

Holy Spirit B.N.S.

Yard Supervision & Procedures

- A yard duty rota is prepared at the beginning of the year and a copy presented to each teacher. A group of teachers/SNAs are responsible for supervision of a specific yard/class group and arrange supervision for each day between them. If there are queries about timetabling, a teacher/SNA should speak with senior management.
- Teachers on yard duty will take their lunch 30 minutes before/after yard time having arranged supervision of their class with the teacher next to them and given appropriate work to their class. Pupils should be reminded not to leave their seat without permission from teacher/SNA. If there is no class teacher to partner with, please send a note to the office or send a message in school WhatsApp.
- There are 2 separate yard times. Yard time for Junior Infants to Second Class is from 12.00 to 12.30. The yard time for 3rd Class to 6th Class is from 12.40 to 13.10. We have separate yard areas which are used during Junior Yard and Senior Yard as follows: **Garden**-Junior Infants/Senior Infants/3rd Class. **Bottom Yard**-1st Class/4th Class. **Top yard/Astro**- 2nd Class/5th Class/6th Class.
- Teachers will accompany their class to the yard and if the teacher on yard duty is not already in situ she/he will supervise yard. Teachers on yard duty should try be in the yard before children from other classes arrive. Teachers on yard duty should bring their class to yard on that day.
- When it is not possible to go to yard, teachers in partnering classes should take turns for lunch. It is important the children have activities and are reminded of class rules. The teacher should walk between both classes and ensure class rules are being followed. If there is no class teacher to partner with, please send a note to the office or send a message in school WhatsApp.

- When a teacher is absent and a class is split from junior infants to 2nd class, the children should go to yard with the class they are in that day and line up with that class. Senior end pupils may go to their usual yard.
- Teachers on yard duty should try to take up a position where they have full view of the whole yard. Unless there is an emergency a teacher/SNA should not use a mobile phone while on yard duty.
- Teachers/SNAs should promote good behaviour on yard and where appropriate issue sanctions for breaking yard rules. Sanctions include a verbal warning, time out, moving to another yard or missing some yard time.
- Serious incidents such as fighting, disrespect to staff, defiance, ignoring instructions or repeatedly breaking yard rules should be reported to the person in charge of yard discipline. (Infants to 2nd Mr. Rourke. 3rd to 6th Mr. Cannon)
- Children who have repeatedly misbehaved on yard will be dealt with at the discretion of the principal, according to the schools Code of Behaviour.
- Each teacher on yard will have a notebook in which to make a record of misbehaviour.
- If you suspect serious injury and you need to administer first aid, a staff member should try to act as a prudent parent would. Get help immediately.
- In the event of an injury that requires the child to be removed from yard, details of the incident including time, location, nature of the incident, names of the witnesses and action taken afterwards must be recorded in the accident book in the office as soon as possible. Parents/guardians will be informed by secretary/senior management and where contact cannot

be made, qualified medical treatment should be sought for the child where necessary. The teacher on yard should inform the secretary/ senior management about serious injuries/incidents.

- Children will be encouraged to participate in safe and enjoyable play and recreation. The school will endeavour to promote good behaviour through rewards

Yard Rules

- Stay on your own yard.
- No fighting or anything that looks like it, including pretend fighting or rough play.
- No climbing fences or jumping over walls or steps. No scarves or snoods allowed on yard.
- If you have a problem always tell the teacher on yard duty.
- If you get a time out, you must stay there until teacher says to return to play.
- Speak respectfully to other pupils and adults.
- When yard is finished, walk to line up correctly with you class.

Ratified on February 6th 2024

Review date – 5 years