

Senior School Staff Duties 2021-2022

	Duty	Mon	Tues	Weds	Thurs	Fri
1	<p>Break:</p> <p>a. Hall/Dining Hall</p> <p>b. Outdoors (Pupil Plaza, Astro and Locker area) and New Building 1st Floor (including mobile phone checks)</p> <p>c. DCC building: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks); 1st and 2nd Floors (including mobile phone checks)</p>	<p>a. Miss Penny</p> <p>b. Mrs Harrison</p> <p>c. Ms Emmett</p>	<p>a. Mrs Hamer</p> <p>b. Mrs Graves</p> <p>c. Mr Jones</p>	<p>a. Miss Watson</p> <p>b. Mrs Waton</p> <p>c. Mrs McEvedy</p>	<p>a. Miss Hefford</p> <p>b. Mr Crosby</p> <p>c. Mrs Roxby</p>	<p>a. Miss Gibson/Mr Tippett</p> <p>b. Mrs Franks-Doyle</p> <p>c. Mr Rankin</p>
2	Lunchtime Detention	Mrs Mawhinney	Ms Goldie	Mrs D Edmonds	Mr Wilson	Ms Chambers

3	Lunchtime (Hall/DH) 12.30-13.40	BDo/KLi	BDo/KLi	BDo/KLi	BDo/KLi	BDo/KLi
4	<u>Lunchtime Patrol 12.30-13.00</u> a. Outdoors (Pupil Plaza, Astro and Locker area) and New Building 1 st Floor (including mobile phone checks) b. DCC building 1: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks) c. DCC building 2: 1 st and 2 nd Floors (including mobile phone checks)	a. Mrs Tasker b. Mrs Hamilton c. Mr Allender	a. Mr Gordon b. Mrs Gittins c. Mrs Dodd	a. Mr Morton b. Frau Robinson c. Mr Willis	a. Mrs Hall b. Mrs Cameron c. Mrs Wren	a. Mr Voysey b. Mrs Lane c. Mr Emerson

5	<u>Lunchtime Patrol 13.00-13.30</u> a. Outdoors (Pupil Plaza, Astro and Locker area) and New Building 1 st Floor (including mobile phone checks) b. DCC building 1: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks) c. DCC building 2: 1 st and 2 nd Floors (including mobile phone checks)	a. Dr Scott b. Senora Estevez c. Mr Packard	a. Mrs Wasiejko b. Dr Robertson c. Mr Gouge	a. Mr Wager b. Mrs Robinson c. Mr Hyde	a. Dr Gray b. Miss Gibb c. Mr Lovell	a. Dr Raymond b. Mrs Clark c. Mr Bignot
---	--	---	---	--	--	---

Drama, Dance, Music - Dht, DNe, SNe, Ado, ERo.

LRC - ASI

Description of duties

1. **Dining Hall: break duty:** please monitor Y7-10 students on phones; uniform infringements; **any behaviour in breach of the school's code** of behaviour. If students are caught on phones, please ask their names and send them to reception to hand their phones in until the end of the day. JCa will put phones in a named envelope and email form teachers/HOY to tell them they have been confiscated and issue a demerit. FTs will inform parents. 2 demerits for mobile phone will trigger a lunchtime detention. 3 will trigger and after school detention. Also check areas where students may congregate, e.g. behind the curtains, in the glass room etc. Please ensure students clear rubbish from the tables as they leave.

2. **Outdoors (Pupil Plaza, Astro and Locker area) and New Building 1st Floor:** Monitor for Years 7-10 on mobile phones. If girls in Y7-10 are caught on phones, please take their names and send them to reception to hand their phones in until the end of the day. JCa will put phones in a named envelope and email Form Teachers/HOYs to tell them they have been confiscated and issue a demerit. FTs to inform parents. 2 demerits for mobile phone will trigger a lunchtime detentions. 3 will trigger and after school detention. Also monitor all year groups for any behaviour in breach of the school's code of behaviour, including covid restrictions, and demerit if necessary.
3. **DCC building 1: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks):** please monitor students on phones; eating where they shouldn't; uniform infringements; any behaviour in breach of the school's code of behaviour. If girls are caught on phones, please take their names and send them to reception to hand their phones in until the end of the day. JCa will put phones in a named envelope and email form teachers/HOY to tell them they have been confiscated and issue a demerit. FTs will inform parents. 2 demerits for mobile phone will trigger a lunchtime detention. 3 will trigger and after school detention.
4. **DCC building 2: 1st and 2nd Floors: all classrooms including Art Rooms (including mobile phone checks).** As above but on the second and third floor classrooms, including Art Rooms. Please also check the 6th Form Library and Common Room periodically.

NB: at break-time, only one person will be on duty in the DCC building as most students will be in the Dining Hall at this point. Please remember students should not be eating around school and all food should be consumed in the Dining Hall.