



Staff Duty Guide | *Middle & Upper School*

Before School

Duty staff should be in The Yard (playground) between 07.45-08.00 to supervise any pupils who arrive early. Children shouldn't be entering the building(s) before 08.00 with the exception of Boarders.

Morning Break

Morning break snacks are distributed in the Dining Hall at 11.05 for both Middle & Upper School. The children should only eat in the Dining Hall (not remove the food and take it elsewhere) and leave the space tidy (if there are packets to go in the bin, etc). Once they have eaten and left the Dining Hall tidy, they may head outside to their play locations. Duty staff should ensure sensible, calm behaviour.

When weather is good and we are able to use the fields for playtime, Middle School will play on the HM's Field and Upper School will be on the Barn Field. The member of staff and supervisor should be out ready to receive the pupils once they have eaten their snack in the Dining Hall. Any equipment the children use belonging to the school (balls, etc) should be collected back in and returned and the children encouraged to return in from 11.25 so that they are back into lessons promptly for 11.30

When weather dictates that we are not able to use the fields due to poor conditions under foot, we will use both an Astro pitch for one group of children (Upper School, for example) whilst the other group (Middle School) use our Prep playgrounds for breaktime.

Lunch Break

Middle School eat their lunch at 12.40 until around 13.00. This is supervised by a member of senior staff, and then they are released to play outside (same locations as per morning break). Duty staff should be in the outside location ready to receive the children from around 13.00 through to 13.50 when they should be asked to return any equipment and head inside ready for lessons to begin at 13.55.

Upper School have their playtime first during lunch as 12.40 through until around 13.15. Duty staff should be ready to receive the children in their outside location (same as morning break) at 12.40, asking them to return equipment and head inside for lunch ready for around 13.20. They will then be supervised whilst they eat by senior staff, being released in time for afternoon lessons to begin at 13.55.

Off-Games

Any children unable to participate in Games sessions on a Monday, Wednesday or Friday are supervised during these times. They may read, play board games or complete work. On a Monday and Friday Games session, the Off-Games supervision is held in the Library. On a Wednesday, Off-Games is held in the Davies Block.





Mid-Afternoon Snack

In the same way as the morning break snack, this will be distributed in the Dining Hall for both Middle and Upper School between 15.05-15.15. Duty staff should ensure the food is only consumed in the Dining Hall, that the children are calm and sensible, and that the Dining Hall is left clean and tidy. This is not an opportunity for playtime, just time enough for a snack and then the children should move directly to their next afternoon lesson.

Sign-Out

At the end of the teaching afternoon for Middle and Upper School at 16.25, children have the opportunity to go home if they are not staying for Prep or after-school activities. There are always two staff allocated to the process of sign-out for the pupils (on SOCS) at this time, and the children are collected at Day End where the staff will be located with their laptops ready to sign them out.

Prep Class

Many children choose to stay between 16.30-17.00 to complete some or all of their Prep (homework) for the day. This is staffed in form rooms usually by the form taker, and the children should be working quietly during this time. The staff member taking a Prep class should also use SOCS to sign in the children to whatever activity they are staying for at 17.00. This is an important part of safeguarding the children during the final part of each day so that we ensure we know where each child is supposed to be in case of an emergency.

Catch-Up

If a child is not taking part in an after-school club or activity between 17.00 and 18.00, there is the option for Catch-Up. This enables children to stay under staff supervision to complete Prep, play board games or read quietly. Depending on the space and usage available, children may be able to use the computers during this time too. Catch-Up is supervised by staff upstairs in Day End in Computing 1 and 2. Should extra space be needed, Room 27 (also upstairs in Day End) can also be used.

At 17.30, one of the Gap Students/Graduates will come upstairs to Day End to liaise with the Duty staff taking Catch-Up to see whether some/any of the children would like to be taken outside to play and get some fresh air (weather dependent) until 18.00.

All children should be reminded to sign-out at Day End (as per sign-out at 16.25).

