

Highroad Academy Supervision Procedures and Responsibilities

Aims of Policy

The aim of this policy is to:

- Clearly outline the strategies and routines adopted by the school to ensure that full and appropriate supervision of all pupils occurs throughout the school day.
- Clarify for all staff their own responsibilities and roles with regard to the supervision of pupils.
- Provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

Teachers' Contractual Responsibilities

The Head Teachers are responsible for:

- The overall internal organization, management and control of the school.
- Deploying and managing all teaching and non-teaching staff.
- Allocating duties to them in a manner consistent with their conditions of employment.

Teachers are responsible for:

- Discipline, health and safety – maintaining good order and discipline among the pupils, safeguarding their health and safety.
- Reporting and ensuring the recording of any incident or accident.
- Supervisory staff have opportunities to discuss and be trained in issues of safety and behaviour. They are informed of school policies regarding safeguarding children and have attended first aid training courses.

Supervision Before School

- Pupils will not be supervised prior to 8:00am and parents are responsible for student supervision prior to that time.
- Pupils are expected to go to the designated supervision area upon arrival.
 - During "**In Days**", students will play in the gym or hallway in front of gym
 - During "**Out Days**", students will play on the playground/field.
 - Students in grades 7-12 are permitted to be outside, in the gym, or in the high school hallway before school, after school, or during lunch break. They are not to interfere with elementary students or to be in the elementary hallway.
- The responsibility for regular attendance lies with parents or guardians, and parents are all requested (and reminded) to let the school know if and why their child is away.
- Class teachers inform the office of absentees, and when no notification from a parent or sibling has been received, parents will be contacted after 9:15am.
- If a child fails to arrive at school, it is the parent's responsibility to take appropriate action, and school staff will offer whatever support is practically possible.
- Pupils K-10 are not allowed off-site during school hours unless there is clear evidence of a request from a parent/caregiver.

- Students in grades 11-12 are permitted off campus during lunch breaks unless parents have requested this permission NOT be granted to their students. Students are permitted to drive another student according to the rules of the N unless the parent has indicated otherwise. Students are not permitted to drive other students at any other time during the day.
- Students in grade 12 are permitted to be off campus during double study blocks if the Head Teacher has a note or email on file from the parent to grant permission for this privilege.

Recess and Lunch Time Supervision

- At least two members of teaching staff are on duty each break time, on a rotational basis. Also, at least one EA is on duty for Special Needs students requiring extra assistance.
- The school has clear playtime rules that follow the WITS/LEADS programs and steps. The Head Teachers should be informed of any serious or repeated breaches of this code.
 - Steps include
 - W: Walk Away
 - I: Ignore
 - T: Talk It Out
 - S: Seek help
- Classroom Teachers will go over procedures with students on the proper use of these steps and strategies.
- When the bell rings, students Grade 1-3 will line up in front of the elementary wing in the appropriate area. In Grades 4-6, students will line up in front of their classroom door. Kindergarten will line up in the playground area as directed by the Kindergarten teacher.
- During eating time, students are supervised by their classroom teacher.
- Students in grades 7-12 are expected to spend their lunchtime break in the gym, outside, or in the high school hallway. Eating is to be done in classrooms and not in the hallway.
- Grade 7-12 students are permitted near the school doors, on the west side of the building up to the outside Chapel doors. They should not be near the church office/s or at the front of the building near Chiliwack Central road.

Injured Students

- If a pupil is injured, he/she will enter the school with a staff member on duty and, with the help of the designated First Aid attendant, and will stay to provide support if necessary. The first aid attendant will record the injury and treatment in the appropriate records. If necessary a report to the class teacher or Head Teachers of any circumstance of significance will be given.
- If a high school student has an injury, they should first report to a teacher, and then the teacher will call for first aid or refer the student to the school office.

In Wet Weather

- At recess time, elementary students remain in their classrooms and are reminded of suitable and safe activities.

Primary staff members on duty will supervise the classrooms in the main building. The Intermediate Staff member on duty will supervise classes in the portables. EAs will go into the classroom of the students who need extra support.

At lunch recess time, gym use is divided between the Primary and Intermediate classes with Primary classes having gym access on Mondays, Wednesdays and Fridays and Intermediate classes having access on Tuesdays and Thursdays. Primary staff members on duty supervise the gym usage during those times.

Supervision After School

- Class teachers ensure the safe exit of all pupils from their classroom and hallway.
- After 3:30, parents are expected to take over responsibility for the supervision of their children.
- All students have instructions not to leave the playground without their parent/caregiver, and go to the office if they have still not been picked up within a reasonable time period.
- Elementary students are expected to wait for parents on the playground or in the school foyer and should not be in the gym or other areas of the school unless they are involved in a specific school sanctioned activity that permits this.
- Parents/guardians or named contacts are contacted if elementary pupils have not been collected by 3:30pm.
- High school students who remain on campus after 3:30pm and are not involved in a specific activity like sports or tutoring should wait in the library or the school foyer. If students are still in the library when the last teacher has vacated the high school, the library will be locked and all students moved to the school foyer to wait for their ride to arrive. Students are not to be in other areas of the school unless they are involved in a specific school sanctioned activity that permits this.

Elementary Extra Curricular Activities

Elementary pupils remaining for after school activities are expected to obtain parental consent. Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity (the prearranged collection time).

Pupils should not leave the premises in these circumstances, but wait until their parents collect them.