Line Up Microscript – Pick Ups

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| 1 | HOY on yard and megaphone if on duty. If not on duty, to arrive at least one minute before line up time. |
| 2 | At correct time, HOY sounds siren / blows whistle to indicate line up time. |
| 3 | HOY goes to their line up position. |
| 4 | Staff to be on the yard at the following times to pick students up:   * Morning 7 to 10 – 08:45 * Morning 11 – 09:45 * End of Break 7 to 10 – 11:10 * End of Break 11 – 12:10 * End of Lunch 7 to 10 –13:40 * End of Lunch 11 – 14:40   If staff do not arrive on time / at all, HOY to email the staff member’s line manager. Line manager to feed back to HOY after speaking to member of staff. |
| 5 | HOY counts down from 10 to 0 on megaphone. |
| 6 | Any child not in their line is called by HOY on megaphone or sent by staff to line 8. |
| 7 | HOY gives key message to year group. |
| 10 | Staff member checks:   * Students standing on marker * Students in alphabetical order * Students wearing no jewellery (ears, neck, hands) * Students wearing full uniform * Students wearing correct footwear * Students have KO in suitable bag. If staff member does not carry out checks accurately / at all, HOY to email the staff member’s line manager. Line manager to feed back to HOY after speaking to member of staff. |
| 12 | If child does not comply with any of the above they are moved to line 8. |
| 13 | HOY sends classes out one at a time working in a logical order taking into account classroom locations e.g. working from B7 to B1. |