

TAFELBERG SCHOOL



SUPERVISION OF LEARNERS

Implementation date: 1 January 2020

**Mr L E Benecke
Principal**

1. Before school (mornings) :

- Parents must note that the official starting time for school in the morning is 8am. Staff are rostered to be on duty as from 7:30am onwards.
- Parents will, therefore, take responsibility for the safety and security of their children should they drop them off before 7:30am, as the school does not have the manpower nor facilities to care for learners that are dropped off at school before 7:30am. Thus the school will not take responsibility for the safety and security of any learner and or his/her belongings for the period before 7:30am.
- Learners will not be allowed to congregate in the foyer until school starts.
- Should learners be dropped off before 7:30am, they will need to play / sit in the designated areas. Should there be a need for assistance or to report an incidence before 7:30am, the learner(s) may then report to the :
 - a) School Secretary (in the foyer)
 - b) Estate Manager
 - c) Any other staff members at school at this time (in their classroom or Staffroom)
 - d) Prefect / RCL member at school at this time
- As from 7:30 to 8:00 a teacher / therapist and prefect/RCL member will be rostered to do duty on the playgrounds and at the learner gate, and they will deal with all playground incidences and safety issues as per school policy.
- The learner gate will be locked at 8:00am sharp.
- Learners who are late must enter via the main gate and report to the secretary in the foyer.

2. During school hours (breaks) :

- Teachers/therapists and Prefects/RCL members are rostered for break-time duties on the playgrounds each school day.
- Teachers / therapists who are absent, will make arrangements for substitutes.
- The staff on duty will deal with all playground related incidences as per school policy.

3. After school (afternoons) :

- Tafelberg does not offer an aftercare service due to insufficient staff and facilities, and due to the fact that teachers / therapists have meetings, sport and in-service training after school.
- Teachers / therapists will do duty at the learner gate from the time school closes until 3pm Monday to Thursday, and until 2:20pm on Fridays.
- Learners must be fetched by their parents at the end of the school day as per times given to all parents, failing which they will accept responsibility for their child's safety and security.
- Should parents be late in fetching their child, they need to inform the school before 3pm. The learner will then wait inside the school grounds until they are fetched, however, the school cannot accept responsibility or liability for the learner's safety due to a lack of manpower to supervise the said learner until he/she is fetched.
- Learners playing league sports will be dropped at designated points after their match/practice by the coach/school driver, to be picked up by their parents.
- Teachers /therapists and prefects/RCL are rostered for afternoon gate duty according to the school end-of-day times supplied to parents and learners.

- Staff will be on duty until 3pm, Mondays to Thursdays, and 2:20pm on Fridays. The learner gate will be locked at 3:00pm (Monday-Thursday) and at 2:20pm on Fridays. Learners still waiting for lifts will wait inside the school, and parents are to note that they accept responsibility for their child's safety.
- Learners who are still waiting for their parents to fetch them after 4:30pm will be referred to the SAPS station (on the corner of Swellengrebel Ave), from which the parent can collect their child.

4. Outings, camps, tours, dances and sport :

- The appropriate permission must be gained from Principal/Deputies before any outing etc can be planned and organised.
- Once permission is granted, all documents and safety procedures etc must be in force before leaving the school premises.
- Teachers accompanying learners must represent the gender composition of the learner group.
- There must be minimum of 1 teacher/adult for every 13 learners.