using the Children's Safety Crossings.
- One teacher from the stage escorts the students travelling by bus and the other stage teacher escorts the children being picked up. Remember the procedure for travelling around the school, especially in this busy period. Be early rather than late.
- Children not collected immediately are to be seated and wait for collection. Children not collected by 3.30pm should be asked to move and wait with the Bus Duty teacher.
- Staff member on Parent pick up duty locks the Hyde Street gate at the front of the school.

## **BIKES & WALKERS**

- Bikes and Walkers Duty is attached to Bottom Oval duty – Teacher and students meet at bus lines. When all students are ready, the teacher walks them down to the eastern car park and around in front of Gilwinda to the pedestrian crossing. Staff member on Bikes and walkers collects the Children's Safety Crossings flags from the crossing near Stage 3.

## **BUS DUTY**

- One teacher from the stage escorts the Bus and Bikes and Walkers line and the other teacher the Parent Pick Up line. Each teacher is responsible to ensure their class moves in an orderly way to lines in the afternoon (please insist on WALKING). Remember the procedure for travelling around the school.
- When on bus duty be early and bring with you the students in your stage that will be catching the bus home. Leave your PPU and BW students with your stage teaching partner and they will escort these students to Parent Pick up and the Bikes and Walkers (not leaving them of course until the teacher is on duty).
- Executive support for first 15 mins.
- The Bus Duty teacher arranges collection of the bus cones and supervision vest on their way to duty.
- Children are seated while waiting for their bus.
- Safe boarding of each bus including walking is closely supervised. Children should carry their backpacks in front of them or with only one shoulder strap onto bus. Boys should have their shirts tucked in.
- The Children's Safety Crossing Flags should be collected and returned to the Clinic before the end of bus duty (around 3.40pm).
- All teachers are needed promptly to help out at bus duty, especially wet afternoons.

## **Bad Weather - DISMISSAL IN WET OR EXTREME WEATHER CONDITIONS**

*All teachers are to escort students via covered walkways and assist with*

- Bikers & Walkers
- Bus Duty
- Parent Pick Up

## **LUNCH - Wet Weather Directions**

- Stage teachers share the load – see the Wet Weather Playground Supervision Roster for details.

## **'NO HAT - PLAY UNDER FIXED ROOF'**

- The ongoing supervision & enforcement of this rule is essential.
- Children without navy school hats at RECESS AND MORNING PLAY are to play under roofed areas.
- Children without navy school hats at LUNCH play in the hall or art.
- As mentioned several times now, teachers are requested to wear hats on duty as an example.