

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact school administration on 9708 1319.

## PURPOSE

The purpose of this policy is to explain to staff Gleneagles Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students. Appropriate supervision is an important strategy to monitor student behaviour, and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

## OBJECTIVE

To ensure that school staff understand their supervision and yard duty responsibilities.

## SCOPE

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Gleneagles Secondary College's including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

## POLICY

### Before and after school

Gleneagles Secondary College's grounds are supervised by school staff from 8.25am until 3.05pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to attend the library which is open between 8.00 am and 4.00pm.

### Yard duty

All College employees have a responsibility to ensure duty of care, at all times.

All teachers at Gleneagles Secondary College' are expected to assist with yard duty supervision and will be included in the weekly roster.

The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Gleneagles Secondary College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas, and roles for the school are outlined in Appendix 1 and available on Compass.

A school map with designated yard duty zones is also included in Appendix 1 and available on Compass.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

1. Wear a provided safety/hi-vis vest and carry a bumbag with emergency numbers and supplies whilst on yard duty
2. Be on duty for the full period of duty
3. Move around the whole designated supervision area, while focussing more on the areas where most students gather. Be a highly visible presence. Engage with the students in your area
  - a. Pay particular attention to any locker bays in your area, particularly at the beginning and end of the breaks.
  - b. Enforce College policies around out of bounds areas, rough play, being inside buildings etc. and seek clarification of policies as appropriate.
  - c. LA2 person should move outside the canteen if there is no longer a need to continuously supervise the queue.
4. If there are student toilets in your designated area, enter your gender's toilet block. Ensure students are using the facility appropriately and ensure students don't loiter.
5. Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the *College's Student Engagement and Wellbeing Policy*
6. Address any misbehaviour or unsafe situations immediately, seeking assistance as required.
7. Report any identified OH&S issues to a Principal class member in a timely manner
8. Be clear about your role when the weather is inclement
9. Be accountable
10. Even if you are not on a duty, you must respond to any duty of care issue that you witness or could be expected to be aware of e.g. moving around the school but not formally on duty, in a staffroom when an incident occurs nearby that you could be reasonably expected to see or hear or recognise as an unusual occurrence.
11. First half and second half duty teachers must have an agreed meeting point and time where they meet during the overlap and ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.
12. If someone doesn't arrive for their duty, the other teacher is expected to immediately follow up with their colleague to determine the reason and respond appropriately e.g.:
  - a. First half teacher doesn't meet up with the second half teacher – second half teacher is to move around the designated area to see if the first teacher is dealing with an issue. If they are not located in the area, the second teacher must follow up.
  - b. Second half teacher doesn't show up. The first half teacher **cannot** leave the duty until they have ensured that someone has taken over from them. Speak to the colleague or contact the office/PCO to get them followed up or get someone else to take over the duty. Duty of care requires that you ensure that supervision is in place.
  - c. Follow the College Difference Procedure to address any issues with a colleague when you are aware that a colleague is not always performing their duties as expected.
13. All staff are required to check for extras each day in case they are allocated a duty. They must ensure they understand the requirements for the duty – if in doubt seek clarification from a duty P teacher. Speak to the person that has the other half of the duty to arrange a handover.
14. Each teacher is asked to take their mobile phone with them on duty and have the office number available.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the P duty teacher or a member of the Principal Team but should not leave the designated area until a relieving teacher has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

### **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily Organiser for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

To ensure the continuity of learning and the safe and orderly environment, students are to remain in class throughout the period and not be given permission to leave class unless it is absolutely necessary. If it is necessary, a maximum of one student is permitted out of the class at anyone time and must carry the out of class pass on them. If a student doesn't have a pass and they are seen without one, they will be taken back to their classroom.

### **Independent Study**

Some Senior School students will have a study periods (eg: if they are undertaking an external VET subject or a university extension subject. These will be timetabled as a formal 'study hall sessions' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions. The only time this would be permitted if it is the end of their school day and they have no other timetabled classes or assessment commitments (eg: completion of a SAC).

### **Cancelled Senior School Classes**

Where possible, Gleneagles Secondary College endeavours to cover all Senior classes with a replacement teacher if the timetabled teacher is absent. Where a Senior School Class cannot be covered (eg: reasons due to a high number of staff absences, Casual Relief Teacher unable etc...), the following arrangements will be put in place:

- Senior School Students will need to go to the library under supervision and continue with independent work set by the teacher. **Class rolls will be marked.**
- If a Senior School student has had their classes cancelled and they have no more timetabled classes for the remainder of the day, Senior School students will be able to sign out from the Senior Sub School and go home. They can remain on site and study in the library. **Year 10 students doing a VCE subject must still go to the library. Class rolls will be marked.**
- If a Senior School Student has a timetabled class after a cancelled class, they are still required to go to the library during the cancelled class and must remain on site. Students cannot leave school grounds in between classes. **Class rolls will be marked.**
- A cancelled class will be able to be identified by having a room change to the library.

### **School activities, camps and excursions**

The Principal and Leadership team are responsible for ensuring that students are appropriately supervised by school staff during all school activities, camps and excursions. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

## FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual

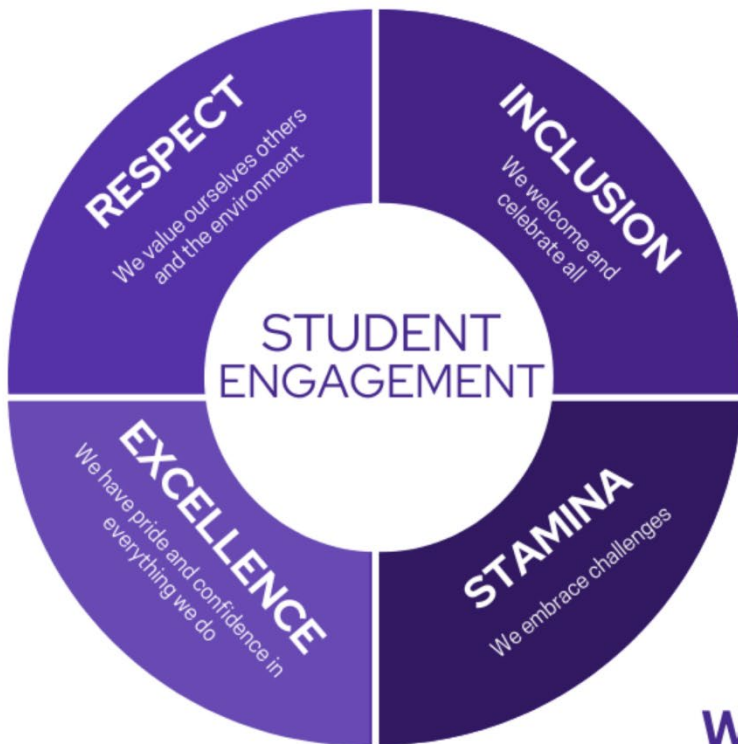
## REVIEW CYCLE

Policy last reviewed	April 2026
Approved by	Principal
Next scheduled review date	April 2028

## Appendix 1

Designated yard duty areas. This will be updated if the need arises and may be done without re- presenting this policy to College Council.

# GSC RISE Model



## We are ready to learn



On time



In uniform



Phone in locker




With equipment



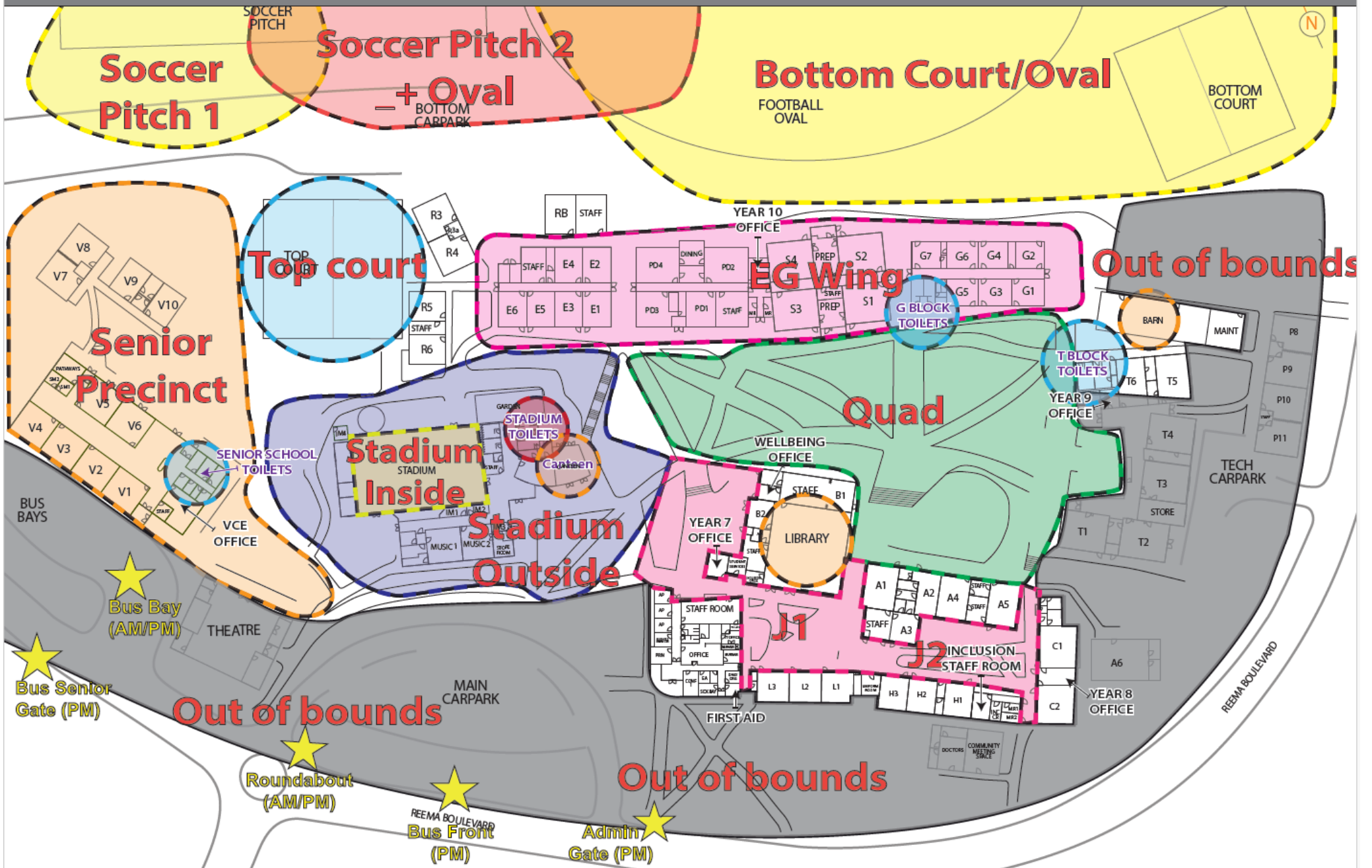
Calm and focused

## We always do our best

- When on yard duty staff are to teach and re-teach the College expected positive behaviours in line with our RISE Model and Values Matrix. Staff recognise and acknowledge positive behaviours.
- Corridors are out of bounds for students during recess and lunchtime.
- Stadium & Admin toilets are open all day for student access. Remaining toilets will be open at recess and lunchtime and closed during class time for cleaning and maintenance.
- The oval, soccer pitch, top and bottom courts are active areas. All other areas are passive areas.
- Staff organise for their 'half time' hand over to occur at an agreed location. Staff wear high visibility vest when on yard duty.
- If requiring support in the yard for any red flag incident or safety need, staff are to contact the Main Office or call class support [classsupport@gleneagles.vic.gov.au](mailto:classsupport@gleneagles.vic.gov.au).

 <b>GLENEAGLES</b> <small>SECONDARY COLLEGE</small>	<b>ALL AREAS</b>	<b>YARD</b>
<b>RESPECT</b> <b>We value ourselves, others and our environment</b>	<ul style="list-style-type: none"> <li>• We give each other personal space</li> <li>• We wait our turn</li> <li>• We use facilities for their intended purpose</li> <li>• We use school appropriate language</li> <li>• We tell the truth</li> <li>• We follow instructions</li> <li>• We use resources sustainably</li> </ul>	<ul style="list-style-type: none"> <li>• We follow all instructions</li> <li>• We stay in designated area</li> <li>• We keep our school clean and tidy</li> <li>• We are aware of personal space and safety We use school appropriate language</li> <li>• We use equipment and facilities for their intended purpose</li> </ul>
<b>INCLUSION</b> <b>We welcome and celebrate all</b>	<ul style="list-style-type: none"> <li>• We share</li> <li>• We use people's preferred names We help others</li> <li>• We facilitate positive communication</li> </ul>	<ul style="list-style-type: none"> <li>• We share the space and the game</li> <li>• We are considerate of others in shared spaces We positively interact with each other</li> </ul>
<b>STAMINA</b> <b>We build our capacity to embrace challenges</b>	<ul style="list-style-type: none"> <li>• We are patient</li> <li>• We accept the consequence of our actions</li> <li>• We learn from feedback</li> <li>• We recognise our emotions We manage our emotions</li> <li>• We recognise the needs of others</li> </ul>	<ul style="list-style-type: none"> <li>• We walk away from conflict</li> <li>• We participate in organised activities</li> <li>• We are humble in victory and gracious in defeat We are responsible for our behaviour</li> <li>• We seek help</li> </ul>
<b>EXCELLENCE</b> <b>We have pride and confidence in everything we do</b>	<ul style="list-style-type: none"> <li>• We keep all spaces clean and tidy We wear our uniform as intended</li> <li>• We stand up for ourselves and others</li> </ul>	<ul style="list-style-type: none"> <li>• We report all unsafe behaviour and bullying</li> <li>• We respectfully challenge others who are not following the rules</li> <li>• We stand up for ourselves and others</li> </ul>

# BACK OF SOCCER PITCH + OVAL IS OUT OF BOUNDS



## Yard Duty Locations and Descriptors

DUTY NAME	AM	R	L1	L2	PM	LOCATION	DESCRIPTOR
Bus Bay (AM)						Outside Senior Centre where the School Buses come in.	<ul style="list-style-type: none"> <li>• Ensure students are: <ul style="list-style-type: none"> <li>○ Disembarking from the bus safely and not stepping out blindly.</li> <li>○ Not walking on any part of the driveways when entering the school and are using the designated paths only</li> <li>○ Not congregating inside the Senior Centre building</li> </ul> </li> <li>• As students enter the school grounds, remind students they are not allowed to use their mobile phones once they are on school grounds and they must put them away.</li> </ul>
Roundabout (AM)						NW corner of Reema Blvd & Hanna Drive intersection outside main car park entrance	<ul style="list-style-type: none"> <li>• Ensuring students and families are not crossing the road at the roundabout and are using the designated supervised school crossings.</li> <li>• Ensuring families are not doing school drop offs unsafely (Eg: in the roundabout, carpark gate entrance etc...) and use the designated areas only.</li> <li>• As students enter the school grounds, remind students they are not allowed to use their mobile phones once they are on school grounds and they must put them away.</li> </ul>
Front of school						Along front fence from Roundabout to Admin Pedestrian entrance.	<ul style="list-style-type: none"> <li>• Walking between crossing at the front of Admin down to Roundabout.</li> <li>• Actively supervise students crossing school entrances and support crossing supervisors to ensure students are crossing the road safely.</li> <li>• Ensure students disembarking buses from the front bus stop safely and are not stepping out blindly.</li> </ul>
Canteen						Entrance door at the front of the canteen line.	<ul style="list-style-type: none"> <li>• Actively supervise the canteen line and ensure that no one is pushing in and are using the correct entry and exit doors.</li> <li>• Control how many students are in the canteen at any one time.</li> <li>• Students are <b><i>under no circumstances</i></b> to use their mobile phones for payment. If you are challenged and deliberately see a mobile phone, get support from stadium outside duty member, email <a href="mailto:classsupport@gleneagles.vic.gov.au">classsupport@gleneagles.vic.gov.au</a> and get details down for Engagement Teams to follow up.</li> </ul>

<b>Stadium Outside</b>				Around the outside of the stadium including Music room corridors.	<ul style="list-style-type: none"> <li>• Constantly loop around the outside of canteen and stadium as well as doing constant walk throughs in Music Room corridors ensuring students are walking through and are behaving appropriately.</li> <li>• Move students on that are sitting down and congregating in the music corridors. Remind them that this is an OH&amp;S issue.</li> <li>• Keep an eye on students in out the front of the stadium and under the shade sails. In front of the stadium ball games are allowed so long as they are contained. If they are getting too dangerous (ball flying into other areas) please move them away from the area or confiscate the ball.</li> <li>• Crown control of students entering the stadium particularly for events on in their (eg: Indoor soccer tournaments)</li> <li>• Ensure students do not enter out of bounds areas (Main car park and front of school) and are not leaving school grounds.</li> <li>• Support Canteen, Stadium toilet and Stadium Inside yard duty staff where needed.</li> </ul>
<b>Top Courts</b>				At top Courts	<ul style="list-style-type: none"> <li>• Please ensure students are out of surrounding buildings and are playing safely on the courts and entering/exiting the courts in a safe manner.</li> <li>• Please remain active around the whole area.</li> </ul>
<b>Stadium toilets</b>				Stadium toilets that are accessible from outside the Stadium.	<ul style="list-style-type: none"> <li>• A high-risk area and we try to staff this area with members of the leadership team.</li> <li>• Please remove students from the toilets and monitor who is entering and exiting. The maximum number of students in the toilets must not exceed the number of cubicles.</li> <li>• There is absolutely no loitering in the toilets and we are very strict on confiscating any mobile phone in use due to issues with mobiles used in the toilets and student safety.</li> <li>• If there is more the one student in a cubicle, it is an automatic suspension.</li> <li>• If you are unable to access toilets due to gender coordinate with the staff member on the stadium outside or canteen duties.</li> <li>• If you are challenged and deliberately see a mobile phone, get support from stadium outside duty member, email <a href="mailto:classsupport@gleneagles.vic.gov.au">classsupport@gleneagles.vic.gov.au</a> and get details down for Engagement Teams to follow up.</li> </ul>
<b>Bottom Court &amp; Oval</b>				Bottom courts	<ul style="list-style-type: none"> <li>• Actively supervise the bottom courts with line of sight of oval.</li> <li>• Ensure students are not in out of bounds areas (back of oval, T block, P rooms &amp; maintenance shed).</li> <li>• If you are challenged or deliberately not compliance, get support from EG wing duty member, email <a href="mailto:classsupport@gleneagles.vic.gov.au">classsupport@gleneagles.vic.gov.au</a> and get details down for Engagement Teams to follow up.</li> </ul>
<b>EG Wing</b>				Around the outside of the E, PD, S & G rooms including middle corridors.	<ul style="list-style-type: none"> <li>• Constantly loop around the outside of the E, PD, S &amp; G rooms as well as doing constant walk throughs in the middle corridors ensuring students are not walking through them and are behaving appropriately.</li> <li>• Move students on that are sitting down, congregating or using the corridors as a throughfare. Remind them that this is an OH&amp;S issue especially along the Science wing.</li> <li>• Keep an eye out on students running across the other side of the oval into out of bounds area.</li> <li>• Ensure students are not in out of bounds areas (back of oval, T block, P rooms &amp; maintenance shed).</li> </ul>

					<ul style="list-style-type: none"> <li>Support Quad, G block toilets, T block toilet, bottom court/oval and soccer pitch staff where needed.</li> <li>At the end of the duty for recess and lunch please support with clearing of Year 11 locker bays. Again, remind students they cannot access classrooms via corridors or internal doors. (Except for PD rooms).</li> </ul>
<b>G block toilets</b>				G Block Toilets	<ul style="list-style-type: none"> <li>Are high-risk areas and we try to staff this area with members of the leadership team.</li> <li>Please remove students from the toilets and monitor who is entering and exiting. The maximum number of students in the toilets must not exceed the number of cubicles.</li> <li>There is absolutely no loitering in the toilets and we are very strict on confiscating any mobile phone in use due to issues with mobiles used in the toilets and student safety.</li> <li>If there is more the one student in a cubicle, it is an automatic suspension.</li> <li>If you are unable to access toilets due to gender coordinate with the staff member on the Quad or EG wing duties.</li> </ul>
<b>T Block toilets</b>				T Block Toilets	<ul style="list-style-type: none"> <li>If you are challenged and deliberately see a mobile phone, get support from Quad or EG Wing duty member, email <a href="mailto:classsupport@gleneagles.vic.gov.au">classsupport@gleneagles.vic.gov.au</a> and get details down for Engagement Teams to follow up.</li> </ul>
<b>J1</b>				Year 7/8 Courtyard including locker bay outside of Admin and around Community Room	<ul style="list-style-type: none"> <li>Two staff members are assigned to this duty.</li> <li>Please patrol all of the courtyards bordered by the L, H, C and A rooms.</li> <li>Pay particular attention to Junior Toilets. If you are challenged and deliberately see a mobile phone, get support from other J or Library duty member, email <a href="mailto:classsupport@gleneagles.vic.gov.au">classsupport@gleneagles.vic.gov.au</a> and get details down for Engagement Teams to follow up.</li> <li>Including the space around A6 and the community room. Please pay particular attention to the C block toilets which are only allowed to be used by Year 7 /8 Students.</li> <li>There should not really be any Year 9-12 students in the whole area unless walking thru to access the library or staff etc.</li> <li>Ensure students are not in the out of bounds areas (back of T block, C rooms, A6, H rooms, L rooms and front of the school).</li> <li>At the end of recess and lunch please assist with clearing out the locker bays.</li> </ul>
<b>J2</b>					
<b>Quad</b>				Area between G-PD rooms, T-Block and the back of the library / A rooms and across to canteen	<ul style="list-style-type: none"> <li>Patrol whole courtyard. Pay particular attention to the back of the library and A rooms.</li> <li>Ball games are allowed so long as they are contained. If they are getting too dangerous (ball flying into other areas, near windows etc...) please move them away from the area or confiscate the ball.</li> <li>Please keep students off the garden and ensure they put rubbish in the bin.</li> <li>Ensure students do not go into T block corridor (to be locked at end of P2 &amp; 4) or in the out of bounds areas behind T block, C rooms and A6.</li> <li>Please support the teacher on G Block &amp; T block toilet yard duties and support them to clear toilets. At the end of the duty for recess and lunch please support with clearing of Year 10 locker bays. Remind students they cannot access classrooms via corridors or internal doors.</li> </ul>

<b>Soccer Pitch 1</b>			Left Side of Soccer pitch	<ul style="list-style-type: none"> <li>• Students are not allowed on the soccer pitch unless they are playing active games.</li> <li>• Staff car park is out of bounds except for path to access pitch.</li> <li>• Ensure students do not go in out of bounds area behind the soccer pitch.</li> <li>• If large numbers, email <a href="mailto:classsupport@gleneagles.vic.gov.au">classsupport@gleneagles.vic.gov.au</a> something maybe brewing.</li> </ul>
<b>Soccer Pitch 2 &amp; Oval</b>			Right side of Soccer pitch	<ul style="list-style-type: none"> <li>• Same as Soccer Pitch 1 as well having line of sight of oval and ensuring students do not go into out of bounds area.</li> </ul>
<b>LIBRARY</b>			Library and Yr 7 courtyard	<ul style="list-style-type: none"> <li>• Only at the start of recess and lunch to support library staff with the number of students accessing the library and using the library appropriately.</li> <li>• On wet weather days there are large volumes of students trying to access the library and it will need to be managed.</li> <li>• On other days please branch out into the Year 7 courtyard outside L1-L3 and support with supervision.</li> </ul>
<b>Senior Toilets</b>			Entrance to Senior Toilet Corridor	<ul style="list-style-type: none"> <li>• Can be a high-risk area and we try to staff this area with members of the leadership and/or Senior School teams.</li> <li>• Please remove students from the toilets and monitor who is entering and exiting. The maximum number of students in the toilets must not exceed the number of cubicles.</li> <li>• There is absolutely no loitering in the toilets and we are very strict on confiscating any mobile phone in use due to issues with mobiles used in the toilets and student safety.</li> <li>• If there is more the one student in a cubicle, it is an automatic suspension.</li> <li>• If you are unable to access toilets due to gender coordinate with the staff member on the Senior Precinct or a member of the Senior School Team.</li> <li>• If you are challenged and deliberately see a mobile phone, get support from the staff member on the Senior Precinct or a member of the Senior School Team, email <a href="mailto:classsupport@gleneagles.vic.gov.au">classsupport@gleneagles.vic.gov.au</a> and get details down for Engagement Teams to follow up.</li> </ul>
<b>Senior Precinct</b>			Around the outside of the Senior Centre and V portables.	<ul style="list-style-type: none"> <li>• Constantly loop around the outside of the Senior Centre, V portables, Senior landscaped garden alongside the Theatre, as well as doing constant walk throughs inside the Senior Centre corridors and kitchen area ensuring students are walking through and are using the spaces appropriately.</li> <li>• Keep an eye on students in out the front of the main Senior Centre Entrance where ball games are allowed so long as they are contained. If they are getting too dangerous (ball flying into other areas) please move them away from the area or confiscate the ball.</li> <li>• Keep students well away from Senior Centre, V rooms &amp; Theatre, during examination periods.</li> <li>• Ensure students do not enter out of bounds areas (Bus Bay, Senior Car Park, back of Senior Centre, V7/8, Main car park and front of school) and are not leaving school grounds.</li> <li>• Support Senior Toilet, Soccer Pitch and Top courtyard duty staff where needed.</li> </ul>

<b>Inside Stadium</b>					Inside Stadium	<ul style="list-style-type: none"> <li>Specified duty taken by a member of the HPE Learning Area.</li> <li>Students are allowed to access the stadium only for playing sport and in safe manner.</li> <li>Administering equipment borrowing &amp; returning.</li> <li>Crown control of students entering the stadium particularly for events on in their (eg: Indoor soccer tournaments).</li> </ul>
<b>Barn</b>					Inside Barn (Fitness Centre)	<ul style="list-style-type: none"> <li>Specified duty taken by a member of the HPE Learning Area.</li> <li>Students are allowed to access the barn only if they have a membership and use equipment in a safe manner.</li> <li>Monitor numbers and close to other students if at capacity.</li> </ul>
<b>Bus Bay (PM)</b>					Outside Senior Centre where the School Buses come in.	<ul style="list-style-type: none"> <li>Ensure students are: <ul style="list-style-type: none"> <li>Lining up and boarding buses in a safe and orderly manner</li> <li>Not walking on any part of the driveways when leaving the school grounds towards the street and are using the designated paths only</li> <li>Not congregating inside the Senior Centre building whilst waiting for the buses</li> </ul> </li> <li>Keep students away from classroom windows and ask students to keep noise levels down as there may be assessments/exams running.</li> </ul>
<b>Roundabout (PM)</b>					NW corner of Reema Blvd & Hanna Drive intersection outside main car park entrance	<ul style="list-style-type: none"> <li>Ensuring students and families are not crossing the road at the roundabout and are using the designated supervised school crossings.</li> <li>Ensuring families are not doing school pickups unsafely (Eg: in the roundabout, carpark gate entrance etc...) and use the designated areas only.</li> </ul>
<b>Bus Senior Gate (PM)</b>					Bus stop on Reema Blvd outside Senior Centre.	<ul style="list-style-type: none"> <li>Ensure students are: <ul style="list-style-type: none"> <li>Lining up and boarding buses in a safe and orderly manner</li> <li>Not walking on any part of the driveways when leaving the school grounds towards the street and are using the designated paths only</li> <li>Crossing the road at the designated supervised school crossing only.</li> </ul> </li> </ul>
<b>Bus Front (PM)</b>					Bus stop on Reema Blvd outside main car park.	<ul style="list-style-type: none"> <li>Ensure students are: <ul style="list-style-type: none"> <li>Lining up and boarding buses in a safe and orderly manner</li> <li>Not walking on any part of the driveways when leaving the school grounds towards the street and are using the designated paths only</li> <li>Crossing the road at the designated supervised school crossing only.</li> </ul> </li> </ul>
<b>Admin Gate (PM)</b>					Outside main Admin entrance gate near school crossing.	<ul style="list-style-type: none"> <li>Actively supervise students and families crossing at the designated supervised school crossing only.</li> <li>Walk between crossing at the front of Admin down to Front Bus stop.</li> <li>Support Bus Front duty where needed.</li> </ul>

## WET & EXTREME WEATHER TIMETABLE

Normal Staff Yard Duty Area	Rooms to open and supervise
Junior 1	H1, H2, H3
Library	B2 & Assist Library
Junior 2	C1 & C2
Quadrangle	A4 & A5
Bottom court/Oval	G1, G3, G5
EG Wing	PD1 & PD3
Soccer Pitch 2 & Oval	E1, E3, E5 & E6
Soccer Pitch 1	R3 & R4
Top Courts	R5 & R6
Outside Stadium	M room corridor & Support Canteen
Canteen	Open as normal
Inside Stadium	Open as normal
Barn/Fitness Centre	Open as normal
Library	Open as normal
Senior Precinct	Inside Senior Centre, V2, V3, V4

**Soccer pitch and Oval are out of bounds**  
**when a wet or extreme weather timetable is called.**