

EXIT/ ENTRY ROUTINE and SUPERVISION in St. Comán's Wood Primary School

Morning

- The bell goes and 09.15am. Children line up with their classmates at a designated area. After the bell goes the children are greeted by their teachers. All teachers have a responsibility to monitor behaviour as children enter. In general, children are expected to use the shelters outside on wet mornings. In exceptional circumstances with the agreement of the Principal/ Deputy Principal, the children may be allowed inside before 09.15am.
- Sometimes parents wish to talk to the class teacher briefly and informally at this time. This informal conversation is important but if there is a concern an appointment should be arranged with the parent to discuss the matter. It is not possible to give a parent full attention and supervise a class of children at the same time.
- Corridors are QUIET areas. Teachers monitor this and act as good role models. Children should line up and only walk into their classrooms when their teacher tells them to do so.

Morning Break

Both sites: 11:00 – 11:15

- A Supervision rota is in place. During morning breaks the children eat a snack and go to the toilet. The first bell goes at 11.00 am. A second bell goes at 11.05am. Children line up together quietly after putting on their coats/jackets, depending on weather. Classes upstairs on the junior site, come down the front and back stairs and exit respectively through the main front entrance door nearest the office or near the Junior site Library. Generally children leave the school through the nearest exit door to their classroom. **At all times children need to be accompanied and monitored by the teachers supervising and by Special Needs Assistants, so that order is kept.**

During the Day

- In most cases only one child goes to the toilet at a time. However teachers on occasions may need to use their discretion in allowing children to go in pairs.
- If a child is running on the corridor the teacher in the nearest classroom calls this child into their room and they must stay there for five minutes. The teacher supervising the children at the time will be made aware of this. This may or may not be a teacher on the SEN team.

Lunchtime Supervision

Senior Site: 13:00 – 13:30

Junior Site: 12:45 – 01:15

The teachers on supervision supported by Special Needs Assistants (see rotas) are on supervision at 12:45 on the Junior site and 13:00 on the Senior site. This is marked by a bell on both sites. The teacher on supervision duty lets teachers know that he/she has arrived.

Teachers and SNAs on duty should ensure that all classroom doors are open and should encourage children to concentrate on eating their lunches. A second bell sounds on the Junior site at 13:00 and on the Senior site at 13:10. This signals that it is time to go outside. Children should not be allowed to bring food or bottles out on the yard. Special Needs Assistants may be asked by supervising teachers to wait a short time inside with slow eaters.

Wet Days: Children are generally allowed outside and expected to shelter from the rain under the shelters in wet weather. If the children are not allowed outside due to bad weather conditions, teachers supervise according to the supervision rota for that day/week.

Entry after Lunch

At the end of lunch time (13:15 on the Junior site and 13:30 on the Senior site) the class teacher greets his/her class who wait in the school yard at a designated area. Rules for exit and entrance apply.

End of Day

- At the end of the day the same routine is followed. The children put on their coats/jackets and exit quietly under the direction of their teacher.