

Duty Systems & Protocols – to support Plan C timetable

Beal High School is a calm and friendly school. The duty system is designed to ensure that this is maintained.

Following a review of our systems in place at break times, the following will come into place from September 2020 to support the Plan C timetable and school day:

- All staff across the campus will undertake a break duty each week
- The school day has been adjusted such that revised lessons times will result in two 20-minute breaks per day
- There are no catering facilities, therefore duty staff's main responsibilities are to ensure adherence to the one-way systems in place, maintain good conduct and to encourage social distancing.
- Staff may wear PPE at their own discretion
- The campus has been re-zoned
- Duty responsibilities will be made explicit and staff on duty should follow these protocols

Before school

- The requirement to manage the school gates from 8:45am until 9:05 is:

		Number of staff needed	Totals Daily	Totals Weekly
Before School	Upper	2	2	20
	Lower	2		

This duty is currently undertaken by support staff

Break time supervision

- All staff will have a break time duty to undertake, each week, in line with teachers' STPCD; certain staff eg SLT may have more than one duty per week.
- The duty will take place in a designated post or zone as determined by the duty rota
- Each duty post/zone will have a clear set of guidelines and protocols which the duty member of staff must ensure are followed.
- Students will be made aware of these expectations through consistent staff supervision.
- The table below details the number of staff required to maintain this level of supervision:

	Number of staff needed per break	Totals daily	Totals weekly
Upper	11	22	110
Lower	11	22	110
Sixth form	1	2	10

All duty zones, posts and protocols will be monitored and evaluated on a regular basis and re-defined if deemed necessary.

After school

- The requirement to manage the school gates from 14:05 – 14:25 for an orderly dismissal is:

		Number of staff needed	Totals Daily	Totals Weekly
After School	Upper	6	9 - 10	45 - 50
	Lower	3/4		

- This will continue to be covered as it is now, and will largely fall under the remit for staff who have leadership responsibilities across the whole school including, but not exclusively, SLT, HODs, HOYs and middle leaders.

**Duties Protocols
2020 - 2021**

PRE SCHOOL 08:45 - 09:05

Morning gate duty protocol:

1. Always be on duty as soon as possible.
2. Greet students and remind them to use the paths
3. Ensure cyclists dismount
4. Ensure students are aware and safe from any vehicles coming on site
5. Encourage students not to loiter and make their way directly to lesson one

Remind students of basic expectations:

1. Uniform being worn correctly, except when a student is engaged in sporting activity.
2. Ensure that all students are meeting the campus expectations, demonstrating a sensible and mature attitude to social time.

BREAKS 10:55 - 11:15 and 13:10 – 13:30

All staff are expected to follow the following protocols:

1. Always be on duty as soon as possible after the bell goes.
2. Be pro-active and focus on students' behaviour.
3. Ensure you have read the instructions for supervision of your designated area.
4. Enforce the one-way systems in place; re-direct students as necessary
5. Circulate and be a visible presence in the surrounding area
6. Monitor litter
7. Challenge students wearing incorrect uniform
8. Support colleagues as and when required

All staff are expected to challenge students over the following basic expectations:

1. Uniform being worn correctly, except when a student is engaged in sporting activity. Please ask for uniform cards and sign the cards of those students who are failing to follow the school dress code.
2. Ensure that all students are behaving and meeting the campus expectations, demonstrating a sensible and mature attitude to social time.
3. There should be NO eating or drinking on any corridors.
4. Staff should not eat, drink, or use their phones whilst on duty.

AFTER SCHOOL 14:25 – 14:40

After school duty protocols:

1. Always be on duty as near to the end of school as possible.
2. Ensure students are aware and safe from any vehicles coming on or leaving the site
3. Remind students not to hang around in big groups
4. Encourage students to go straight home
5. Encourage students not to hang around the car park areas
6. Remind cyclists to not ride their bicycles on site.

1. IMPACT -

These systems will help promote an atmosphere in which ALL Beal High School Students can continue to demonstrate their ability, beyond the classroom, to:

Work effectively by:

- Follow instructions without question or argument
- Working with others sensibly;

Support each other by:

- Being considerate to everyone;
- Being ready to help;
- Being polite, even if angry;

Be Responsible by:

- Wearing the correct uniform;
- Being on time;
- Telling the truth;
- Be a role model for other students in the school
- Helping others when possible; and
- Speaking to a teacher if something is wrong.

Take care for their environment
by:

- Only eating or drinking in designated areas;
- Not chewing gum in school;
- Looking after displays and decorations;
- Putting litter in bins;
- Leaving the campus tidy; and
- Never damaging school property or the property of others.

Stay safe by:

- Moving quietly around the school;
- Respect other students personal space – keep arms and unhelpful comments to yourself
- Walking on the right; using the one-way systems
- Avoiding arguments;
- Keeping calm; and
- Taking to teachers about any problems.

This will be evidenced by (but not exclusively):

- Fewer incidents during unstructured time - SIMs behaviour points
- Less litter, vandalism, graffiti

Appendix A – Student Code of Conduct (Draft):

Beal Campus Expectations	
We have the right to feel safe and learn to the best of our ability	
Show Respect for yourself and others:	
<ol style="list-style-type: none">1. Listen when a teacher or student is talking, and use only positive language2. Follow instructions straight away	
Be organised:	
<ol style="list-style-type: none">3. Arrive on time, in uniform and fully equipped for lessons	
Build Positive Relationships with students and staff:	
<ol style="list-style-type: none">4. Keep hands, objects and unhelpful comments to yourself5. Contribute positively to the Beal Community and keep your school/classroom clean and tidy.	
Positive Consequences	Negative Consequences
<ul style="list-style-type: none">• Verbal Praise• Achievement Points• Letter Home• Phone-call Home• Praise postcard• Display good work• Leadership Opportunity• Classroom responsibility• Achievement certificate• Recognition in assembly• End of Year awards	<ol style="list-style-type: none">1. First Warning2. 2nd Warning/Relocation within the class3. Short Time out & Talk4. Relocation to another class with work and detention <p>Severe clause:</p> <ol style="list-style-type: none">5. On call – removal from class by Senior Teacher/contact home/detention <p>Sanctions</p> <p>Behaviour Points Detention Phone-call/letter home Excluded from class/school</p>