



Ku-ring-gai High School Supervision Policy

Preamble

Ku-ring-gai's Supervision Plan recognises the duty of care responsibility owed by the Department of Education and Communities (DEC) through school staff to our students.

The duty of care is *“a duty to take reasonable measures to protect students against risks of injury which reasonably could have been foreseen.... whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties. (Memorandum to Principals 98/139 S. 122)*

This plan takes into account “factors relevant to this school including the number and nature of students...the layout and terrain of the school grounds.”

Students attending scheduled activities, classes or practice sessions at any time are under the direct supervision of the teacher managing the activity. Staff evaluation shows current arrangements work efficiently and effectively for the welfare of students.

ATTENDANCE

Every student is listed on a school roll. An assigned roll teacher marks these electronically before period 1 each day during a designated 10 minute rollcall from 9:00 am. At the conclusion of roll call the rolls are electronically uploaded to the school “First Class Attendance” database. A daily absence list is then compiled, published and issued to staff. Student absence and late arrivals are sent to parents/caregivers by SMS alert. The school attendance records are updated weekly.

Students arriving late must sign in at the office. They will be given a late slip. On arrival at class the teacher should sight the slip and return it to the student who then gets a parent to sign the slip and return it to the office the next day. The leave “reason” is to be entered electronically onto the roll. Failure to do this will result in an unexplained absence being recorded.

The Deputy Principal will generate follow-up individual parent contact letters twice a term to formally notify parents of their responsibility. Students arriving late to school will not be accepted into class without a late slip and they must be sent to the Deputy or delegate.

Rolls are legal documents and the information recorded therein must be at all times up to date and accurate. Students are expected to bring in a letter of explanation signed by their parent/guardian for any absence.

The school will regularly contact the parents requesting explanation for known absences.

Failure to submit satisfactory written explanations for absences, signed by the parent or guardian will result in “truancy” recorded and follow-up by Head Teacher Welfare, Deputy Principal and the Home School Liaison Officer.

All students who wish to leave school early must supply written parental consent to the Deputy before roll call each day. Students are to go to the front office to receive an early leaver’s slip.

BEFORE SCHOOL SUPERVISION

In relation to DEC Policy, schools are not expected to provide supervision for students arriving at school prior to the half hour before normal classes commence.

Students arriving in the pre-lesson period 8.30 to 9.00am are expected to:

- move directly into the school grounds
- to congregate and engage in passive activities in the main quadrangle.

In these areas, students are informally supervised by staff arriving at school (and being in and around the school) during this time. Any student with specific concerns can refer directly to the staff in Tagore Block, particularly to the Deputy Principal's office. Students are to remain within the designated areas as adequate supervision cannot be provided beyond these designated areas. For safety reasons, ball games (other than hand ball) and other active games are not to be played in these areas during this time.

MOVING to CLASS and CLASS SUPERVISION

Students are instructed to move immediately and promptly to class after breaks and between lessons. As the bell is sounded at 9:00am students move IMMEDIATELY to Rollcall. Students are instructed to move immediately to each class throughout the day. Teachers arrive promptly for class and remain with the class throughout the lesson. Students may only leave that class at the discretion of the teacher.

Written permission to leave the class may be given for reasons such as:

- individual or small group work in the library, student learning centre or other specialist venue
- collection or distribution of material
- in response to a written request from a staff member
- urgent personal reasons

Should the normally assigned teacher be absent, the class will be supervised in one of the following ways:

- a relief teacher will be allocated
- the class will be combined, either whole or in smaller groups with other classes
- the Head Teacher will make other arrangements as appropriate to the size and age of the students

Teachers will check class rolls each lesson and report any discrepancies with the Daily Absentee List to the Deputy Principal.

Students who repeatedly come late to class will be reported to the Head Teacher unless they have a note signed by a member of staff explaining their lateness.

RECESS/LUNCHTIME SUPERVISION

It is essential that staff attend playground duty promptly, as the bell sounds for the assigned duty. Teachers must remain on duty until they are relieved or until the bell goes for the end of recess or lunch. If your relief does not come please send a message to a Head Teacher or Deputy Principal.

Staff should move around the playground and observe the perimeter as well as the out of bounds areas. No dangerous behaviour is to be allowed. There should be encouragement for students to keep their area clean.

In fine weather, students will be supervised through a teacher roster in three designated areas of the playground:

- Rear oval
- the Quadrangle (&Canteen area)
- Basketball Courts

If wet weather arrangements are declared at the beginning of recess and/or lunchtime, students will use the COLA and are permitted in certain blocks with rostered teachers supervising as follows:

- HT and Faculty Staff Lincoln block
- HT and Faculty Staff Churchill block
- HT and Faculty Staff Curie block
- HT and Faculty Staff Tagore block

The three teachers rostered on duty will supervise in the Canteen, COLA and Quad; the Head Teacher on Duty will supervise including the Library

Rosters cover three time slots - Recess, Lunch 1 and Lunch 2.

AFTER SCHOOL / BUS DUTY

Staff are rostered to supervise the boarding of School Buses each afternoon between 3.30 and 4.00 pm. Additionally a Head Teacher is available for support if required.

Apart from students who are engaged in scheduled school activities who are under the direct supervision of their teacher, no formal supervision operates beyond 4.00 pm.

(See Transport Policy)

SENIOR - ORGANISATION

On Tuesday and Thursday afternoon many senior students do not have a timetabled lesson for Period 4 and/or 5. Senior Students may leave at the conclusion of the last timetabled lesson.

Students are reminded of the D.E.C. Core Rules and the Board of Studies mandatory attendance requirements. Year 11 students are to attend all classes and to use non-face-to-face periods for study and revision purposes.

Students are to use the Library or a designated room for study and revision purposes during non-face-to-face periods.

All students note:

- **Students are to attend Rollcall every day.**
- **Students are to attend Year Assemblies and School Assemblies;**
- **Students who have a significantly reduced timetable due to exceptional circumstances (i.e. undertaking Acceleration Courses or two external courses) may apply for an exemption (i.e. to leave at the conclusion of the last timetabled lesson on other days).**

EXCURSIONS

Excursion details are sent to parents who are required to sign forms acknowledging receipt of the information and giving consent for their son / daughter's participation.

Students may not attend an excursion unless the organising teacher has received signed consent from the parent or guardian.

In general all excursions during school hours are accompanied by a teacher who supervises students travelling to and from the venue and also while they are at the venue.

Weekend, overnight and extended excursions endorsed by the school will designate supervising teachers appropriate to the number of students attending and the nature of activities planned. A staff member trained in emergency care and CPR will accompany all such excursions.

Overseas visits by groups of students conducted as school excursions are not permitted without the express approval of the Assistant Director-General of Education.

WORK EXPERIENCE

The Careers Adviser approves work placement venues in consultation with the Principal.

Only in exceptional cases will permission be given for vacation placements or placements which cannot be supervised during school time.

Permission Forms signed by the Employer; Parent; / Caregiver; Adviser and the Principal / Principal's delegate must be in order before a work placement can go ahead.

All students on work placement must be able to contact the careers adviser/ assigned school liaison person at any time during the placement.

Where possible an employer and student should be contacted early in the week by phone to make an appointment for a visit. If a visit is not possible a discussion with both student and employer by phone is required. Students are advised that if there is any concern they should ring the school and ask for assistance.

TAFE

Students make their own way to TAFE and while at TAFE are under the direction of TAFE staff. Attendance is closely monitored by both TAFE and school staff. TAFE attendance issues are followed up by school staff (usually the Careers Adviser)

VARIATIONS TO ROUTINE

Information Evenings, Open Days, Sporting Activities and other events occur from time to time on the school premises. On these occasions where a teacher is working with a group of students, the teacher supervises their welfare and monitors their attendance.