**Supervision of Infants in School until 3:00pm**

**Introduction:**

This policy of Gleneely National School has been produced following a request by parents for the school to support them due to the lack of transport provided by CIE. Supervision of children in junior and senior infants until three pm is not best practice as recommended by the Department of Education and skills where the infant day finishes at 2pm. Therefore supervision of infant children after 2pm is the decision of the Board of Management.

**Aims:**

This policy aims to;

* Support parents with children travelling on the CIE bus

**School Ethos**:

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

**Objectives:**

* To develop a criteria and guidelines for supervision of infant children in the school between 2:00 and 3:00pm.

**Internal Procedures:**

In consultation with parents and Board of Management it has been decided that a **maximum of two** infant children will be supervised; one child in each ongoing class.

**Criteria used in the selection of children**

These criteria will come into effect if more than three children request supervision.

* Children that travel on the CIE bus where no 2:00pm transport is provided
* Children who live more than 5 miles away from the school
* Children in families that require two school runs – one at 2:00pm and one at 3:00pm
* Parents are willing to collect child on a day where a teacher is absent (not provided with a substitute teacher)
* Parents who agree to the terms of this policy
* Supervision of any child between 2pm and 3pm will be the decision of the Board of Management

**Organisation of children in the class**

* One child will be supervised in each of the ongoing classes
* A child will be supervised for a maximum of three days per week
* The Board of Management reserve the right to change the days that supervision is provided.
* The Board of Management will give the parents adequate notice to any changes in supervision arrangements.
* The Board of Management reserves the right to change this policy and cancel the supervision of infants between 2:00 and 3:00pm if it is felt that it has an impact on the learning environment in the other classrooms.

**Expectations from children and parents**

* A child supervised in the school is expected to behave appropriately and not to disrupt the class / lesson ongoing in the classroom
* It is the parent’s responsibility to ensure that the child has a suitable and quiet activity to do for the hour that s/he is being supervised (eg. Colouring book). The children need to be able to do this work independently – this is not an opportunity to do homework.
* No SNA or Teaching support will be provided to these children during this time.

**Role and Responsibilities:**

All teachers are responsible for the safety and well-being of the pupils in their care. The Principal has overall responsibility for ensuring proper procedures are in place.

**Evaluation:**

* Positive feedback from all stakeholders
* Yearly reviews

**Implementation:**

This policy has been in operation since November 2014

**Ratification:**

The policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Chairperson of Board of Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_