



Holywell Educate Together National School

Supervision Policy & Procedure 2025-26

Morning-time:

- School gates open at 8:25am, every morning. Gates close at 8.40 am
- All children go directly to their classroom from 8.25 am. The Principal, Deputy Principal along with all Support Teachers supervise the entrances, walkways, stairwells etc each morning from 8.20am. The school does not accept responsibility for the supervision of children before this time. Class teachers and ANAs are in their respective classrooms no later than 8.20am each morning.
- School gates open from 7.30am to accommodate the Breakfast Club. Other students are not permitted through the gates before 8.25am.
- Once all children enter the building by 8:40am all exit doors must be locked and latecomers must enter the school at the main front door. Parents are asked to sign a 'late' book. One of the secretaries will bring younger children to their rooms. The school does not accept responsibility for students who are late and are not accompanied into the school by parents/guardians/adults.

End of School Day – Infant Classes (Junior Infants & Senior Infants)

- School finishes at 1:10pm. Children may only leave the building after the bell has sounded.

Infants Collections Points –Home time

Year	Room	Collection Point	Time
J.Infants	1	Garden 1	1.10
	2	Red Door	1.10
	3	Astro gate	1.10
S.Infants	4	Astro (other gate)	1.10
	5	Courts 1	1.10
	6	Courts 2	1.10

- Each class lines up in single file. Parents take their child at the collection point. No child will be given to any adult other than the designated person. The class teacher supervises this handover. Children are not permitted to walk by themselves to a parent in a waiting car for health and safety reasons.
- In the event of a child not being collected, the teacher will arrange contact with the child's parents.
- Until the child is collected he/she will remain under the supervision of the class teacher. Parents, who regularly arrive late to collect their child(ren), will be contacted by the Principal regarding this.
- Where parents/guardians wish their child to be released to another adult, notification of this must be provided to the school.
- After all the children have been collected, remaining children will go to the office with the class teacher. Late parents/guardians will be required to enter the school through the main door.

End of School Day - First Class to Sixth Class:

- School finishes at 2:10pm.
- Children from 2nd class, may walk home from school if the parent has given their written consent.

1st -6th Class Collection Points

1 st	11	Courts 1	2.10
	12	Courts 2	
	13	Courts 3	
2 nd	8	Courts 4	2.10
	9	Courts 5	
	10	Courts 6	
3 rd	14	Garden 1	2.10
	15	Garden 2	
	17	Garden 3	
4 th	16	Garden	2.10
	7	Astro-Gate nearest hall	
	24	Astro-Gate beside wall	
5 th	21	Garden	2.10
	22		
	23		
6 th	18	Garden	2.10

- Teachers supervise the children leaving their rooms in an orderly fashion. Children walk at all times on the school grounds.
- The school authorities do not provide supervision after 2:10pm, unless the child attends an afterschool activity.
- Where children are routinely late arriving in the morning or being collected in the afternoon the teacher and/or principal will address this with the parents/guardians.

Lunch time Supervision

- There are two lunch breaks daily.
Lón Beag which takes place from 9.40-9.55(1st-2nd class) and 10-10.05 -10.20am(3rd-6th class)
Lón Mór which takes place from 11.45-12.10(1st-2nd class) and 12.20-12.45 (3rd-6th class).
- A weekly supervision rota is made available to the teachers for their supervision.
- Two teachers on each break as designated First Aiders
- A member of ISM is responsible for ensuring all yards are supervised, that doors are closed and that the bell is rung (three times).

Junior Breaks 9.40-9.55 & 11.45-12.10 (ANAs break at Senior Yard time)

Class	Yard
Junior Infants	Infant Yard Astro
Senior Infants	Main Astro
1 st Class	Main Astro
2 nd Class	Garden Area

Senior Breaks 10.05-10.20 & 12.20-12.45 (ANAs break at Junior Yard time)

Class	Yard
6 th Class	Infant Yard Astro & Area at bike sheds
4 th Class	Main Astro
5 th Class	Main Astro
3 rd Class	Garden Area

- Teachers who are not supervising on their lunch breaks must wait with the classes for one of the supervising teachers to arrive. Students will never be left unsupervised.
- Children who need medical attention, if involved in an accident will go to the designated First Aider(see sample rota below). Basic first aid will be administered to a child in the event of a fall, cut or bump. An incident report will be completed by the 'First Aider' using the QR Code. Anything warranting more serious attention will require communication with home and contact with medical personnel.

Sample Junior Yard Rota

TIME	YARD(WET DAY)	Mon
9.40-9.55	Big astro (R.9)	*****
	Big astro (R.11)	*****
	Infant astro (R.13)	*****
	Infant astro (R.1-3)	*****
	Garden (R.4-6)	*****
11.45-12.10	Big astro (R.9)	*****
	Big astro (R.11)	*****
	Infant Astro(R.13)	*****
	Infant Astro(R.1-3)	*****
	Garden (R.4-6)	*****

Standby:

Teacher highlighted to ensure that doors are closed, that all yards are supervised, to ring bell at 9.55/12.10.

Teacher responsible for 1st Aid – highlighted in red.

Sample Senior Yard Rota

TIME	YARD(WET DAY)	Mon
10.05-10.20	Big astro (R.15)	*****
	Big astro (R.20)	*****
	Garden (R.18,19)	*****
	Infant Astro (R.23&24)	*****
12.20 –12.45	Big astro (R.15)	*****
	Big astro (R.20)	*****
	Garden (R.18,19)	*****
	Infant Astro (R.23,24)	*****

Standby:

Wet Days

- On days when it is raining, the students will stay indoors and teachers will be instructed to refer to the 'wet day' rota. Staff will supervise students in their classrooms, with Junior Infants to first class having one adult supervising to each class. Teachers may be supervising a small group of classes together from 2nd to 6th class.

Students with Special Educational Needs in Mainstream

- Students with Special Educational Needs (SEN) who have access to a Special Needs Assistant (SNA) will be supervised closely by the assigned SNA both in the classroom, during transitioning periods and at yard time. The exception to this being when the SNA take their break and alternative arrangements are set in place.
- Students who are deemed to be a flight risk, or who have challenging behaviour may wear a high visibility jacket to make staff aware of their presence in the yard.

Students with Special Educational Needs from Craobh

- Students from the four ASC Class(Craobh) may play on the mainstream yard if deemed appropriate by staff. These students will be supervised closely by SNA's. Again, these children may wear a high visibility jacket to make staff aware of their presence in the yard.
- Students who remain in the Special Needs Garden will be supervised by half the full complement of staff, with always a teacher present. The swing, playground frame and spinning cup will be monitored closely.

Offsite Supervision School Trips

- Each morning there will be a bell at 9.30am to alert teachers to take the class roll. The roll will be taken electronically using 'Aladdin'. Before any off site activity takes place, the roll must be taken to establish what children are present.
- The enrolment form (or 'Student Information' form) requests permission from parents for the children to attend small local trips, such as a visit to the playing pitches in Holywell or the local playground. Specific written consent is not required each time this occurs.
- When a teacher wishes to bring the children to a local trip, they must seek approval of the Principal and/or the Deputy Principal at least one day in advance of the trip. Junior Infants-First Class must provide (when possible) a staff ratio of 10:1 and children from Second – Sixth Class must provide a staff ratio of 15:1. Depending on individual needs, the SNA may or may not be factored into the adult/child ratio.
- When leaving the building staff must log on the student sign out book details of the date/time/destination/staffing attending the trip. Upon their return, the class teacher must inform the Principal/Deputy Principal/secretary of the classes return.

Yard Supervision

- In the event of a day when a teacher is due to be on supervision and the teacher knows in advance that they will not be in on that day, the teacher is to arrange a swap and e-mail the Deputy Principal the details of the swap.
- If the teacher wishes to leave for a local trip during break times and they are rostered to supervise yard, they must swap their supervision time with a colleague.

Formal School Tours & Out of Area School Trips

- All off site school trips must have an educational benefit to students, with value for money an important factor in determining the choice of destination.
- A note will be sent to all families explaining the purpose, date, location and cost of the trip. The school 'Leapcard' will be used for older classes when travelling around the greater Swords area. Private buses may be arranged for further trips. Children who do not give written consent for the trips will have verbal consent sought by telephone under the direction of the school secretary. If unsuccessful in obtaining consent, children must remain in school under the supervision of another class teacher. Staff to children ratio will remain the same as above when attending local trips.
- Again, when leaving the building, staff must log the trip in the Student sign out book documenting all relevant details.
- Children with Chronic Medical Conditions (epilepsy, diabetes, anaphylaxis etc.) will take all relevant precautions with them to maintain their safety, such as an epipen, midazolam, insulin, change of clothes etc. The class teacher or SNA will have sole access to these medicines for the duration of the trip. The school tour/trip must be deemed safe for the children to attend.
- A further first aid kit will be taken on trips by the staff member. Any incidents of injury will be recorded and information will be forwarded to the parents.

Misbehaviour

- Students who are found to be misbehaving or presenting with bullying behaviour will not be permitted to attend the trip and will instead remain in another class with work to complete.