

Guidance for Lunchtime Supervisors

As per the recent letter shared with staff, please find below duties that should be carried out during any school closure to all pupils. The length of the closure will determine how much progress can be made and staff may wish to add their own individual requirements to those laid out by the school.

Lunchtime Supervisors

- Monitor personal school email daily if appropriate
- If available, support any activities in schools providing child care provision or support to the running of schools whilst we open to vulnerable, SEND and key worker children over the lunchtime period.
- Due to the role, it may not be possible to attend during the working hours or to complete work at home. Therefore Lunchtime supervisors paid during this time are required to attend training at a later stage:
 - Attendance at mandatory two training days to be specified in Summer with external provide to enhance lunchtime provision.
 - A mop up set of training days will be arranged for anyone not able to attend

All staff will be asked to check email daily should you need any additional support although please note that a response could take up to 24 hours.

Social Media

During your working hours, please be aware of usage in relation to social media if you are working from home. We are asking that you are sensitive to anything you post on any platform in relation to home working during your normal working hours unless it is related to your professional role and responsibilities.

Absence Reporting procedures

Please ensure that if you are absent for any reason, you must continue to report any absence daily through your usual school protocol. More information can be found [here](#)

Should you need to report your absence to your line manager, (or Leonie Aldrick at Cardinal Wiseman) please can I ask that you confirm if your absence is related to one of the following:

- You are ill yourself and the reason why
- You are self isolating because a member of your family has coronavirus (you are not ill)
- You are self isolating because you fall into one of the vulnerable categories as advised by the government
- You are absent because a dependent is ill (not coronavirus) and request dependency leave

Equally after the period of self isolation has ceased, if you are not ill, then you will be available to work accordingly.

This will greatly assist us in planning for the future and ensure sick pay is paid correctly where appropriate.