



STATEMENT OF PRACTICE – Student Supervision

Related CECG Policies

[Behavioural Support Suspension and Expulsion Policy](#)

[Bullying and Harassment Policy](#)

[Child Safety Policy](#)

[Professional Conduct when Working with Children and Young People](#)

[Pastoral Care and Student Wellbeing Policy](#)

[School Counselling Policy](#)

[Restrictive Practices Policy](#)

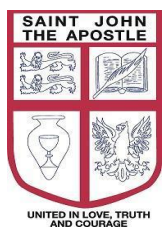
[School Supervision Policy](#)

Related Resources

[Behaveability](#)

Agreed Practice

All teachers must wear a Hi-Viz vest and a hat (role model to students), have a basic first aid bum bag and their phone whilst on duty. All staff are expected to be on time for all duties. If a staff member is not able to reach their duty station on time, they are required to let the front office know to arrange cover.

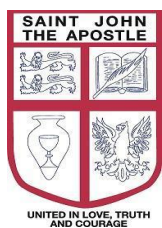


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Morning Duty 08:20 – 08:50	
Before 08.20, students are expected to put their bags on their class line and sit on the wooden benches under the trees to wait for the teacher on duty.	
08:20 - Rainbow Top	<ul style="list-style-type: none"> - Be on time. - Actively supervise the rainbow top and fake grass area. - Play Equipment is not in use before school. - Only handballs and bouncy balls are to be used in the morning.
08:35 - Oval	<ul style="list-style-type: none"> - Invite students to the oval - Actively supervise the oval area, including bubbler area outside the Yr4 area - Students are not to climb trees or play on portable verandas - Monitor back trees and behind shipping containers, students are not to go past the shipping containers. - Monitor the gated area where students enter the school grounds.

Recess eating time - 10:50 – 11:00 Lunch eating time- 13:25– 13:35
<ul style="list-style-type: none"> - Students are to remain seated while eating lunch. - Students need to clear the area of rubbish - When the bell indicates eating time is complete, the students must remain seated until the teachers on duty have checked their area and dismissed them before they can play.

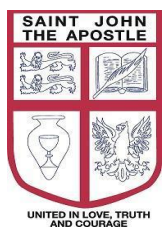
Recess 10:50 – 11:25 Lunch 13:25 – 14:00	
Students are to remain seated while eating lunch, they are to be dismissed after the eating bell and when their area is clear of rubbish.	
Kinder and Yr 1 Eating and Junior Oval	<ul style="list-style-type: none"> - Check doors back into school are locked. - No eating while playing. - Lunchboxes to be zipped up and put under silver seats. - Actively supervise the area including the seating area, toilets, basketball area and grass area where the bridge is.
Kinder and Yr 1 Eating and Junior Equipment	<ul style="list-style-type: none"> - Remind students that there is no eating while playing. - Lunchboxes to be zipped up and put under silver seats. - Actively supervise play equipment, sandpit and grass area towards the back fence. - Ensure students are using equipment appropriately.



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	<ul style="list-style-type: none"> - No students are to stand or sit on top of monkey bars, two hands at all times.
Year Two Eating and Rainbow Top	<ul style="list-style-type: none"> - Check doors back into school are locked. - No eating while playing. - Lunchboxes to be zipped up and stored on the deck area. - Actively supervise the grass soccer area, toilets and rainbow top. - Monitor toilets
Year Three and Four Eating and Bottom Oval	<ul style="list-style-type: none"> - Check doors back into school are locked. - Lunchboxes to be zipped up stored on the deck area. - No eating while playing. - Actively supervise the fixed play equipment and bottom half of oval leading up to the uniform shop and Yr 3/4 entry area - Students are not to sit or stand on top of monkey bars, two hands at all times
Year Five and Six Eating and Top Oval	<ul style="list-style-type: none"> - Check doors back into school are locked. - Lunchboxes to be zipped up stored on the deck/table areas. - No eating while playing. - Actively supervise the top half of the grass oval area, including behind the shipping containers and the portable areas. - Students are not to play in or around the portables.

After School Duty 15:00 – 15:30	
All classes will be on their class lines by 14:55 for end-of-day dismissals.	
Carpark 1 15:00 - 15:30	<ul style="list-style-type: none"> - Walk students around past the chicken coop and out the top gate. - Students are to be seated in labelled sections. - Students are not to be running or playing under the trees. - Students are not to walk through the car park to a car without an adult. - Teachers call names of students as their parents drive up. - If a child needs to get in the car on the driver's side, teachers ensure they are safe by walking with them.
Carpark 2 15:00 - 15:15	<ul style="list-style-type: none"> - Walk students around past the chicken coop and out the top gate. - Students are to be seated in labelled sections. - Students are not to be running or playing under the trees. - Students are not to walk through the carpark to a car without an adult.



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	<ul style="list-style-type: none">- Second teacher is to actively supervise students by walking around and through the car park gated area.- Ensure all students are inside the car park gated area.
Walkers 15:00 - 15:15	<ul style="list-style-type: none">- Walk silently through the building and exit through glass doors near the hall.- Walk along the bike path to the bottom of the hill and wait for students to catch up.- Students on bikes and scooters are reminded NOT to be on bike or scooter until they are past the pine trees and to walk across the road to SFX.- Ensure all students are gathered.- Walk to the crossing and wait for the SFX teacher.- Ensure traffic is stopped, wait in the middle of the road for all students to cross.
Buses 15:00 - 15:30	<ul style="list-style-type: none">- Walk silently through the building and exit through glass doors near the hall.- Students are to be seated under trees while waiting for the bus if it is not wet.- Students are not to be on phones or computers.- SFX students are not to wait at this stop unless they are with a sibling from St John the Apostle Primary School.- Ensure students do not run towards a moving bus/vehicle.- Ensure students line up off the concrete path until the bus comes to a complete stop.

Additional Duties	
All classes will be on their class lines by 14:55 for end-of-day dismissals.	
Library 13:25 - 14:00	<ul style="list-style-type: none">- Students wait outside silver doors for teachers to arrive.- Quiet activities i.e. drawing, colouring, reading, knitting- Keep the space calm for students with sensory needs- Actively supervise the library area- Students do not eat in the library- If students are loud or disruptive they are to be asked to go outside to play.



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Wet weather pickup	
In the event of wet weather, all teacher to supervise where possible. A wet-weather announcement will be made outlining the areas for students to gather. Compass message will be sent out to parents informing wet weather pick up so they are prepared.	
Carpark K-2	Gather outside the Performing Arts room
Carpark Yr 3-6	Gather in the Yr 5-6 breakout space
OSH Club	Gather in the Yr 1-2 breakout space
Walkers	Gather in the hall closest to stage
Buses	Gather in the hall closest to stacked chairs