

DE LA SALLE COLLEGE



STUDENT SUPERVISION POLICY

“SHEPHERD THE FLOCK OF GOD THAT IS AMONG YOU, EXERCISING OVERSIGHT, NOT UNDER COMPULSION, BUT WILLINGLY, AS GOD WOULD HAVE YOU; NOT FOR SHAMEFUL GAIN, BUT EAGERLY, NOT DOMINEERING OVER THOSE IN YOUR CHARGE, BUT BEING EXAMPLES TO THE FLOCK.”

1 PETER 5:2-3

Compiled by: The Head of College	Last Reviewed: June 2025
Policy Holder: Mr M. White	Next Revision date: June 2026
Oversight Governor: Mrs Leesa Sale	Verification date: Lent Term 2025

This guidance is applicable to all those involved in student supervision at the school and outside of the school. The objective of the policy is to ensure that students are appropriately supervised during school activities and to consider supervision on arrival and departure from the school.

An Assistant Headteacher will be responsible for the implementation of this policy.

Students' arrival and departure

- Normal school hours are 08:45 – 15:30 for Secondary and 08:30 – 15:00 for Primary.
- Secondary students are not allowed on the college site until 07:45.
- Where students are on site outside of normal hours, at least two members of the staff will be present.
- There are a number of extra-curricular clubs that take place during the week which are always supervised.
- Members of the PE department will supervise students for home and away matches.
- A roll call is done for all students at the start of the morning and afternoon sessions. Registers are taken at the start of every lesson.
- Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.
- Year 12 and 13 students may leave the school site during the school day, but must sign out in the school office and then sign back in on their return.

Student Break Times

- Staff will supervise students during breaks and lunchtimes. A copy of the Primary and Secondary duty rotas can be seen on the following pages.
- At lunchtimes, students need to eat hot food in the Gym (under supervision), cold lunches can be eaten in the gym or in house rooms. Heads of House will be on duty in the house areas. During exam periods when the Gym is out of action, students can eat hot food in their house room.
- Students will be in designated areas on the playground, Sports Hall and Games Hall. Sports equipment will be provided for each year group, only foam footballs, foam rugby balls and low-pressure tennis balls will be allowed on the playgrounds.

Medical Support

- A qualified first aider is on duty in the school to administer first aid and deal with accidents and emergencies, including illness.
- A number of staff are trained first aiders and are available to give emergency first aid treatment.

Students will not have unsupervised access in designated areas which will include:

- gymnasium / climbing area.
- science laboratories and science technician areas.
- grounds, maintenance, catering and caretaking areas.

Designated areas will be kept securely locked when not in use.

Travelling to and from school

- Parents are responsible for ensuring that their children travel safely to and from school.
- Students are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- 2 members of SMT will be on duty to supervise school bus departure.

Educational Visits

- Arrangements are detailed in the Educational Visits policy.

Secondary Duty Rota

		CANTEEN AREA OUTSIDE MUSIC ROOMS	CATHERINE TURNER PLAYGROUND	DLS PLAYGROUND	PYRAMID PLAYGROUND	LUNCH HALL	LOWER DECK	UPPER DECK	DLS LOWER FLOOR & OUTSIDE LIBRARY	DLS MIDDLE FLOOR	DLS TOP FLOOR	BROTHER EDWARD BUILDING
MON	8.25-8.45	TQT	SBT	NJS	ACK		CHT	HPK	TSE	TTR	JHY	MLM
	10.50-11.10	KMcG	TTD	OWD	JDE		RPE	KPT	MWE	JMN	JBK	GPW
	1300-1340	SBT / TTD	DSK	KMcG	ACK	JTR	PRS	CWN	MWE	BCL	DMK	TSR
TUE	8.25-8.45	RPE	TSR	DSK	ACK		SBD	KPT	TTR	JMN	LYG	GPW
	10.50-11.10	MWE	MLM	AWD	SFM		MQN	BAH	SAS	DOE		TSE
	1300-1340	SBT / TTD	MWE	DSK	ACK	JTR	PRS	CWN	KMcG	BCL	DMK	TSR
WED	8.25-8.45	MQN	DSK	NJS	ACK		SMA	RBN	LYG	OWD	JHY	DWN
	10.50-11.10	KMcG	TTD	DMK	SFM		PRS	TQN	SBD	CPE	JDE	AMN
	1300-1340	SBT / TTD	KMcG	MWE	ACK	JTR	PRS	CWN	DSK	BCL	DMK	TSR
THU	8.25-8.45	SBT	JMN	JHY	ACK		MQN	BAH	DOE	TTR	JDE	TSE
	10.50-11.10	HPK	SBT	BCL	AWD		SBD	RBN	JBK	OWD	SAS	AMN
	1300-1340	SBT / TTD	DSK	KMcG	ACK	JTR	PRS	CWN	MWE	BCL	DMK	TSR
FRI	8.25-8.45	BAH	TSR	NJS	ACK		RPE	HPK	AMN	DOE	JBK	MLM
	10.50-11.10	KMcG	CWN	SMA	KPT		SMA	TQT	CHT	CPE	LYG	DWN
	1300-1340	SBT / TTD	MWE	DSK	ACK	JTR	PRS	CWN	KMcG	BCL	DMK	TSR

Lent Term 2025 Brother Anthony Morning / Playground / Lunchtime Supervision

	Monday	Tuesday	Wednesday	Thursday	Friday
07.45 – 08.30am	Miss Burwood 7.45-8.15am Inside then 8.15am-8.30am outside Mrs Blake 8.00-8.15am door then outside 8.15am-8.30am Miss Heath front door 8.15-8.30am				
10.35 – 10.50am	Mr Myles Mrs Blake	Mr Myles Mrs Blake	Mrs Hutchings Mrs Blake	Mrs Snape Mrs Blake	Mrs Snape Mrs Hutchings
10.35-10.50am Pre-Reception break cover	Miss Burwood Miss Heath	Miss Burwood Miss Heath	Miss Burwood Miss Heath	Miss Burwood Miss Heath	Miss Burwood Miss Heath
12.05 – 12.30pm (Quiet Eating) (R, Yr. 1 & Yr. 2)	Deacon Nick/Miss Heath all week				
12.30 – 12.55pm Outside Play (Year R, 1 and 2)	Mrs Blake/Deacon Nick-Pack up playground and bring classes through toilet 12.50 ready for lesson start 12.55pm				
Pre-Reception lunch cover	Miss Burwood covering Pre-Reception lunch 12.00-1.00pm	Miss Burwood covering Pre-Reception lunch 12.00-1.00pm	Miss Burwood covering Pre-Reception lunch 12.00-1.00pm	Miss Burwood covering Pre-Reception lunch 12.00-1.00pm	Miss Burwood covering Pre-Reception lunch 12.00-1.00pm

Deacon Nick to set up lunch tables 11.50am

Mrs Blake lunch break 11.55-12.25pm

Miss Heath lunch break 12.30-1.00pm

Miss Burwood lunch 1.00-1.30pm

De La Salle Primary School Timetable 2024 - 2025



Class: Pre-Reception cover for break and lunch

	1035-1050. 1050 – 1110 Prayer Admin	1110 – 1205 (55)	Prep 1205-1215 Lunch 1215-1250 Close 1250-1255	1255 – 1355 (60) 1355 – 1455 (60)
Monday	Miss Heath and Miss Burwood covering Pre-Reception breaks 10.35am-10.50am		Miss Burwood covering Pre-Reception lunch 12.00-1.00pm	
Tuesday	Miss Heath and Miss Burwood covering Pre-Reception breaks 10.35am-10.50am		Miss Burwood covering Pre-Reception lunch 12.00-1.00pm	
Wednesday	Miss Heath and Miss Burwood covering Pre-Reception breaks 10.35am-10.50am	Miss Burwood covering Pre-Reception lunch 11.00-12.00 no TA with Year 2		
Thursday	Miss Heath and Miss Burwood covering Pre-Reception breaks 10.35am-10.50am	Miss Burwood covering Pre-Reception lunch 11.00-12.00 no TA with Year 2		
Friday	Miss Heath and Miss Burwood covering Pre-Reception breaks 10.35am-10.50am	Miss Burwood covering Pre-Reception lunch 11.00-12.00 no TA with Year 2		

Key Stage 2 Morning / Playground / Lunchtime Supervision Lent 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
0745 – 0830 Y3, 4, 5, 6	Deacon Nick on playground (Astro if rainy) Y3, 4, 5, 6 Gary to join at 0815 LRC open from 0745.				
0830 Y5 Walk Down from Playground	Gary	Gary	Gary	Gary	Gary
1035 – 1050 Y5 Walk Up / Down	Jon Sally C (Gayle)	Jon Katie	Sally M Sally C	Jacqui Sally M	Jacqui Katie
1210 – 1225 Canteen Eating	Gary, Gayle, (extra staff in LRC)				
1225 – 1250 (Outside play) (Y6 secondary finish at 1245)	Gary Gayle	Gary Gayle	Gary Gayle	Gary Gayle	Gary Gayle
1250 (Y5 Walk Down from playground)	Gary	Gary	Gary	Gary	Gary
1500 Downhill dismissed from statue	N / A				
1500 BUS / Tamariki	Alexis in Jubilee Learning Hub				
1500 – 1515 LATE BOYS	Take to Bro Edward Office				

Please be prompt for duties

If you make a one-off swap with a colleague that is fine. If you make a permanent swap please let me know.

BREAKTIME AND LUNCH PLAY - Zoning

Year 3 (17) and Year 4 (24) [41]: Science block playground

Year 5 (34) and Year 6 (24) [58]: Jubilee playground

Learning Resource Centre / Wellbeing available to all during **lunchtime (not breaktime)**.

All boys line outside Jubilee.

Teachers to manage movement inside Jubilee (in and out from break etc). Boys directly into classrooms from playground.

Y6 prefects for Y3 and 4 inside Jubilee / lining up outside.

Year 5 Please bring crates for lunch boxes. Other year groups take lunch boxes back to Jubilee.

All boys use Jubilee toilets only during break / lunchtime.