

## **JOHN FERNELEY HIGH SCHOOL**

### **OPEN ACCESS POLICY**

#### **SECTION FROM MISSION STATEMENT**

All children have talents and it is our job to develop them to the full. In order to achieve this we will:

- Develop a school ethos which is marked by high expectations.
- Foster the development of self-confidence and self-esteem within a learning environment which is caring, supportive and disciplined.

#### **VALUE JUDGEMENTS**

- Everybody involved with John Ferneley School - pupils, staff, parents and visitors - are of equal worth.
- Self-discipline is the best form of discipline. It develops in a trusting environment in which individuals have rights and responsibilities.

## **INTRODUCTION**

**1.1** The John Ferneley Open Access policy highlights the school's commitment to a concept of care and development which places the needs of pupils at the centre of our organisational thinking.

**1.2** This policy provides a context in which pupils can develop and demonstrate self-discipline. It is underpinned by high expectations and a belief in the need to provide opportunities for children to exercise responsibility.

## **PROCEDURES**

**2.1** Pupils who wish to enter the building before school begins may do so provided they abide by the John Ferneley Charter. At break-time and during

the lunch hour they may choose to remain in the building or they may choose to play outside. If their choice is to remain in the building they are expected to abide by the school's Charter.

**2.2** Entry to the building during these periods does not allow them access into teaching areas that contain either expensive or potentially hazardous equipment eg technology workshops, science laboratories, rooms containing computer equipment, music rooms, the drama studio and the sports hall. Pupils occupying these areas need close supervision and during break-time and the lunch hour they need to be locked to prevent pupil entry. The member of staff teaching in any of these rooms in the period before break and lunch is responsible for locking the appropriate door(s).

**2.3** For Open Access to work, pupils need to abide by the Charter, respect their surroundings and exercise responsibility and self-discipline. The following amplification of the Charter is particularly relevant in this respect:

**NO** to:

- Running/Shouting
- Pushing/Shoving
- Eating/Drinking
- Bums on desks/Feet on chairs
- Ball games/Playground games in school

**2.4** If the Charter is not followed and responsibility and self-discipline are not exercised, the school reserves the right to exclude pupils from the building. No pupil will be forced out of the building if the weather is bad. However, if the weather is bad, pupils who have been excluded will spend their lunch hour in a detention area after they have eaten their dinner. If pupils continue to misbehave at lunch-time parents will be contacted and the school reserves the right to send the child home during the lunch break.

## **LUNCHTIME ACTIVITIES**

**3.1** It is the policy of the school to provide as many lunchtime activities as possible. Staff who give their time to organise a lunch activity should be given a free school meal.

**3.2** Each term a list of permanent lunchtime activities should be pinned in every form room and on the pupil notice board. Additional, activities should be written on the white board area of the pupil notice board.

**3.3** Ten Lunchtime Supervisory Assistants under the direction of two Duty Managers and a member of the Senior Management Team supervise pupils at lunchtime. Lunchtime Supervisory Assistants are briefed on their

responsibilities and the school's Charter. They are aware that problems should be reported to one of the Duty Managers and that pupil injuries need to be reported to the medical room.

**3.4** Lunchtime Supervisory Assistants work to a duty rota arranged and monitored by the Lunchtime Managers.

## **SUPERVISION OF PUPILS**

**4.1** In order to support the development of pupil self-discipline a structured environment needs to be created. Staff supervision is an important element of this structure as is the John Ferneley Charter.

**4.2** Adequate supervision must be provided throughout the school day. This is especially important during breaks and before and after school. The teacher's responsibility is to carry out the duties as laid down in the duty rota. Not to do so would be negligent on the teacher's part and would be in breach of contract. Disciplinary action could follow. Duty staff should make their presence known to the children during a duty period. They should keep on the move, constantly patrolling the duty area.

**4.3** On each day of the week a team of staff lead by a duty leader takes responsibility for before-school, break-time and after-school duties. The Team Leader is responsible for monitoring the performance of duties.

**4.4** Before school duties (8.40 to 8.50 am).

Break-time duties (11.10 to 11.25 am):

There is no entitlement to a five-minute coffee break before or after break duty. Members of staff on duty are expected to be on time for their next lesson.

**4.5** After-school duties for all staff (3.30 to 3.40 pm):  
Every member of staff is expected to do a ten-minute duty after school. Those members of staff who have no directed duty are expected to help clear the building of pupils at the end of afternoon school.

Members of staff on bus duty are expected to remain on duty until the final bus leaves.

**4.6** The Assistant Head is responsible for creating and monitoring the implementation of the teaching staff duty rota. This duty rota will be clearly displayed in the staff room and the school office. Every member of staff

should have a copy of the duty rota and all staff including temporary staff should be briefed on duty responsibilities.

**4.7** All accidents or injuries that occur during duty times should be reported to the First Aid Station in the reprographics area. Injured pupils should be taken to the First Aid Station.

**4.8** Duty cover for absent staff must be provided. The first members of staff used for cover should be those not allocated to duty teams.

**4.9** The system of duty supervision should be reviewed annually. This is the role of the Assistant Head who is also responsible for the duty rota, duty cover and duty supervision.

Last reviewed November 2006