



*Lavalley National School,
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Lavalley N.S. Supervision for Mid-Morning And Lunchtime Breaks

1. The Deputy Principal is responsible for the organization of the yard duty roster.
2. The **mid-morning break is from 11am to 11.10am.**
3. The **lunchtime break is from 12.30pm to 1.00pm.**
4. A list of the teaching staff to cover this supervision is displayed on the staff room notice board. One teacher and SNA will do one morning supervision and one lunchtime supervision per week.
5. When the bell rings to end this break, the duty of care returns to the class teacher.
6. It is the obligation of each teacher to check this roster.
7. If a teacher knows in advance that she will be absent, she will arrange a direct swap with another teacher.
8. Teachers not available due to school duty should inform the Deputy Principal and she must alter the roster accordingly.
9. The teacher/SNA on duty will walk around the yard separately and will generally stay at opposite ends of the yard from one another. The teacher/SNA on duty will refrain from using their mobile phones while supervising the yard.
10. Class teachers will not leave their classes unsupervised in the yard and will wait with their classes until the teachers on duty come out.
11. If a parent or guardian wishes his/her child to remain indoors, a letter of request stating reason is required. Children with minor injuries will sit outside the staff room door.
12. Children going to the toilet will be admitted one at a time.
13. Children will not leave the yard without the teacher's permission.
14. If a child is to be collected during yard time they should sit at the main entrance with their belongings.

15. If the teachers on yard duty need assistance, two helpers from 6th class will knock on the staff room door and get someone.
16. Noteworthy incidents relating to accidents or behaviour should be recorded in the Yard Incidents' Book
17. On showery days, the teachers on duty may use their discretion and keep the children in the shelter until the end of break. In case of heavy rain the children will return to their classrooms in the normal way. Teachers on duty will supervise as outlined below.
18. Children will stay in on wet days. When supervising indoors, teacher and SNA are required to walk through each classroom. All classroom doors will remain open. Children are required to stay sitting and are not permitted to move around the classroom without the permission of the teacher on duty.
19. When the bell rings for the end of a break, the duty of care reverts to the class teacher.

Review and Ratification

This policy was reviewed on _____

This Policy was ratified on _____

Signed: _____
(Chairperson, Board of Management)