

Secondary Playground Policy

Organisation

1.0 Times

1.1	Morning Duty	8:25 am – 8:45 am
1.2	Recess Duty	10:40 am – 10:55 am
1.3	First Lunch Duty	12:40 pm – 1:00 pm
1.4	Second Lunch Duty	1:00 pm – 1:20 pm
1.5	Bus Duty	3:10 pm – Departure of all students

2.0 Staff Allocation

Staff allocation is on a rostered basis as devised by the Assistant Principal.

2.1	Morning Duty	2 Staff Members on Duty
2.2	Recess Duty	3 Staff Members on Duty
2.3	First Lunch Duty	3 Staff Members on Duty
2.4	Second Lunch Duty	3 Staff Members on Duty
2.5	Bus Duty	Full School Arrangements

3.0 Exceptions

- 3.1 All variations to the rostered arrangements will be approved by the Principal or the Assistant Principal.
- 3.2 Extended break periods will include support of rostered teachers as allocated by the Assistant Principal.
- 3.3 A designated teacher will supervise Early Lunch for TAFE students.
- 3.4 Wet weather or grounds deemed unsuitable for students (see appendix)
- 3.5 Lunch or Recess Meetings in Classrooms with teacher direction and supervision.

Procedures

1.0 Morning Duty

1.1 Most students arrive at school at 8:30 am. Early arrivals are usually gathered at R Block.

1.2 Staff Member A
Balcony – is responsible for:

- Providing access to Classrooms for hats
- Clearing of stairs, verandahs and Office areas
- Checking and clearing litter around lockers

1.3 Staff Member B
Running Track and Bitumen – is responsible for:

- Patrolling running track and bitumen areas
- Signaling roll call first period with the whistle at 8:45 am
- Checking that students do not litter at the toilet block area
- Checking that all students are moving to class

1.4 Sports equipment is available at the discretion of teachers but usually reserved for recess and lunch breaks.

2.0 Recess

2.1 Staff Member A
Canteen Duty – is responsible for:

- Prompt arrival at 10:40
- Supervision of queues
- Checking that students are wearing school hats
- Maintaining order and respectful behaviour
- Arranging student support for Canteen staff if required
- Checking litter
- Completing the duty period by assisting the Balcony/Fields Staff if the Canteen area is not occupied

2.2 Staff Member B

Fields – is responsible for:

- Ensuring that food is not consumed on the oval
- Ensuring that contact sports are restricted
- Ensuring that students not wearing hats are seated in designated areas.
- Ensuring that litter is cleared from the oval and W block
- Encouraging respectful and responsible behaviour
- Staying mobile
- Ensuring students are not gathering on fence lines
- Supporting primary staff on duty as necessary

2.3 Staff Member C

Balcony/Bitumen and Running Track – is responsible for:

- Clearing classrooms, verandah and step areas
- Ensuring that students are wearing hats or are seated in shade areas
- Ensuring that football is restricted to the oval
- Ensuring the Bitumen area is suitable used for basketball, netball and handball
- Ensuring that access to the Sports Sheds is teacher supervised when permitted
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Ensuring litter is collected
- Preserving Presbytery grounds
- Staying mobile
- Supporting Primary Staff as required
- Signalling commencement of Period 3 with the whistle
- Overseeing student movement to classes
- Monitoring fence area
- Referring all visitors to the school office

3.0 Lunch

Staff Member A

Canteen – First Half Lunch – is responsible for:

- Prompt arrival at the Canteen at 12:40pm
- All Duties as per Recess
- Staff Member remains at Canteen area until 1:05pm or until such time as area is clear of students. This Staff Member then concludes the duty period supporting Field/Bitumen Staff.

Staff Member B

Fields – is responsible for:

- Ensuring that food and drink is not consumed on the oval
- Ensuring that contact sport is restricted
- Ensuring that students are wearing hats or seated in shade areas
- Ensuring that litter on the fields and around W Block is cleared
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Supporting Primary Staff on duty if necessary
- Staying mobile

Staff Member B – Fields - Relief – Second Shift

- As previously detailed

Staff Member C - Balcony – Relief – Second Shift

- As previously detailed

Staff Member D

Lunch – Balcony/Bitumen/Running Track – is responsible for:

- Clearing classrooms, verandahs and step areas
- Ensuring that students are wearing hats or are seated in designated shade areas
- Ensuring that students use the courts for basketball or handball
- Ensuring that access to the Sports Shed is supervised
- Encouraging students to demonstrate respectful responses to Staff and each other
- Ensuring litter is collected
- Preserving Presbytery grounds
- Staying mobile
- Monitoring fenced areas

- Referring Visitors to the Office

Staff Member D – Bitumen and Running Track – Lunch – Relief – Second Shift

- As previously detailed
- Signals return to class with whistle at 1:20pm
- Oversees student movement to class

4.0 Bus Duty

Full Staff Arrangement – separate documents