



## **Scoil Chéile Chríost Rathmore NS**

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*Registered Charity Number: 20124151*

Principal: Ms. Caitríona Lancaster

Deputy Principal: Mr. Shane Walsh

### **Supervision Policy**

#### **Aim**

The aim of this policy is to provide adequate and appropriate supervision of all pupils in the school, to always ensure their safety and wellbeing during the school day and as a preventative anti-bullying measure.

#### **Implementation**

##### **Morning**

Before school supervision on yard is provided by the principal and teachers who are members of the school management team from 8.45am until 9.00am daily on school mornings, to facilitate pupils arriving at the school on bus transport. The Special Needs Assistants (SNAs) also assist and wait to receive the pupils in their care.

The school day begins at 9.00am and ends at 2.40pm (1.40pm for Infant Classes). Children should not enter the school building before the Garden Gate is opened to receive pupils arriving by bus from 8.45am as there is no supervision in place.

The school day begins at 9.00am when the school bell rings and the Principal/Member of in-School Management on yard blows the whistle for all children to 'freeze'. When the whistle is blown for a second time, children in Junior Infants to Second Classes walk to their designated class lines, followed by all remaining children in Third to Sixth Classes when the whistle is blown for a third time. Each teacher comes out to the yard to welcome and collect their class from their numbered line when the bell rings to signal the start of the formal school day.

Late pupils should always enter through the main school Entrance Door at Zone A where they can be seen entering the school building by the School Secretary and their arrival time noted.

##### **School Car Park**

- Reverse car parking is in operation in the school car park.

- No parking is permitted along the school driveway outside of the marked spaces. This allows cars to enter and leave and provides the necessary space for buses to enter and leave the school safely.
- Parents/Guardians are permitted to use the overflow car park to the rear of the Rathmore Community Hall if necessary.
- At the 2.40pm home time, teachers lead the classes to the plaza area in front of the school where parents/guardians can await collection of their child/children at home time from the class teacher
- Once children are collected, they then become the responsibility of parents/guardians.

### **Break Times**

*First Break 10.45am - 11.00am*

*Lunch Break 12.25pm - 12.50pm*

### **Supervision of pupils is the responsibility of all staff members.**

A Yard Roster System is in operation to schedule teachers for yard supervision duties. An Assistant Principal II is responsible for preparing this roster, circulating it to all staff, and ensuring that daily yard supervision is fully in place. A copy of the roster is also displayed in the staffroom.

An Absence Partner Roster is displayed to ensure that supervision is covered when a rostered teacher is absent.

The Board of Management may review the number of teachers assigned to daily yard duty to ensure that an adequate level of supervision is always maintained.

### **Each teacher on yard duty is responsible for supervising a designated play area (Zone) and the children assigned to that Zone.**

A rostered yard-duty teacher blows the whistle to signal the end of breaktime and lunchtime.

When a teacher is assigned yard duty for a particular school day, he/she supervises during both breaks. Teachers may swap duties with a colleague when necessary, and the Yard Roster displayed in the Staffroom must be updated accordingly.

The yard is divided into clearly marked Zones. Each class is assigned to a specific Zone and must remain within that area during breaktimes. Children may not enter another Zone.

A map of the Zones, along with a list of the classes assigned to each area, is displayed in the Staffroom. Staff are reminded of the Yard Layout at the beginning of each school year.

### **Dry Days**

At 12:25 p.m., the school bell sounds and all children leave their classrooms in an orderly manner. Pupils are encouraged to wear their coats or rain jackets in the playground on cold or wet days.

No balls are permitted in the playground during playtime, except in designated **Active Schools Zones**. Sports training may take place on the grass area under the supervision of a designated teacher coach.

Children who need to use the toilet must first ask permission from the teacher on duty and must report back to that teacher when they return.

Children are not permitted to enter areas marked with cones, as these areas are considered out of bounds.

If an incident involving a breach of school rules occurs during playtime, the supervising teacher informs the relevant class teacher(s) once playtime ends. The supervising teacher records the facts of the incident in the appropriate class yard book and signs their name. Yard incidents are then entered on Aladdin by the school secretary. All three-yard books are checked daily/weekly by the Deputy Principal as part of the school's Code of Behaviour monitoring and follow-up procedures.

After break or lunchtime, the same procedures as the morning are followed for lining up.

Teachers on duty supervise the class lines until each class teacher arrives to collect their class.

### ***Wet Days***

Children are not allowed to remain in classroom during break times except on wet days when weather prevents outdoor activity. On wet days, children remain indoors, seated quietly in their classrooms and are supervised by the timetabled teachers on duty. Assigned SNAs are also present in designated classrooms.

### ***First Aid***

Children who fall or injure themselves while playing in the playground report to the teacher on duty who determines if they require First Aid.

Children who require First Aid sit in the First Aid area and are attended to by a teacher on duty.

Children who are feeling unwell or have notes from their parents, sit in the First Aid area during breaks. Any reported accidents on yard must be recorded on an Accident Report Form and given to the principal.

### **Evening Collection**

Parents/Guardians must inform the school or the class teacher if someone other than the child's parent or guardian will be collecting the child at home time.

All teachers supervise their classes as children leave the classroom in an orderly manner. Pupils are reminded to always walk when moving along corridors and when exiting the school building.

On wet evenings, the designated collection point is the PE Hall, and all children are collected at and leave through the double doors leading out onto plaza.

At **1:40 p.m.**, when the bell signals the end of the Infant school day, Infant Classes are escorted by their class teachers to the designated Plaza Area. Children remain with their class teacher until they are collected by their parent/guardian and/or by staff from Funbugs Childcare. Personnel from After-School Groups also collect children from this area.

At **2:40 p.m.**, children from First to Sixth Class are dismissed from their classrooms under the supervision of their class teachers. Children exit the building in an orderly manner and proceed to their designated collection point on the plaza or walk home as arranged with their parent/guardian.

Children travelling on school bus transport are collected from their classrooms by members of the SET team and escorted safely to the parked school buses.

Children must be collected on time by their parents/guardians each day.

### **Visiting Coaches / Facilitators**

A teacher must always be present when a visiting coach, guest speaker, or other external facilitator is working with a class in the school. At no time should a visiting adult work alone with pupils.

### **School Tours, Sporting Events & Other School Outings**

Throughout the academic year, pupils may travel by school bus to various locations for curricular or extra-curricular activities.

The level of supervision provided depends on the nature of the activity. At a minimum, one class teacher or designated coach will accompany the group to always ensure appropriate supervision. On some occasions, Garda-vetted parents/guardians may volunteer to assist with supervision at these off-site events.

Some events that pupils may attend throughout the school year include:

1. Cumann na mBunscol matches and blitzes
2. Cross Country events in Valleymount N.S. and Rathcoffey N.S.
3. Science Fairs (Dublin)
4. Office of the Ombudsman events and performances in The Helix
5. K Leisure Swimming Pool sessions
6. School Tours, with locations varying from year to year

Before leaving the school, teachers complete a Roll Call and count the number of students boarding the bus to ensure all pupils are present. This process is repeated before departing the venue to confirm that every child is accounted for.

The consistent presence of teachers and Garda-vetted parent volunteers provides strong supervision, ensuring student safety and giving parents peace of mind. These supportive adults also help create a positive environment where children feel encouraged and confident—both academically and athletically

**Ratification of Supervision Policy.**

This policy will be reviewed in 2 years or sooner if deemed necessary and will be adopted and updated accordingly.

This policy was adopted by the Board of Management on 11/02/2026

Signed: *Seán Ó'Leary*  
Chairperson of Board of Management

Signed: *Caitríona Lancaster*  
Principal

Date of next review: 2028