

## Garden Fields JMI School, Townsend Drive, St. Albans, Herts. AL3 5RL



### GFS Playground Policy and Checklist:

*Soft Start begins at 8.40am whereby all children can access their classroom until 9am when they will need to enter the school at the Front Office where they will be signed in late (Reception pupils will not use Soft Start – parents will be expected to wait with their children until doors are opened at 8.50am).*

**There are five playgrounds around the school, they are:**

*The **TOP PLAYGROUND** used by Year 2 (Year 3 also use this playground)*

*The **MIDDLE PLAYGROUND** used by Year 3 – Year 5.*

*The **MIDDLE LOWER (GFS) PLAYGROUND** used by Year 3 – Year 5 (Year 6 also use this playground).*

*The **LOWER PLAYGROUND** used by EYFS and Year 1 + (Year 2 pm only)*

*The **YEAR 6 PLAYGROUND** used solely by Year 6.*

See the plan of the school playgrounds in the appendix.

#### **Beginning of Breaktime**

- Please make sure you are on the playground at the right time – don't be late.
- Ensure that the medical box is outside for minor incidents – **only major accidents should be sent to the Medical Room (in the EYFS block).**
- If you wish to have a hot drink on the playground, ensure it is in a lidded cup – **please take care at all times.**
- Breaktime should be ended at the correct time (**timings only changed when agreed in advance**) and all teaching staff on the lower, middle and top playground should be outside ready to bring children in to class calmly.
- One member of staff on playground duty must ensure all gates and doors are shut once all children have re-entered the building.
- Children should not go on to the playground until a member of staff is present.

#### **Getting on and off the playground:**

- All children must be on the playgrounds, within sight.
- End of playtime is signalled by a long whistle (everyone must stop what they are doing) and each house will calmly line up in classes (on the lower playgrounds coloured house cards will be used).

- At the end of break and lunch the children must enter and exit the playground through the following doors:
  - Reception: Through gates leading into EYFS outdoor Area with Snowdrop entering through the Reception block entrance.
  - Year 1: Across the playground opposite the Reception block
  - Year 2 and 3: Steps into Middle School block walk in, single file on the left hand side and at via the doors at the back of the Year Middle School block
  - Year 4: To walk along the path at the rear of the Upper School Block.
  - Year 5 and Year 6: Through the door leading on to the Upper School corridor.

#### **Out-of-Bounds (OB):**

- OB areas on the top playground:
  - Path down to middle playground; area behind Cedar; behind the P.E shed unless given permission.
- OB areas on the middle playground:
  - Path down behind Upper School building (other than at the beginning and end of breaktime); path up to top playground unless given permission; no-mow grass area unless teacher is on duty or the nature area.
- OB areas on GFS playground:
  - Area by bins; steps up to old school reception.

#### **Football (Lunchtimes Only):**

- Football may be played on the middle playground by alternate year groups each day.
- The children can use either half the width OR half the length of the playground to play football.
- Footballers must do everything they can to keep the game inside that area. Members of staff can confiscate balls and end games if they become too disruptive. Soft footballs must be used.
- *Football is allowed at each lunchtime on the field.*

#### **Leaving the playground:**

- Children must ask to leave the playground for the toilet. They must collect a **toilet pass** from the member of staff on duty and return the pass to them immediately after.
- It is the staff on duty's responsibility to ensure the whereabouts of the passes. It is the child's responsibility to return the pass to the member of staff (***and not just put it down or in the playground box***). Children inside the building or not on the playground without permission must have their names logged in the incident book or on the behavioural forms (red).
- Children misusing toilet passes or failing to return toilet passes may have their names logged also (passes are expensive). Toilet passes must be worn around their necks.
  - Year 4, 5 and 6 should use the Upper School toilets
  - Year 2 and 3 should use the Middle School toilets
  - Year R and 1 should use the toilets in the EYFS block
- Children who are unwell or unable to go on to the field/playground for whatever reason may read or colour in the library where they will be monitored by a member of staff (***classrooms during afternoon***)

**break**). They may not take a friend with them. Ideally, children may only be kept inside if they have a letter from their parents.

**Playground equipment:**

- There are bags of equipment for each playground.
- Equipment will only be given out at lunchtime.
- At 13.00, staff must blow a long whistle and call the equipment in. Children are responsible for returning the equipment and treating it with care (if necessary, remind them of the agreement they signed up to) and to let a member of staff know if anything is lost or damaged.
- Equipment cannot be moved from one playground to another.
- Playground equipment is not to be used before school; however, after school parents are able to supervise their own children on the equipment at their own risk (the school has signs on the play equipment to indicate this).

**Other play:**

- Children must not bring in their own toys/ games unless given permission.
- They may not do hand stands/ cartwheels etc. and cannot do any activities that involve climbing on/ carrying or pulling each other.

**REWARDS and SANCTIONS** – *please be consistent and apply the principles set out in the Positive Behaviour Management Policy.*

**Rewards**

- Praise
- Mini – merit
- Green cards
- Golden Book entry

**Problem solving**

Staff try to help sort out any problems in a fair way, encouraging children to take responsibility for their behaviour. They will listen to all parties involved and encourage pupils to find a fair solution that both parties can agree to.

**Sanctions**

- Warning
- Time-out – 5mins
- Red card (continuous entries will be followed up by Headteacher with parents)
- Discuss behaviour with Deputy Headteacher
- Miss part or whole of breaktimes
- Discuss behaviour with Headteacher
- Letter sent home to parents

---

**The school will aim to have the following staff deployment:**

**Staff deployment at break time:**

Adopted by Curriculum Committee - October 2016

Due for Review - October 2017

- 2 members of staff on top playground
- 2 members on the Year 6 playground
- 2 members of staff on middle playground
- 1 member of staff on the GFS playground
- 3 members of staff on lower playground
- 1 member of staff to float, making sure all the children are where they should be
- 1 member of staff to monitor the medical room and atrium area.

**Staff deployment at lunchtime:**

- 2 members of staff on top playground
- 2 members of staff on middle playground
- 3 members of staff on lower playground (2 on playground, 1 in the atrium area)
- 1 member of staff on 'float' and responding to medical calls
- 3 members of staff in the dining hall

**Support/Training for playground supervision**

- During breaktimes a qualified teacher will be on each of the playgrounds

**Appendix – plan of the playgrounds**

