



Scoil Mhuire

Supervision Policy

1. Subject to the authority of the Board of Management, the principal, or in his absence the deputy principal, is responsible for the discipline of the school generally (Rule 123-4).
2. Parents are informed in writing at the beginning of each school year of the times of opening (8.50am) and closing (2.40pm) of the school and prior notice is given of any change in this timetable.
3. The supervision of the class is the duty of the class teacher or the teacher assigned to the class for a particular period of time..
4. Neither the teachers, principal nor the B.O.M. is responsible for the supervision of the pupils outside normal school hours.
5. The teacher's duty of supervision extends from the beginning of the school day to its end. Teachers are responsible for the supervision of their classes either in their own classroom or at the back of the school from 08.50-09.10 (assembly time)
6. Teachers are requested to escort children to and from their classes after the bell rings at small break and at lunch time. Special Needs Assistants are required to escort the child who is their primary care to the person who is to collect them.
7. All staff are requested to inform the principal or the deputy principal of an impending absence as early as possible so that supervision can be put in place.
8. On wet days children and parents are allowed into the school before 08.50. They are requested to stay in a designated area. The principal and deputy principal will supervise this area of the school.
9. Supervision at break times is provided on a rota basis, by agreement among the staff and coordinated by Mrs. O' Carroll who has a table of names and dates of supervision duties on display in the staff room. Participation in supervision is offered to all members of teaching staff. In the absence of Mrs O'Carroll her supervision duties will be coordinated by the principal or deputy principal.
10. If children are allowed out during lunch break the bell rings at 12.20. If the day is wet the bell is rung twice and the children remain in their classrooms.
11. During breaks children from Junior Infants to second class are to use the designated toilets in the front of the school. The lists are on the doors of the four classrooms in the front of the school.
12. In the rear of the school the toilets near the shelter are the toilets to be used by the remaining classes.
13. Thinking Box-All adults in charge on the yard are allowed to send children into the thinking box if they have misbehaved. This should not be for more than three minutes.

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SNAs are requested to inform one of the teachers on yard duty the reason why they sent a child to the thinking box. The teachers will try to elicit from the child why he/she has been sent there and then the child returns to the play area. At the back of the school adults in charge may ask children who misbehave to stand out for 3-5 minutes near the wheelchair access area. Again SNAs are asked to inform the teachers on yard duty why the child is there. This is to ensure that no child is excluded from play for too long a period.

14. If children are allowed to play in the green areas (when the green flag is raised by designated members of staff) they must play in the area allocated for their class level.
15. Detention as a sanction is at the discretion of each teacher. The teacher who gives detention is the teacher who supervises the detention in their own classroom.
16. For the purpose of safety at play during breaks, sos and lunchtime, the children in Junior Infants, First Class and Second Class play in the front and sides of the school, while the other children play at the back of the school.
17. On the days that the green area is off limits the children are permitted to walk around the track on the perimeter of the green area.
18. In the case of a written request, or phone message, by a parent/guardian to allow a child home early for a bona fide reason, it is the parent's/guardian's responsibility to collect the child, or have the child collected at the school.
19. Children are not allowed to leave the school grounds at any time during school hours unless with a designated adult.
20. In the case of a child who is sick at school, the teacher and the Principal, or in his absence the deputy principal, will decide on the best provision for the child, having regard to the age of the child, type of illness etc. Each case must be judged on its merits. It is desirable that the parent/guardian, having been requested, should collect the sick pupil.
21. If a child hurts his/her head (either by falling or a severe bump off another child) the teacher on yard duty may decide to inform the parents if the resultant injury to the child warrants this action.
22. In the absence of a teacher, (e.g. the first day of sick leave, EPV days) Mrs. O' Carroll has the post of responsibility for catering for the class. The special needs team will supervise the junior infant classes if the teacher is absent. The junior infant children are not divided among the other classes. The senior infant classes are not divided among the other classes for a teacher's absence during the first term. For all other classes a list is drawn up by each class teacher and children are allocated to different teachers. This list is to be changed termly (if the teacher has been absent more than once in a term) so that no teacher gets the same pupils every time. This list is to be given to Mrs. O' Carroll or displayed on the back of the classroom door. In the case of senior infants at 1.30, the class in which the senior infants are being supervised for the day, two members of that class will walk the senior infants to their original classroom where they will be met by the post holder for supervision. The post holder will accompany the senior infants to the main door to go home.

Signed: _____
Chairperson of Board of Management

Date: _____