

St. Mary's School Supervision Duties 2019-2020

SHIFT TIMES:

Supervision shifts are all 90 minutes in length and will be every alternate week.

Morning: 8:00am - 9:30am
Lunch: 11:45am - 1:15pm
After school: 2:30pm - 4:00pm

MORNING SUPERVISION DUTIES

DRY DAYS	RAINY DAYS
<ul style="list-style-type: none"> ● Run the water in the water coolers upstairs and the 2 drinking water fountains by the Gym for 1 minute to flush the pipes. ● Put on the lights in the Gym, adjacent corridors, the area near the toilets and the area near the back doors. ● Open the 2 back doors that lead to the playground and keep them fully open. ● Keep the intermediate doors closed. ● Unlock the 3 gates to the back playground and put out the "No Parking" sign in the drop off area (cul-de-sac) at the back of the school with the orange cones. ● Use the first 15 mins for cleanup. The brooms, dustpans, and tongs are in the closet near the back door. 	<ul style="list-style-type: none"> ● Run the water in the water coolers upstairs and the 2 drinking water fountains by the Gym for 1 minute to flush the pipes. ● Put on the lights in the Gym, adjacent corridors, the area near the toilets and the area near the back doors. ● Open the 2 back doors that lead to the playground and keep them fully open. ● Keep one door of the intermediary doors on either side open to enable the students to enter and go to the front area. ● Unlock the 3 gates to the back playground and put out the "No Parking" sign in the drop off area (cul-de-sac) at the back of the school with the orange cones. ● Keep open one of the front doors near the Gym entrance.

<ul style="list-style-type: none"> ● Do a full walk around the back playground. Be alert for broken glass, needles, etc. Hazardous materials must be disposed of in the proper container in the staff room. ● Check the playground for garbage, cigarette butts etc. especially the area behind the bins, the area just outside the back gate entrance, the pathway on the side of the school facing Columbus Tower and the front entrance to the school. ● Clear up the fallen wood chips near the playground equipment areas. ● One supervisor to do traffic duty at the back gate from 8.15am - 9am. ● The other supervisor to supervise on the playground. ● If on any day, one supervisor does not show up or the shift has only 1 supervisor, the single supervisor to do traffic duty. ● The supervisor doing traffic duty at the back gate has to direct the vehicles to drive to the far end of the curb to drop off students so that there is sufficient space for vehicles behind it to park for drop off. This will ease congestion and help in smooth movement of the traffic. Do not permit any vehicle to park longer than they need to and guide them to move on. 	<ul style="list-style-type: none"> ● Do a full walk around the back playground. Be alert for broken glass, needles, etc. Hazardous materials must be disposed of in the proper container in the staff room. ● Check the playground for garbage, cigarette butts etc. especially the area just outside the back gate entrance and the front entrance of the school. ● One supervisor to do traffic duty at the back gate from 8.15am - 9am. ● The other supervisor to remain inside the school premises in the front area near the toilets. ● If on any day, one supervisor does not show up, or the shift has only 1 supervisor, the single supervisor to put out the “No Parking” sign in the drop off area (cul-de-sac) at the back of the school with the orange cones and then do supervision in the school premises. ● The supervisor doing traffic duty at the back gate has to direct the vehicles to drive to the far end of the curb to drop off students so that there is sufficient space for vehicles behind it to park for drop off. This will ease congestion and help in smooth movement of the traffic. Do not permit any vehicle to park longer than they need to and guide them to move on.
--	---

<ul style="list-style-type: none"> ● The supervisor on the playground should move around so that the students are aware of their presence. ● At around 8.45am the playground supervisor to open one door of the intermediary doors on either side to enable the Kinder and Gr 1 students to go to their classrooms when the bell rings. ● After the bell rings and the students have gone inside, the playground supervisor to go to the front door to let in late students. ● At 9 am, bring the “No parking” sign and the cones at the back gate, inside. ● The back gate traffic supervisor to remain near the back doors till 9.10am. Close the back gates and back doors at 9.10am. ● Check the playground for any forgotten articles and keep them in the lost and found box outside the office. Check for garbage and clear up fallen wood chips. 	<ul style="list-style-type: none"> ● The supervisor inside the school premises to supervise the students in the front area near the toilets, the corridors beside the Gym and in the covered area outside the front doors. Occasionally walk around the corridor section to ensure that students are not entering the Gym area. Move around so that the students are aware of your presence. ● Do not permit any strollers to be in the corridors on either side of the Gym as it restricts the space and can be a hazard. ● At around 8.45am, the inside supervisor to fully open the door next to the music room entrance so that the primary students can walk through to the main stairwell to go to the classrooms when the bell rings. The intermediates will use the stairwell at the back of the school. ● After the bell rings and the students have gone up, the inside supervisor should close the front Gym door and go to the main front door to let in late students. If the inside supervisor is the only supervisor for that day, then that supervisor should close the front gym door, bring the “No parking” sign and the cones at the back gate, inside and stay at the back doors till 9.10am. ● At 9 am, bring the “No parking” sign and the cones at the back gate inside.
--	---

	<ul style="list-style-type: none"> ● The back gate traffic supervisor to remain near the back doors till 9.10am. Close the back gates and back doors at 9.10am. ● Check the playground for any forgotten articles and keep them in the lost and found box outside the office. Check for garbage.
--	--

LUNCH SUPERVISION DUTIES

DRY DAYS	RAINY DAYS
<ul style="list-style-type: none"> ● Open the 2 back doors that lead to the playground and keep them fully open. ● Keep open one door of the intermediary doors on either side so that the Kinder and Gr. 1 students can easily access the playground for the recess. ● Use the first 15 mins for cleanup. The brooms, dustpans, and tongs are in the closet near the back door. ● Do a full walk around the back playground. Be alert for broken glass, needles, etc. Hazardous materials must be disposed of in the proper container in the staff room. ● Check the playground for garbage, 	<ul style="list-style-type: none"> ● Both supervisors to remain inside the school premises. ● The students will be in their classrooms doing leisure activities during lunch recess. ● 1 supervisor to remain on the upper level and walk along the hallways to keep a watch on the students when the teacher is not in the classroom. ● The other supervisor to come down to the lower level to assist the Kinder and Grade 1 teachers if required or to monitor the students in case the teacher is not in the classroom. ● If on any day, one supervisor does not show up, or the shift has a single

<p>cigarette butts etc. especially the area behind the bins.</p> <ul style="list-style-type: none">● 1 supervisor to be on the playground when the students are playing outside on lunch recess. Move around so that the students are aware of your presence.● The other supervisor to be on the upper floor to attend to any student who needs first aid and to ensure that no kids are in the classrooms.● If on any day, one supervisor does not show up, or the shift has only 1 supervisor, the single supervisor should remain in the school on the upper floor to render first aid.● When the bell rings for the students to come in and have lunch, the supervisor on the upper level to remain there and walk along the hallways to keep a watch on the students when the teacher is not in the classroom.● The other supervisor to remain on the lower level to assist the Kinder and Grade 1 teachers if required or to monitor the students in case the teacher is not in the classroom.● If on any day, one supervisor does not show up, or the shift has only 1 supervisor, the single supervisor to remain	<p>supervisor, the single supervisor to remain on the upper level and go to the lower level if requested by any teacher.</p>
--	--

<p>on the upper level and go to the lower level if requested by any teacher.</p> <ul style="list-style-type: none"> ● When the bell rings to indicate the end of the lunch recess, both supervisors to go outside and clean up the playground. ● Check the playground for any forgotten articles and keep them in the lost and found box outside the office. Check for garbage and clear up fallen wood chips. 	
--	--

AFTER SCHOOL SUPERVISION DUTIES

DRY DAYS	RAINY DAYS
<ul style="list-style-type: none"> ● Open the 2 back doors that lead to the playground and keep them fully open. ● Keep open one door of the intermediary doors on either side so that the Kinder and Gr. 1 students can exit the school. ● Unlock the 3 gates to the back playground and put out the “No Parking” sign in the drop off area (cul-de-sac) at the back of the school with the orange cones. ● Do a full walk around the back playground. Be alert for broken glass, needles, etc. Hazardous materials must be disposed of in the proper container in the staff room. 	<ul style="list-style-type: none"> ● Open the 2 back doors that lead to the playground and keep them fully open. ● Keep open one door of the intermediate doors on either side so that the Kinder and Gr. 1 students can exit the school. ● Unlock the 3 gates to the back playground and put out the “No Parking” sign in the drop off area (cul-de-sac) at the back of the school with the orange cones. ● One supervisor to do traffic duty at the back gate from 2.45pm - 3.20pm. ● The other supervisor to remain on the playground and monitor the departure of the students.

<ul style="list-style-type: none"> ● Check the playground for garbage, cigarette butts etc. especially the area behind the bins, the area just outside the back gate entrance and the pathway on the side of the school facing Columbus Tower. ● The brooms, dustpans, and tongs are in the closet near the back door. ● One supervisor to do traffic duty at the back gate from 2.45pm - 3.20pm. ● The other supervisor to remain on the playground and monitor the departure of the students. ● If on any day, one supervisor does not show up, or the shift has only 1 supervisor, the single supervisor to do traffic duty. ● The supervisor doing traffic duty at the back gate has to direct the vehicles to drive to the far end of the curb to pick up students so that there is sufficient space for vehicles behind it to park for pick up. This will ease congestion and help in smooth movement of the traffic. Do not permit any vehicle to park longer than they need to and guide them to move on. ● By 3.20pm, bring the “No parking” sign and the cones at the back gate inside. Inform the remaining parents and students that you are closing the gates so that they leave. Keep a look out for the students who are still waiting to be picked up and have them gather near one of the back doors. Close the back gates. 	<ul style="list-style-type: none"> ● If on any day, one supervisor does not show up, or the shift has a single supervisor, the single supervisor to do traffic duty. ● The supervisor doing traffic duty at the back gate has to direct the vehicles to drive to the far end of the curb to pick up students so that there is sufficient space for vehicles behind it to park for pick up. This will ease congestion and help in smooth movement of the traffic. Do not permit any vehicle to park longer than they need to and guide them to move on. ● By 3.20pm, bring the “No parking” sign and the cones at the back gate inside. Inform the remaining parents and students that you are closing the gates so that they leave. Keep a look out for the students who are still waiting to be picked up and have them gather near one of the back doors. Close the back gates. ● Check the playground for any forgotten articles and keep them in the lost and found box outside the office. ● You are responsible for any students left behind after 3:20pm. Bring them up to the hallway outside the office. Have them
---	--

<ul style="list-style-type: none"> ● Check the playground for any forgotten articles and keep them in the lost and found box outside the office. ● Clear up the fallen wood chips near the playground equipment areas. ● You are responsible for any students left behind after 3:20pm. Bring them up to the hallway outside the office. Have them phone home to see where their ride is, remain with them until they have been picked up. Leave a supervisor note with the date and any students who were left, and record when they were picked up. ● If they have not been picked up by 4:00pm please inform the Principal, Vice Principal or other staff member before you leave the building - then sign out. 	<p>phone home to see where their ride is, remain with them until they have been picked up. Leave a supervisor note with the date and any students who were left and record when they were picked up.</p> <ul style="list-style-type: none"> ● If they have not been picked up by 4:00pm please inform the Principal, Vice Principal or other staff member before you leave the building - then sign out.
--	---