

## Supervision Policy

- All supervisors are to be there and be on time. If supervisor is going to be absent for a Personal Day you need to arrange cover. If a supervisor is out sick or on in-service they need to tell Elaine if you are on supervision duty that day so that alternative cover can be provided.
- Supervisor must be a teacher at all times.
- The following is the level of cover required
  - 8.30 – 8.45 I teacher
  - 8.45 – 9.00 2 teachers
  - 11.00 – 11.15 3 teachers
  - 1.15 – 2.00 2/3 teachers
- Any students who are in school after 4.30 need to go to the GPA.
- Specify area on rota for each supervisor
- Any female member of staff can go into the girls toilets.
- Any students who need to change clothes for PE., 4<sup>th</sup> year Drama, Sports Day etc. must use the toilets. No clothes to be changed in the classrooms.
- A teacher needs to be present at all times at events organised by students e.g Buddy activities, 1<sup>st</sup> year induction.
- All specialist rooms need to be locked e.g. Computer Room, Science Labs, Music Room, Art Room, Kitchen, Language Lab. Keys for same only handed out to teachers, students need to be supervised by a teacher at all times while in these rooms.

**Ratified by the Board Of Management.**

**Date: 25/09/18**

Signed:

*Paula Kinsella*

**Chairperson**

*Ciarán Coakley*

**Principal**