

# Moyle Park College



## *Supervision Policy*

## **Mission Statement**

Moyle Park College is a Catholic voluntary secondary school established in Clondalkin by the Marist Brothers in 1957. ‘Respice Finem’ conveys the school’s philosophy of setting objectives and ideals and working towards them. The management and teaching staff of Moyle Park College, in cooperation with parents/ guardians, are committed to the provision of a broadly based education. The college is dedicated to achieving a balance between the academic, social, cultural and spiritual components of education within the tradition established by St. Marcellin Champagnant, founder of the Marist Brothers.

## **Scope**

This policy refers to all students and staff of Moyle Park College. This also refers to students on exchange programmes and visiting students.

This policy applies at all times during the normal school day. Students attending night study after school are under the supervision of the attending teacher.

## **Definitions**

For all purposes of this policy, “*supervision*” refers to the role taken by a member of staff of Moyle Park College to monitor students during out of class time, typically during break time, lunch time or before and after school.

“*Substitution*” refers to the role taken by a member of staff to take the place of an absent colleague during timetabled class time.

“*Rota*” refers to the schedule prepared by the Senior Management Team for the teachers substituting for absent colleagues.

## **Guidelines for the management and organisation of supervision and substitution in the school**

The absence of teaching/SNA staff arises periodically throughout the school year for the following reasons:

- Illness (certified and uncertified)/ Medical appointments
- Bereavement
- Attendance at inservice training and CPD events
- Attendance at State Exam Commission events
- School business; matches, exhibitions, primary school visits etc
- School trips with students (refer to policy on School Tours)
- Personal reasons, approved by the Board of Management

*\*This list is not exhaustive.*

### **Responsibility of the Board of Management**

The Board of Management is responsible for ensuring that adequate supervision and substitution arrangements are made for students. The organisation of this is delegated to the Senior Leadership Team (Principal and Deputy Principals).

The Board of Management is responsible for the correct use of DES grants provided to the school for the provision of supervision and substitution. The management of these grants is delegated to the Principal.

### **The responsibility of the Senior Leadership Team (SLT)**

The Principal and Deputy Principal team create a schedule of cover for absent colleagues (Rota) and a schedule for the supervision of public spaces on site at the start of each school year. This is created according to times agreed with teachers, according to DES Circulars 06/2024 and 47/2014.

The SLT allocates one or more staff members at any one time to substitute for colleagues who are unexpectedly absent or on school business. Each day, the SLT publishes the substitution needs for the day in the staffroom on the display monitor and teachers also receive an alert on their timetable on VShare.

Reviewing the timetable for each absent teacher, the SLT uses the rota or places part-time staff or student teachers for substitution duties. Casual substitutes are also used, when the absence meets criteria for 'approved absence' (eg DES inservice, certified illness, SEC work etc). Teachers are also occasionally required to cover for absent colleagues who are attending events with groups of students ('windfall cover').

Substituting staff are Garda vetted and informed of the existence of this policy.

The Principal is responsible for making accurate returns to the DES on its Online Claims System (OLCS). These returns are prepared by the Deputy Principal and authorised by the Principal.

The Principal is responsible for making regular reports to the Board of Management on the substitution requirements of the school during the preceding period.

The SLT is responsible for the arrangement of SNA duties in such a way as to enable the sharing of duties and the easy movement of SNA personnel between students.

### **Preparation for absence**

The daily S&S needs are determined and published for staff each morning and throughout the school day, as absence arises. VShare is used for this purpose.

The SLT makes every possible effort to use substitutes who are qualified in the absent teacher's subject area. Where this is not possible, a teacher qualified in another area may be called upon. When this is not possible, a trainee teacher or other adult may be called upon. It may happen that circumstances may demand the grouping of different classes together for supervision during absence.

Teachers are asked to leave work for students during their absence, when the absence is planned. Teachers may inform their students directly before leaving school, placing the work on Google Classroom or emailing the Deputy Principal, in which case students will be informed of the work left by their substitute teacher. Where a teacher is unable to leave work for students, students are required to use class time for revision or study, under the supervision of the teacher allocated to this duty.

Occasionally, students may be asked to use this time to contribute to the school environment by undertaking green school tasks, preparation for whole school events etc. This is in keeping with our Marist ethos.

### **Availability of Substitutes / Supervisors**

It is not always possible to replace absent teachers in their own supervisory duties at break times and supervisors on duty will be advised that their numbers are down. The SLT are on call for every break time and work together to ensure the students are supervised adequately. Teachers are asked to swap with colleagues for planned absences to ensure that there are sufficient supervisors on duty.

Occasional absence of a SNA is covered within the SNA team. Longer term absences are covered through the recruitment of a substitute SNA.

Substitutes required for long term absences eg; maternity leave, parental leave, secondment etc are recruited using the website - "[www.educationposts.ie](http://www.educationposts.ie)". Substitutes recruited in this way take over significant elements of the absent teacher's timetable and take over responsibility for the classes assigned to that teacher.

### **Short term planned absence**

This may include Personal Days, Inservice Days, Expected Illness and Appointments, Force Majeure, Bereavement, Approved School Business etc.

Teachers are asked to inform the Deputy Principal in charge of S&S as soon as they become aware of a planned absence. Requests for Personal Days should be made in writing to the Board through the Principal as Secretary of the Board of Management using the application form available on the shared Staff drive. Work should be set for all classes in advance of a planned absence.

### **Unplanned absence**

Teachers who are absent due to illness or bereavement or any unexpected event should notify the Deputy Principal by 8am on the first day of absence. The teacher should, where possible, indicate the likely duration of absence and whether a medical certificate of illness will be provided.

### **Responsibility of a substituting teacher/SNA**

- All teachers are allocated three periods in the school week for which they are available to supervise for an absent colleague. In very extreme circumstances, teachers may be asked to go beyond this, within the terms of DES circulars 06/2014 and 47/2014. Teachers who nominate more than one period in any particular school day are advised that they may be called upon to cover more than one class on that day.
- Any teacher may be asked to cover for a teacher who accompanies their own students off site ('windfall cover').
- Teachers volunteer at the local level to substitute for colleagues who are absent for personal reasons, when this absence has been approved by school management. Teachers are asked not to volunteer to cover class during one of their agreed substitution periods. Teachers who intend to take personal leave are asked to arrange cover from among willing colleagues and to set work for students. Details of this cover should be filled in on the Personal Leave form and a copy given to the Deputy Principal.
- In the interest of Health and Safety and to ensure that adequate supervision is in place all leave is preapproved and communicated to school management.
- All staff should check the electronic notice board in the staff room each morning for notification of substitution needs for the day. Teachers will also be notified through VShare of substitution needs for the day. SNA's are notified verbally by the SLT.
- The substitute teacher is required to attend class punctually, take a roll on VShare, ensure set work is completed and uphold the Code of Behaviour.
- Substituting teachers are asked to be mindful of the medical and additional educational needs of students who may not be personally known to them. Information is available on VShare, on the AEN register

available on the Staff shared drive and from the classroom teacher, form tutor and Year Head.

### **Responsibility of a supervising teacher/SNA**

- The SLT takes a view on which areas of the school site which require supervisory presence at different times of the day (before school, breaktime, lunchtime, after school) and allocates teachers to locations accordingly. All students go outside for breaks with the exception of a few cases based on medical or emotional needs. In bad weather, students remain indoors in their form class and supervisors are asked to monitor these rooms and the corridors according to the rota assigned for wet days.
- Supervisors are asked to arrive at their designated area punctually and have an active presence while supervising. Supervisors are asked not to remain in groups, but to spread out and cover as much space as possible.
- Supervisors should ensure that all students abide by the code of behaviour at break times.
- Supervisors are asked to ensure that students are adequately supervised in their designated areas, at lockers and as they enter classrooms after break to ensure the Health and Safety of all concerned.

**This policy should be read in conjunction with the Code of Behaviour, Dignity at Work Policy, Social Media Policy, Acceptable Use Policy, Critical Incident Policy and all other relevant policies.**

*This policy is subject to periodic review by the Board of Management*