



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

St. Paul's Preparatory School

Prep Duties:

Outline and Expectations 2015-2016

Duties: Outline and Expectations

Duties are meant to be carried out with our full attention and effort. *The idea is that we fully attend to what is going on around us for the entire period of the duty, preventing small accidents and quarrels from happening. Staff should not use their phone/ read/mark or stand chatting with another staff member during their duty.*

Please make sure you speak in English to the children at all times, unless you are their Portuguese teacher.

If a child falls or hurts themselves please send them to the nurse with a friend so she can decide what to do with the child and will call parents if necessary.

Just a reminder that when you are on duty during break and/or lunch and a child is not following the Golden Rules:

- Initials are not given for issues outside the classroom.

- Speak to the pupil about his/her behaviour and make him/her sit for 5 minutes.

- If it is something you would speak to the teacher about, make them sit for 10 minutes or for the rest of break.

- Incidents should be dealt with at the time they happen and not left for the class teacher or Head of Pastoral Care to deal with later (unless it is really serious).

- We use the Day Book for recording incidents in general (see HoPC if you need help with this).

Lunch Duty:

Lunch duty starts at 12:00 (Prep 3,4&5), before this the Prep 1 and 2 staff are expected to be with their children and should remain there until at least 2 staff members turn up to relieve them. Prep 3s come down at 11:55 with the teacher who is teaching them. This teacher must remain in the dining room until the teachers on duty arrive at 12:00. There are 3 people on duty and we should observe the following:

- One person should go to the door near the line of sinks and stand there making sure children walk in in silence and do not block the door.

All pupils should be asked to wash their hands before they come into the lunchroom.

Pupils should always take their dessert when they are taking their main course but should be told they can only eat it once they have finished their main course (apples, bananas and ice lollies may be taken outside to eat).

- The second person should keep a general eye on the room and should stop children who have already had lunch from coming back into the lunchroom.
- The 3rd person should help the pupils scrape their plates and stack their items to move towards the hatch. *Prep 1 pupils should always go directly to the hatch.*

We have golden lunch rules around the lunchroom and we really need to try and make sure pupils are following them and do not run around and behave in a silly manner.

We allow P4 and 5 to come into the lunch room after 12.05, when the P3 line has substantially diminished. Whilst it is meant to be P4 at 12.05 and P5 at 12.10, please use common sense and begin to allow them in if there is no line. They should also be able to line up either side but P4s should go in ahead of P5s. Those taking part in clubs & societies during lunchtime break should be allowed in earlier than 12:05/12:10. They will be issued cards so they may go straight to the front of the lunch line.

Field Duty:

The person on duty on the field *must walk around continuously* and must wear one of the yellow bibs. Children are not allowed to climb trees, play with sticks, or play with P.E. equipment. If they wish to move the goalposts, they should lift them instead of dragging them, so they don't break. Children are not allowed to eat or drink on the field. During break, Prep 1/2 pupils may stay until 9:55 and Prep 3/4/5 pupils leave at 10:00. At lunch time, Prep 1/2 pupils may stay until 12:20, when Prep 3/4/5 pupils are allowed in. Senior pupils are not allowed to come onto the field during morning break and at lunch break only at 12:45 when Prep children have left the field.

*If you have a lunch duty at 12:00 please make sure that P4s go to lunch by 12:00 and 5s go to lunch by 12:05. If you have the second duty on the field (this second duty starts at 12:25 and ends at 12:45) you must make sure all the children get off the field **before** you do, taking their belongings with them. If it is raining this person needs to go to the covered area to help.*

The Covered Area/Playground:

The people on duty in the covered area *must walk around continuously* and must wear one of the yellow bibs.

Children are not allowed to trample on the grass on the elevated area next to the ramp or play behind the bushes as they will inevitably step on the grass and there are people working in the offices behind the shrubs. Prep children are not allowed up the ramp, nor are

they allowed to use the bathrooms in the theatre/music room areas. Children are not allowed to stand on the benches or tables.

The teachers on duty here will need to get the craze of the week out of the cupboards and the person finishing their duty at 12.45 must ensure the toys are packed away before this time (12:35).

Children are issued a card with their name which they need to present to the teacher on duty in order to borrow any items from the playground cupboard. These cards will be given back when they return the items. If they do not return the item, or lose or destroy it, this MUST be communicated to Susan Bishop who is in charge of the playground.

The Library:

Help in the library. Those on duty there will help as follows:

- Those on duty should be at the door at 12.00 before children start coming in.
- If you are on duty in the library you need to remind the Prep children of the need to be quiet and settled in the library.
- Indicate non-fiction books to the children so they realise the variety available. E.g.: Animals, Countries, History, etc.
- When the children have to leave ensure they leave the books on the tables as well as the chairs in an orderly fashion.
- At 12.25 you need to send any P2s out to line up and should start rounding everyone else up at 12.40 so they are out in good time and do not miss registration.
- Librarians are trying to encourage the children to READ when they come to the library, therefore, they will not be allowed to draw, because this can be done elsewhere.
- Prep 1 & 2 pupils are only allowed to go into the library at lunch-time on Mondays, Wednesdays, Thursdays and Fridays (not on Tuesdays). They must have a library pass with them in order to be allowed into the library (if they don't have it they cannot go into the library).

Prep 1/2 Field Playground:

You need to supervise the children closely in the playground and must avoid chatting with your colleagues if you are there with others. Accidents happen in the blink of an eye and so your full attention is required at all times. If it rains, teachers on duty here will go upstairs and open a P1 *and* a P2 classroom.

Hard Court:

The person on duty in the hard court should supervise the children closely, especially the areas where children can get hurt (ramp, walls, etc.). Children are not meant to play behind shrubs or trees. If it rains during morning break, the teacher on duty will go to the playground/covered area. If it rains during lunch break, the teachers on duty will open up the computing lab (room 224) for the children (12:00 to 12:20 for P1&2s / 12:20 – 12:45 for P3, 4&5s).

The Prep tuck-shop

If you have duty in the covered area at break please spend a few minutes getting the line in the Prep tuck-shop in order and reminding the children to let us know if people are cutting the line and asking others to buy things for them or lend them money.

Wet playtime duties:

Year groups should set teachers and teacher assistants for wet playtime duties and inform TPS, so everyone has access to who is on duty on rainy days (lunch time only as from 12:20).

Prep 1 & 2: 12:00 – 12:25

People on duty in the back Pre-prep playgrounds come up into their own classrooms.

Prep 3, 4&5: 12:20 – 12:45

People on duty on the field go to the covered area to help there and the people on duty in the hard court go up to the computing room (224) and open it up for 20 children at a time (one child per computer). The other children can either play in the covered area or go to a classroom where the teacher on wet playtime duty is.

Other teachers on wet playtime duty please put signs up outside your classroom and let your tutees know.

Updated by TPS August/2015