<u>Duty Teams 2012 – 2013</u>

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	1
		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		J Green
1	Am Pm	Front of school / buses	J Green
1 2		Front of school / buses Front gate	
	Pm	Front of school / buses Front gate Front gate	J Green S Morris
	Pm Am	Front of school / buses Front gate	
2	Pm Am Pm	Front of school / buses Front gate Front gate Front gate Front gate Patrol the Corridors Front of school – assist with	S Morris
2	Pm Am Pm Am	Front of school / buses Front gate Front gate Front gate Patrol the Corridors	S Morris C Mottram
2	Pm Am Pm Am Pm	Front of school / buses Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus Blue Diner	S Morris
2	Pm Am Pm Am Pm Am Pm Am Pm	Front of school / buses Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus	S Morris C Mottram
3	Pm Am Pm Am Pm Am Am Am	Front of school / buses Front gate Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus Blue Diner Blue Diner/servery	S Morris C Mottram M Kay
3	Pm Am Pm Am Pm Am Pm Am Am Am Am Am Am Am	Front of school / buses Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus Blue Diner Blue Diner/servery Back of school Front of school – organise queue for bus North (inc.toilets) & Front of School	S Morris C Mottram M Kay
2 3 4 5	Pm Am Pm	Front of school / buses Front gate Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus Blue Diner Blue Diner/servery Back of school Front of school – organise queue for bus North (inc.toilets) & Front of School (Clear corridors) South (inc.toilets) & Front of School	S Morris C Mottram M Kay G Whitlock
2 3 4 5	Pm Am Pm Am Pm Am Pm Am Pm Am Pm Am Break Break	Front of school / buses Front gate Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus Blue Diner Blue Diner/servery Back of school Front of school – organise queue for bus North (inc.toilets) & Front of School (Clear corridors) South (inc.toilets) & Front of School (Clear corridors)	S Morris C Mottram M Kay G Whitlock L McKay L McKay
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2 3 4 5 6 7 8 9 10 11 12	Pm Am Break	Front of school / buses Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus Blue Diner Blue Diner/servery Back of school Front of school – organise queue for bus North (inc.toilets) & Front of School (Clear corridors) South (inc.toilets) & Front of School (Clear corridors) Canteen door Canteen (inside servery) Canteen Canteen	S Morris C Mottram M Kay G Whitlock L McKay L McKay C Kay K Kepinska K Hughes R O'Shea C Biesty

Pm			Wednesday – Team Leader - E Kourea	
Pm Front gate P Gower Pm Front gate P Gower Pm Front gate Pm Front gate Pm Front gate Pm Front of school – assist with organising queue for bus Pm Blue Diner Pm Blue Diner/servery Pm Front of school – organise queue for bus Pm Front of school – organise queue for bus Pm Front of school – organise queue for bus Pm Front of school – organise queue for bus Pm Front of school (Clear corridors) Pm Front of School (Clear corridors) Pm Front of School (Clear corridors) Pm Pm Front of School (Clear corridors) Pm Pm Front of School (Clear corridors) Pm				
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Pm		Pm	Front gate	7
Pm	2	Am	Front gate	P Gower
Am		Pm		
Organising queue for bus A Turton	3	Am		H Yarrow
Am Blue Diner A Turton Pm Blue Diner/servery 5		Pm	Front of school – assist with	
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Break			· · · · · · · · · · · · · · · · · · ·	
Clear corridors	7	Break		M Owen
Break Canteen door T Hughes Break Canteen (inside servery) B Nsong D Break Canteen D D Garson			,	
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Break Canteen D Garson				
Break Patrolling outside (PA block - court) B Cheetham	10	Break		
Break Patrolling outside (Court -PE office) D Stewart	11	Break	Canteen	W Lee
Break Patrolling outside (Court - PE office) D Stewart	12	Break	Patrolling outside (PA block - court)	B Cheetham
Thursday – Team Leader - M Hogan M Hogan Thursday – Team Leader - M Hoga	13	Break		D Stewart
Thursday – Team Leader - M Hogan Am				
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Pm Front of school – organise queue for bus Break North (inc.toilets) & Front of School (Clear corridors) Break South (inc.toilets) & Front of School (Clear corridors) Break Canteen door N Boyle Break Canteen (inside servery) C Kay Break Canteen Canteen P Quigley Break Canteen Break Canteen Break Canteen Break Canteen Break Canteen Break Canteen Tanells	3	Pm Am Pm Am Pm	Front of school / buses Front gate Front gate Front gate Patrol the Corridors Front of school – assist with organising queue for bus	H Gregory K Wheeler
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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	P Bell
		(Clear corridors)	
7	Break	South (inc.toilets) & Front of School	V Atkins
		(Clear corridors)	
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 /	Patrol at the front of the school as children arrive. Welcome them
	buses	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	Walk around the corridors. Ensure that there is an orderly
	Corridors	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	Ensure and supervise a safe, sensible loading of the buses. Ensure
	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
AM	Canteen and back	Ensure and supervise a safe, sensible canteen atmosphere. Ensure
	of school	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.