

## Supervision and Duties Procedure – Junior School

Pupils must be supervised by an adult at all times

Sept 2025

### Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

Each teacher is expected to take their turn on the duty rota. A teacher may change their duty day only if they have agreed personally with another teacher to do so. This alteration should be noted on the rota sheet in the staff room.

The duty rota consists of five duties during the day:

Early Birds 8.00 – 8.20, Morning break 10.50 – 11.10, Lunch time 12.25 – 13.00 Lunchtime break 13.00 – 13.30, Evening 4.45 – 5.30 p.m. or until the last child is collected.

TIME	INFANTS	JUNIORS
08.00 – 08.20	Children may be dropped off at the EYFS amphitheatre. This includes Pre School. The teacher on duty will allow children to access School at 8.20am.	Children may be dropped off at the EYFS amphitheatre. The teacher on duty will allow children to access School at 8.20
08.20 – 08.40	Children enter via main entrance and are welcomed into their classroom from 8.20 a.m. Teachers must remain in the classroom.	Children enter via the main entrance and are welcomed into their classroom from 8.20 a.m. Teachers must remain in the classroom.
10.50 – 11.10	Staff member on duty is in yard ready to receive pupils.	Staff member on duty is in yard ready to receive pupils.
10.50 – 11.10 Morning play	<ul style="list-style-type: none"> <li><b>The fire escape steps are out of bounds</b></li> </ul> Teaching Assistant or Teacher on duty. Ensure cloakrooms are empty, toilets not overcrowded and classrooms empty.  Remind the children there is to be no physical contact and no charging around.  No hiding places.  Ensure playground gates are closed and no visitors are in the yards.	<ul style="list-style-type: none"> <li><b>The fire escape steps are out of bounds</b></li> </ul> Teaching Assistant or Teacher on duty. Remind the children there is to be no physical contact and no charging around.  No hiding places.  Ensure playground gates are closed and no visitors are in the yards.  An open area, duty staff have a clear view and can see all children at all times.

	<p>If a pupil is to stay in school for any reason during a break, they must be brought to the reception area.</p> <p>An electronic bell followed by a hand bell rings to mark the end of break. Teachers are expected to be in the yard when electronic bell is rung and to line up their own class. Pupils file into their classrooms quietly and orderly.</p>	<p>Teacher to monitor buildings, make sure classrooms remain empty, check toilets.</p> <p>An electronic bell followed by a hand bell rings to mark the end of break. Teachers are expected to be in the yard when the electronic bell is rung and to line up their own class.</p> <p>Pupils file into their classrooms quietly and orderly.</p>
12.25 – 13.00	<p>Pupils are taken to the dining room by their teacher.</p> <p>The duty staff member says Grace in the dining room and assisted by the J4 duty monitors supervises serving and clearing. No child should leave the dining room unattended to go back into school.</p> <p>At the end of the meal, Grace is said and the pupils file out.</p>	<p>Pupils are taken to the dining room by their teacher.</p> <p>The Duty Teacher says Grace in the dining room and supervises serving and clearing. No child should leave the dining room unattended to go back into school.</p> <p>At the end of the meal, Grace is said and the pupils file out.</p>
13.00 - 13.30 Lunch play	<ul style="list-style-type: none"> <li><b><i>The fire escape steps are out of bounds</i></b></li> </ul> <p>Teacher or Assistant on duty. All pupils should play outside at lunchtime break.</p> <p>End of play routine as in morning break.</p>	<ul style="list-style-type: none"> <li><b><i>The fire escape steps are out of bounds</i></b></li> </ul> <p>Teacher on duty, assisted by First Aid supervisor. All pupils should play outside at lunchtime break.</p> <p>End of play routine as in morning break.</p>
15.45 –16.00	<p>EYFS teachers dismiss EYFS pupils from EYFS door.</p> <p>KS1 teachers dismiss from the yard.</p>	<p>Class teachers dismiss from the yard.</p> <p>Any child staying for clubs are late pick up is taken to the Refs.</p>
16.00 –16.50	<p>Teachers and after school staff run various clubs</p> <p>The Junior School Reception and front door are closed between 4.15 pm and 4.50pm. All direct telephone calls are transferred to Senior School Reception.</p>	<p>Teachers and after school staff run various clubs</p> <p>The Junior School Reception and front door are closed between 4.15 pm and 4.50pm. All direct telephone calls are transferred to Senior School Reception.</p>

16.50 – 17.30 until the last child is collected.	The adult on duty goes to Reception to open the front door. This ensures safe and secure collection of pupils from clubs. Two members of staff are present until the last child is collected.	The adult on duty goes to Reception to ensure safe and secure collection of pupils from clubs. Two members of staff are present until the last child is collected.

**In the Dining Room:**

Please keep a calm and quiet environment and help instil good table manners.

**In the Playground:**

- ***The fire escape steps are out of bounds***
- Children should not lie or sit on the tarmac.
- There must not be any physical contact between children. This means no pushing, fun fighting etc.
- Rough or potentially dangerous play must be stopped.
- Children may come inside to use the toilet or to get a drink with permission.
- Classrooms and toilets must be checked periodically.

**Playground games:**

- Please encourage the children to play fairly with each other.
- Try to encourage older pupils to learn simple games and activities, which will enable them to teach the younger children.
- Know which games promote good friendship skills and which are banned.
- Be clear about where exactly the children can and cannot play.
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**Wet Playtimes**

Wet Play Break	EYFS pupils remain in their classroom and are supervised by a member of staff.  KS1 pupils remain in their classroom and are supervised by a member of staff.	KS2 pupils are taken to the Austin Suite where the staff member on duty will supervise the pupils.
Wet Play Lunch	<b>Lunchtime 1.00 -1.30</b> <ul style="list-style-type: none"> <li>• If the pupils have to come in from the playground quickly at lunchtime because it is raining, the teacher on duty must ring</li> </ul>	<b>Lunchtime 1.00 -1.30</b> <ul style="list-style-type: none"> <li>• If the pupils have to come in from the playground quickly at</li> </ul>

	<p>the bell, and line the children up and lead them inside as quickly as possible.</p> <ul style="list-style-type: none"> <li>• At the duty teachers discretion children can be taken to the Austin Suite</li> </ul>	<p>lunchtime because it is raining, the teacher on duty must ring the bell, and line the children up and lead them inside as quickly as possible.</p> <ul style="list-style-type: none"> <li>• At the duty teachers discretion children can be taken to the Austin Suite.</li> </ul>
<p><b>At the end of the day 3.45pm</b></p>	<p>Pupils are either collected from the playground by parents or go to tea and into extra-curricular activities. All pupils are therefore looked after from 3.45 to the point of collection by a member of staff. Before the class teacher leaves school at the end of day they must ensure that all their pupils have been collected or handed over to the appropriate member of staff. Teachers must inform the Receptionist or Head of JS of any pupil's individual pick-up arrangements for that day.</p>	

Head & Deputy Head of Junior School  
Sept 2025

## After School Activities – Junior School

Pupils have the opportunity to be involved in clubs or activities designed to broaden their experience and improve their skills and knowledge. There is a wide variety of clubs on offer and these are made available to the children at appropriate ages. Some clubs for older pupils are run by Senior School staff thus introducing Juniors to First Form and teachers they will meet in the next stage of their education. The after-school extra-curricular activity programme runs from 4.00pm – 4.55pm. The homework club runs from 4.00pm – 5.30pm.

Juniors go to the dining room for tea at 3.45 p.m. Infants meet in the EYFS area. The staff responsible are the After School Club Coordinator, and Junior School / Classroom Assistants. Any child not collected by 3.50pm will also go to the dining room or EYFS area to await collection. All children who are in the dining room at 3.45pm will be registered and charged for the session.

At 4.00pm, members of staff running an activity collect their group from the dining room or EYFS area. Providers of activities are responsible for their group until the point of collection by parents. An electronic register must be taken by the activity provider. The After School Coordinator brings any other Juniors back into School. The children go to the homework room (the Junior school library) Each adult takes a register of the children they are responsible for. Junior School/Classroom Assistant remain with the Infants in School. The children go into crèche in the amphitheatre.

Parents are asked to collect their children at either 3.45pm or at 5.00pm.

The Junior School Reception and front door close between 4.15pm and 4.50pm. During this time all direct telephone calls are transferred to Senior School reception. A duty teacher opens Reception from 4.50pm until 5.30 p.m. until the last child has been collected.

At 5.00pm, all children are marked off the register by a teacher or the as they are handed over to the adult collecting them. Children who use the School buses are taken and put on the bus by Junior School/Classroom Assistant.

The After School Club Coordinator, Junior School Assistant and the duty teacher leave School at 5.30 p.m. or when the last child has been collected. If a child is still remaining at 5.30 pm, The After School Club Coordinator will contact the member of SMT on duty:

A summary of activities and the names of staff responsible are produced on a termly basis.

### Health and Safety

The children's safety is of paramount importance. A complete list of other First Aiders is displayed on the staffroom notice board. All exits doors are kept closed and secured electronically. A fire evacuation procedure is rehearsed half-termly. Staff/pupil ratios are observed for the U8s.

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