

Breaks and Duties Policy

Primary person responsible for updates to this policy: Chris Randell

Job title: Principal

Last review date: July 2021

Next review date: June 2022

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Breaks and Duties Policy

Definitions of terms used in this policy:

Staff = all those employed in any capacity by or on behalf of Abbey College Manchester/Alpha Plus Education Ltd.

Parents = parent, guardians, House parents, Assistant House parents or Host Family

College = the main College building, Clydesdale, Host family lodgings, the Unitarian Chapel, all venues where enrichment takes place.

Aims

Most students conduct themselves in a sensible manner around the college and outside the college. However, the city centre location means that we have to make sure conduct is suitable for a city centre building and that conduct respects our neighbours. The aim of the duty system is to ensure that the community can operate happily and sensibly together and that students take responsibility for their conduct in and around the college with guidance from the staff.

In lessons

- Food is not permitted in lessons; hot drinks are allowed at the teacher's discretion.
- Chewing gum is permitted but only if disposed of carefully; it is up to the discretion of the teacher whether gum can be chewed in lessons
- Breaks (where students leave the room) should not be given in double lessons
- At break time the classroom rules become a little more relaxed so that students can consume cold food and drinks in classrooms as long as they leave them tidy
- GCSE students may use 2nd floor rooms as a base room at breaks and lunch; other year groups are encouraged to use the basement

Breaks and lunchtime

- Pre college, breaks and lunch are monitored by all staff through the duty rota
- Students who are under 16 are only permitted to leave the building at break and lunch if their parents have signed to give permission
- Duties on Cheapside are particularly important for monitoring students of compulsory school age and ensuring there is a point of contact should there be any problems when students are off site.
- Students who require an open outdoor space should be directed to the pedestrian areas near Pret or St Ann's square.
- Teachers on Cheapside duty should ensure students do not congregate at the back of 55 King Street.
- Smoking is not permitted on Cheapside and incidents should be reported.
- Smoking and congregation is not permitted in the back entrance to 55 King Street

- Teachers who are overseeing a floor of the college should make sure students are conducting themselves in a sensible manner
- Students can eat hot food in the basement and form rooms (GCSE), but should not be eating or drinking on the stairs or corridors or foyer
- Please will all staff remind students of the expected standards and report any students who are repeatedly ignoring instructions
- If you find students infringing any rule you must not turn a blind eye, but should reprimand them in the first instance; it may well be necessary to follow this up by imposing sanctions and/or informing their Head of House (HH) or Tutor
- Although all salaried staff undertake break and lunch duties and **it is the responsibility of all staff** to make sure that students are behaving responsibly on the corridors, in the classrooms and on Cheapside. Staff should remind students about appropriate conduct and report any incidents to HHs. The main issues are:
 - Student using the lift
 - Students eating/drinking on the stairs or corridors
 - Smoking on Cheapside
 - Congregating on Cheapside or at the back of 55 King Street
 - Playing ball games on Cheapside
 - Horseplay