

**Woodbridge School  
Supervision of Pupils  
Staff Duties**

**Policy Statement**

As part of the School's Health and Safety policy risk assessments are carried out for all activities involving pupils. As a result those risk assessments the Senior Management Team arrange supervision duties of the daily routine.

**Procedure**

DUTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Break <b><u>RING BELL</u></b> <b><u>AT 11.15am</u></b>					
Dining –Hall 12.30-1.10					
Valley Duty 12.40-1.10					
Lunchtime Detention 1.15- 1.45					
Dining-Hall 1.10-1.40					
Buildings/Grou nds 1.10-1.40					
ICT Rooms 1.10-1.40					
Dining-Hall 1.40-2.10					
ICT Rooms 1.40-2.10					
Buildings/Grou nds 1.40-2.15 <b><u>RING BELL</u></b> <b><u>AT 2.15pm</u></b>					
After School 4.15-5.00 Includes 4.25 Buses					
Library 4.15-5.00					
RESERVES					

## Duties

You have one duty per week and you are a reserve for one day.

**Your duty has priority over any other activity.**

If you are unable to do your duty you must inform RFB who will organize a reserve.

**Morning Break:** House rooms (upstairs and downstairs), all teaching areas, grounds including the valley. Getting pupils out of House rooms and the valley in time for lessons.

**ICT Rooms:** Please remain in ICT room.

**Dining-Hall:** Ensure orderly queue and pupils arrive at correct time. Behaviour in Hall.

**Buildings/Grounds:** As per morning break (please check behaviour in library whilst in Redstone). In good weather this consists of a permanent presence in the valley

**After School:** House rooms (upstairs and downstairs), all buildings, grounds including pupils waiting for Buses at turning circle

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