

# TAFELBERG SCHOOL



## SUPERVISION OF LEARNERS

- Amended to accommodate Covid procedures/protocols

**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 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.
- The learner gate will be opened at 7:30am.
- Should learners be dropped off before 7:30am, they will need to stand outside the learner gate on the painted dots and adhere to social distancing protocols. Should there be a need for assistance or to report an incidence before 7:30am, the learner(s) must report to the main gate intercom for assistance.
- Learners entering the school must first report to their allocated screening station and thereafter go directly to his/her register class, where the register teacher will be on duty.
- 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.
- A comprehensive list of learner names must be kept by the tour organiser (teacher), and be used for roll-call.