

CATHOLIC ASSOCIATION (CA) CLASS SUPERVISION GUIDELINES & DUTIES

Guidelines

PROCEDURES FOR ENTERING AND EXITING SCHOOL BUILDING

ENTRY

- All Supervisors must wear a Hi-Vis Jacket (A CA member will provide you with one if you do not have one)
- Children to line up in Jnr Yard – (13 lines) Snr Inf to 6th Class (1 line of Snr Inf & 2 lines of each other class side by side)
- First child of each line to be given laminated sign to hold up (facing the gate)
- Supervisors will give the teacher the class roll on his/her arrival at 4.55pm
- 2 Supervisors to monitor the gate and ensure no children leave the yard
- CA member(s) will be on attendance to answer any queries from Parents/Supervisors
- Main entrance door will be open for entry. Teachers will take children and rolls inside
- 2 Supervisors to remain on gate for late arrivals (approx. 5.00pm)*
- 4 other Supervisors escort any young latecomers to class if necessary * (2 Supervisors always to accompany a child at all times)
- Once Supervisors are happy that all children have arrived, any parent(s) not on supervision will be asked to leave the yard (hall) and the gate should be closed over *
- 2 x 2 Supervisors should patrol each level of school and 2 should remain by main entrance (with doors shut).*
- Anyone needing to use the toilet should be directed to the toilets on the corridor between Jnr & Snr Classes*
- The CA Committee member(s) will be in the Photocopying room. Any issues or incidents should be reported to a CA member.*

In the event of a rainy day:

- 2 Supervisors to monitor the gate to ensure no children leave the yard/area after drop-off
- Children to enter the School Hall via the side door in the Jnr Yard
- Supervisors will give the teacher the class roll on his/her arrival at 4.55pm
- Ensure all other doors to hall remain closed.
- Supervisors and CA members to also encourage good behaviour while awaiting teachers
- Teachers to take children to class through the School Hall in order
- *As above.

CATHOLIC ASSOCIATION (CA) CLASS SUPERVISION GUIDELINES & DUTIES

EXIT

- At 5.50pm, 2 Supervisors to open gate to Jnr Yard and monitor gate. **Parents are not allowed to wait in the yard as we would like to keep this area clear for the children leaving. Any children belonging to Supervisors should wait inside the gate, but should not play or run in the yard.**
- 2 Supervisors to supervise on the footpath directly **outside** of gate to encourage children to leave in an orderly fashion (ie. use the footpaths to get to their parents/cars, and not to go on the road)
- 1 Supervisor for Snr Inf should walk children to gate and hand them directly to their parents.
- 1 Supervisor should stand in centre of yard to discourage children running to gate
- All children will leave through the Centre Door of the school.
- 2 CA members will monitor the exiting of each class - there will be a brief gap between each class being let out to prevent blockages at the gate and door
- All classes will leave at 6.00.pm,
- Supervisors must stay in position until all children have left the area

In the event of a rainy day, the procedures for exiting remain the same

SUPERVISORS - PLEASE REMEMBER TO RETURN YOUR HI-VIS JACKET TO A MEMBER OF THE CA AT THE END OF THE DAY

THANK YOU FOR YOUR SUPPORT!

CATHOLIC ASSOCIATION (CA) CLASS SUPERVISION GUIDELINES & DUTIES

Duties

Every Parent/Guardian who registers their child/children for Catholic Education Classes must participate in the supervision of the children. Depending on class size, a date or dates to supervise must be committed and agreed to at registration.

If you cannot supervise on the designated day, please try to organise a swap yourself (a grandparent or relative may supervise on your behalf) or contact your Class Representative who can ask someone to help out. Please try and give as much notice as possible.

The Supervisors duties include:-

- Please ensure you are at the school yard/hall at least 10 minutes before the start of class at 4.50pm & wear a Hi-Vis Jacket. **(A CA member will provide you with one if you do not have one)**
- Collect the roll book for class/classes you are supervising from the CA Committee Member on duty.
- Children must line up in designated spot while the supervisor takes the roll. Supervisors are to look after the children in the school hall/yard until the teacher arrives at 4.55pm. Children are not allowed in classrooms unless a teacher is there.
- **Please do not leave the children unattended at anytime.**
- Supervisors must do a headcount when the children are their classroom to ensure that all children have safely got in. Let the teacher know of any absences or issues and ask if they need assistance. Inform them of your whereabouts if needed during class time. Supervisors are advised to stay in the vicinity of the classroom.
- After class (6.00pm), all children will leave the building as per their normal school routine. Supervisors must oversee the collection of all children. If a child has not been collected, please contact a member of the CA, who will endeavour to make contact with the Parent/Guardian to solve the issue – it is ultimately the responsibility of the Parent/Guardian to make alternative arrangement if an issue has arisen.
- When the classroom has been vacated, please ensure the room is left the same way it was found and turn off all lights and close windows and doors.
- Please leave the roll back to the CA representative on duty.

If an accident occurs, please contact the CA representative on duty – ice packs are available from the fridge in the staff room. Parents should be contacted and the incident book filled in.