



SHAPWICK SCHOOL

STAFF DUTIES AND RESPONSIBILITIES

SHAPWICK PREP

All staff should consider themselves on duty as they move around the School throughout the day. Without active support from all of us, duty staff will find it difficult to carry out all their responsibilities, particularly at the start and end of school, breaktimes and lunchtimes. Non duty staff should be particularly aware between lessons. Unless we all support the rules, standards and policies of the School, the pupils themselves will be selective.

Weekday duties are allocated on a weekly basis.

Guidelines for playground and break time duty

It is the responsibility of the members of staff on duty to ensure that all pupils are safe and happy throughout the break period.

- Patrol all play areas, classrooms, cloakrooms, library etc., ensure safe and appropriate codes of conduct are being observed.
- Supervise drinks and biscuits if JPr is not available.
- Attend to injured or distressed pupils as appropriate if JPr is not available.
- Ensure pupils line up quietly for drinks or meals and that appropriate standards of cleanliness are observed. (All pupils must wash their hands before meals).
- Ensure all bells, including warning bells are rung at the designated times.
- Remain in the playground until all pupils have moved to their respective classes, activities, prep etc.
- During wet weather (indoor breaks) duties remain as outlined above.

Dining Hall duties

To include:

- Monitoring table manners and general behaviour.
- Supervising clearing and wiping of tables.
- Stacking chairs between tables.
- Ensure floor is swept.
- Ensure orderlies have completed their duty. (Liaise with Kitchen Staff).

Weekday Routine – Prep School

08.00	Residential staff will supervise breakfast
08.30	Teaching staff take over from Residential staff
08.30-08.45	Day pupils register with JPr in the playground
08.48	Warning bell
08.50	Duty staff supervise 'lining up' outside staffroom in Tutor groups. Monday, Tuesday and Thursday – Assembly Wednesday – Tutor group meetings Friday – House meetings

09.10-10.20	Lessons
10.20-10.40	Break
10.40-12.25	Lessons
12.25-13.25	Lunch and break (except Wednesday, see below)
13.25-15.45	Lessons
15.45-16.05	Break, during which drinks will be served (supervised by JP)
16.05-16.55	Prep or activities
17.00-17.35	Tea. Supervised by Houseparents or boarding assistants on duty. Duty staff to line up day pupils and escort them to Chapel Hill Farm car park to meet parents, guardians, taxis to go home. Any pupils not collected by 17.10 will be brought back to the Dining Hall for supervision, until they are collected.
17.35	A bell rings indicating that boarders should line up. All changing rooms and locker areas should be cleared of coats and kit – organised by Houseparents or boarding assistants.
17.45 approx.	Pupils return to boarding house. Duty Staff may leave when boarders have left the playground. Any remaining day pupils not collected will return to boarding house for supervision until collected.

Duty Staff Rota

See separate sheet.

Bell Times

08.48	Warning bell – line up for Assembly
08.50	Assembly
09.15	P1
09.45	P2
10.15	P3
10.45 – 11.10	Break
11.10	P4
11.40	P5
12.10	5 min break
12.15	P6
12.45	Lunch
13.43	Warning Bell
13.45	P7
14.15	P8
14.45	5 min break
14.50	P9
15.20	P10
15.50	Break
16.10	Prep/Activities
17.00	School Ends

Weekend Duties

These notes are a guideline only – they are the basis on which the many and various staff duties and responsibilities are based – flexibility, adaptability and common sense should prevail in order to provide a safe environment for all our pupils in all circumstances

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Weekday duties are allocated on a weekly basis to full time members of staff.

Breakfast

Residential staff will supervise breakfast with the help of SM from 08.15.

Before School

Duty staff should be on site by 08.45 at the latest, but preferably earlier so that residential staff can be released. Staff should ensure breakfast is cleared and tidied satisfactorily and release meal time duty team.

08.55

Assembly in the Hayloft. Make sure pupils are out of classrooms/tennis court etc. and suitably dressed with jackets/shoes etc. Headmaster/Deputy Headteacher will supervise dismissal of assembled school.

Day Pupils

Day pupils should register with SM each morning by 08.55.

Morning Break

Circulate to every corner of the School including the School gates to check on road behaviour. No pupils are allowed upstairs in the dormitories. Bad behaviour/foul language must be dealt with appropriately.

Meal times

Make sure the Dining Room is laid up properly, queue is orderly and meal time duty team is present and eat first. Supervision cannot be adequately completed sitting at the dining table. Duty staff should try to circulate between the dining room, hatch area and the queue and if possible take a look at the tennis court and classrooms. More vigilance should occur at teatime as pupils tend to be more boisterous at the end of the day.

Prep/Activity Time

Prep is supervised by staff, according to the rota. Pupils must work in silence, and must not be allowed to wander around. They must be encouraged to be properly prepared with books/paper/toilet organised beforehand. Prep diaries should be checked particularly if pupils appear to have no work set. Pupils who have an Activity night, should be settled in their activity by 16.30. Students needing to work in the ICT room should inform MW and the appropriate member of staff beforehand.

Prep/Activities must be settled in all areas by 16.30 and should continue until 17.25.

Duty staff leave the site at about 18.45 when the girls and the 2nd bus have left for their boarding houses, the Dining Room has been cleared and residential staff are present to take over.

Quiet time

Residential staff will supervise quiet time. It usually starts at about 19.00 and lasts for 30 minutes and should normally consist of Prep or reading.

Greystone pupils must return to their houses promptly at 18.30, unless involved in an evening activity or with the express permission of residential staff.

Requirements of Weekend Duties

(** see below)

Saturday

Two members of staff to be responsible for out of school visits (all afternoon if necessary). One member of staff to be responsible for organising punishments/detention, which is in the Dining Room or Hayloft. This should be done in silence and constructive work/book reading must be enforced.

The Hayloft should be locked at 13.00 if not needed for detention.

The upstairs TV room is not to be used on Saturday afternoon. If students wish to watch the TV they use the one in the Dining Room.

Roll Call

16.30 or 17.00 depending on the time of year. Insist on silence – no pupils sitting or clambering over the stairs/landing. Tidying jobs should be allocated as required at Roll Cal.

17.45 Duty staff leave when Houseparents are available

THE MANOR BOARDING HOUSE **SUNDAY ROUTINE**

The Lakes and Greystone boarders arrive at the Manor for 12mid-day.

08.30 Breakfast consisting of cereal and toast will be available until 10.00, boys will be able to have a lie in until 10.45am.

11.00 Boys must be up, showered and dressed and room tidied.

11.45 Duty member of staff arrives to help with Brunch supervision.

Anyone wishing to go out must sign out and sign in again on their return.

Only Manor boys are allowed upstairs during the day.

12.00	Brunch
13.00	A town trip can be organised by duty staff. Anyone wishing to out on the trip, or on bicycle, or for a walk, must sign out and sign in again on their return. Greystones pupils may return to their houses.
16.30/17.00	Roll call – Manor boys sent to tidy their rooms
17.45	Duty member of staff leaves. Tea is organised by Houseparents

****Staff cannot supervise the pupils properly if they are seated in the staffroom or in a classroom. Duty staff should circulate to every corner of the School grounds at regular intervals and deal with all incidents of unacceptable behaviour, i.e. riding bicycles around the site or around the School entrance on the road, dropping litter, being in an out of bounds area, foul language etc. Manor boarders are allowed in their dormitories or TV room if they behave in a reasonable way. If duty staff think that boys are misbehaving in their rooms then please make them leave and report the matter to Houseparents. Pupils from other houses are not allowed in Manor dormitories or TV room for any reason.**

Weekdays – Senior School

08.00	Breakfast	13.45	Lesson 7
08.30	Duty staff arrive Shapwick	14.15	Lesson 8
09.00	Assembly	14.45	Change
09.15	Lesson 1	14.55	Lesson 9
09.45	Lesson 2	15.25	Lesson 10
10.15	Change	15.55	Snack Break
10.25	Lesson 3	16.25	Prep/Activities
10.55	Lesson 4	17.25	End of Prep/Activities
11.25	Break	18.00	Dinner
11.45	Lesson 5	18.30	Minibus leaves for Lakes
12.15	Lesson 6	18.45	Quiet time.
12.45	Lunch		Duty Staff leave when boarding staff arrive
13.35	Day Pupil Registration	19.20	End of quiet time

Saturdays

08.00	Breakfast	12.35	Lunch
08.45	Duty staff arrive	13.15	Town visit in minibus/activities
09.00	Assembly	13.30	Detention in dining room
09.15	Lesson 1	16.15	Town visit returns
09.45	Lesson 2	16.45/17.00	Roll Call
10.15	Break	17.25	Mini bus leaves for Lakes
10.35	Lesson 3	17.45	Duty staff leave when minibus returns from the Lakes.
11.05	Lesson 4	18.00	Tea in Boarding House

11.35	Lesson 5		
11.55	Lesson 6		

Sundays

09.00	Manor breakfast for those who want cereal and toast. Greystones have breakfast in boarding houses.
11.00	Duty member of staff arrives
12.00	Brunch for all
12.45	Greystone boarders can leave for house. Girls may remain in the grounds when appropriate.
16.30/17.00	Roll Call – Manor tidy rooms and put out laundry
	Duty staff leave
	Houseparents set out tea

Bell Times

Monday to Friday

08.00 Breakfast
08.55 Assembly
09.15 Lesson 1
09.45 Lesson 2
10.15 Change
10.25 Lesson 3
10.55 Lesson 4
11.25 Break
11.45 Lesson 5
12.15 Lesson 6
12.45 Lunch
13.35 Day pupil registration
13.45 Lesson 7
14.15 Lesson 8
14.45 Change
14.55 Lesson 9
15.25 Lesson 10
16.55 Snack Break
16.25 Prep/Activities
17.25 End of Prep/Activities
18.00 Dinner
18.30 Outlying boarders back to boarding houses
18.45. Quiet Time
19.00 End of Quiet Time

Saturday

08.00 Breakfast
08.55 Assembly
09.15 Lesson 1
09.45 Lesson 2
10.15 Break
10.35 Lesson 3
11.05 Lesson 4
11.35 Lesson 5
12.05 Lesson 6
12.35 Lunch
13.30 Detention
16.30.17.00 Roll Call
17.25 Lakes/Greystone pupils leave site

Document to be updated annually on or before 01/09/12