

Duty Teams 2012 – 2013

Monday – Team Leader - R Mackinnon			
1	Am	Front of school / buses	R Mackinnon
	Pm	Front gate	
2	Am	Front gate	N Buchan
	Pm	Front gate	
3	Am	Patrol the Corridors	M Fay
	Pm	Front of school – assist with organising queue for bus	
4	Am	Blue Diner	G Rice
	Pm	Blue Diner/servery	
5	Am	Back of school	R Davies
	Pm	Front of school – organise queue for bus	
6	Break	North (inc.toilets) & Front of School (Clear corridors)	J Ribolla
7	Break	South (inc.toilets) & Front of School (Clear corridors)	J Ribolla
8	Break	Canteen door	H Tysoe
9	Break	Canteen (inside servery)	C Dutton
10	Break	Canteen	E Scott
11	Break	Canteen	R O'Shea
12	Break	Patrolling outside (PA block - court)	C Biesty
13	Break	Patrolling outside (Court –PE office)	W Lee
14	Break	Patrolling outside (Court/Field)	C I Anson
Tuesday – Team Leader - J Green			
1	Am	Front of school / buses	J Green
	Pm	Front gate	
2	Am	Front gate	S Morris
	Pm	Front gate	
3	Am	Patrol the Corridors	C Mottram
	Pm	Front of school – assist with organising queue for bus	
4	Am	Blue Diner	M Kay
	Pm	Blue Diner/servery	
5	Am	Back of school	G Whitlock
	Pm	Front of school – organise queue for bus	
6	Break	North (inc.toilets) & Front of School (Clear corridors)	L McKay
7	Break	South (inc.toilets) & Front of School (Clear corridors)	L McKay
8	Break	Canteen door	C Kay
9	Break	Canteen (inside servery)	K Kepinska
10	Break	Canteen	K Hughes
11	Break	Canteen	R O'Shea
12	Break	Patrolling outside (PA block - court)	C Biesty
13	Break	Patrolling outside (Court –PE office)	A Smith
14	Break	Patrolling outside (Court/Field)	C I Anson

Wednesday – Team Leader - E Kourea			
1	Am	Front of school / buses	E Kourea
	Pm	Front gate	
2	Am	Front gate	P Gower
	Pm	Front gate	
3	Am	Patrol the Corridors	H Yarrow
	Pm	Front of school – assist with organising queue for bus	
4	Am	Blue Diner	A Turton
	Pm	Blue Diner/servery	
5	Am	Back of school	J Bilton
	Pm	Front of school – organise queue for bus	
6	Break	North (inc.toilets) & Front of School (Clear corridors)	J Wright
7	Break	South (inc.toilets) & Front of School (Clear corridors)	M Owen
8	Break	Canteen door	T Hughes
9	Break	Canteen (inside servery)	B Nsong
10	Break	Canteen	D Garson
11	Break	Canteen	W Lee
12	Break	Patrolling outside (PA block - court)	B Cheetham
13	Break	Patrolling outside (Court –PE office)	D Stewart
14	Break	Patrolling outside (Court/Field)	H Miles
Thursday – Team Leader - M Hogan			
1	Am	Front of school / buses	M Hogan
	Pm	Front gate	
2	Am	Front gate	H Gregory
	Pm	Front gate	
3	Am	Patrol the Corridors	K Wheeler
	Pm	Front of school – assist with organising queue for bus	
4	Am	Blue Diner	L Davis
	Pm	Blue Diner/servery	
5	Am	Back of school	A Jones
	Pm	Front of school – organise queue for bus	
6	Break	North (inc.toilets) & Front of School (Clear corridors)	L Hacker
7	Break	South (inc.toilets) & Front of School (Clear corridors)	M Hill
8	Break	Canteen door	N Boyle
9	Break	Canteen (inside servery)	C Kay
10	Break	Canteen	P Quigley
11	Break	Canteen	J Freeman
12	Break	Patrolling outside (PA block - court)	S L Jones
13	Break	Patrolling outside (Court –PE office)	T Ranells
14	Break	Patrolling outside (Court/Field)	S Sandy

Friday – Team Leader - S Jones			
1	Am	Front of school / buses	S Jones
	Pm	Front gate	
2	Am	Front gate	L Law
	Pm	Front gate	
3	Am	Patrol the Corridors	H Williamson
	Pm	Front of school – assist with organising queue for bus	
4	Am	Blue Diner	C Mitchinson
	Pm	Blue Diner/servery	
5	Am	Back of school	C Horrod
	Pm	Front of school – organise queue for bus	
6	Break	North (inc.toilets) & Front of School (Clear corridors)	P Bell
7	Break	South (inc.toilets) & Front of School (Clear corridors)	V Atkins
8	Break	Canteen door	K Hughes
9	Break	Canteen (inside servery)	J Richards
10	Break	Canteen	K Kepinska
11	Break	Canteen	S Marriage
12	Break	Patrolling outside (PA block - court)	M Palfrey
13	Break	Patrolling outside (Court –PE office)	P Thomson
14	Break	Patrolling outside (Court/Field)	S L Jones

Brief Description of the duties:

Time	Duty Area	Brief Description of Duty
AM	Front of school / buses	Patrol at the front of the school as children arrive. Welcome them to school and prompt them to ensure their uniform is worn correctly. Keep an eye on the exit from buses and check all areas around the front of the school. Ensure that all children walk their bikes into school. Challenge students without cycle helmets. Record this in the cycle folder stored at reception. Start to move students just before the bell and encourage others to move briskly to their form rooms.
PM	Front Gate	Ensure that children stay off their bikes as they leave the school site. Challenge students without cycle helmets. Record this in the cycle folder stored at reception. Remind pupils about their uniform. Check the areas up and down the road for smokers.
AM	Patrol the Corridors	Walk around the corridors. Ensure that there is an orderly atmosphere. No eating in the corridors. Remind children about their uniforms and direct students to the blue diner/court yard/field and not congregate on the corridors
PM	Organise the queue for the bus	Ensure and supervise a safe, sensible loading of the buses. Ensure that students waiting for buses are doing so in an orderly fashion, behind white line outside the Maths block. Ensure students embark in a sensible and safe way. Ensure students have their passes available for checking
AM	Canteen and back of school	Ensure and supervise a safe, sensible canteen atmosphere. Ensure that children are sitting at tables. Remind them to clear away their rubbish and to tuck their chairs under.
Pm	Assist in	Ensure and supervise a safe, sensible loading of the buses. Ensure

	organising the queue for the bus	that students waiting for buses are doing so in an orderly fashion, behind white line outside the Maths block. Ensure students embark in a sensible and safe way. Ensure students have their passes available for checking
Break	North/toilets/front of school	Patrol corridors and front of school. Remind students about their uniforms and direct them to the blue diner/court yard/field. Students should not congregate in the corridors. Check toilets and again move students on.
Break	South /toilets/ front of school	Patrol corridors and front of school. Remind students about their uniforms and direct them to the blue diner/court yard/field. Students should not congregate in the corridors. Check toilets and again move students on.
Break	Front of School	Ensure that children are not playing in front of the school. Remind children that the front of school is a road and therefore not a safe area. Students to be directed to the rear of the school
Break	Canteen exit	Prevent students going outside with hot food. Correct uniform and support staff inside the blue diner monitoring student behaviour and litter.
Break	Canteen door	Ensure that the children form an orderly queue for food and that they remove their coats and place them on the racks provided. Maximum of 15 students in the servery at one time.
Break	Inside servery	Students to line up in orderly fashion. Move them on quickly. When queues die down join the duty staff in blue diner.
Break	Canteen	Staff should wander around the canteen and remind pupils to put their litter in the bin and clear their plates. They should also be reminded to tuck their chairs under. Move children along quickly at the end of break to ensure that they get to their lesson on time. Check the exit from the canteen as this can be a pressure point.
Break	Patrolling outside	Ensure a safe and calm atmosphere at break time. Check areas such as behind the swimming pool, behind the Creative Arts building, behind the Tech building. One person to go onto school field and move students quickly into school on the bell. PA Block – court refers to the area between the Performing Arts block and the basketball court. Court – PE Office refers to the area between the basketball court and the PE office.

Notes;

- Students should not be in any area that is designated out of bounds (see diagram for guidance)
- If you are unable to be present for some or all of your duty **please swap with a colleague and inform your duty team leader**
- **Duties form part of our ‘conditions of service’ and are therefore statutory.** We are **accountable for incidents that occur in our ‘uncovered’ absence.** Team leaders are responsible for ensuring their staff attend their duties.
- Please refer to the ‘Safer Practices in schools’ documentation for guidance on ensuring safety.
- In the event of a wet break a bell will sound at 10.45. The main hall will be available and supervised by JR.