



Huaxia Chinese School

Registered Charity 1111588

<http://www.huaxiaschool.org.uk>

Tel. 07951 900277 Email: info@huaxiaschool.org.uk

值班家长职责

- 值班时间：**10:50 – 13:10**。到校后请在学校办公处签到，并戴上值班人员标志；
- 每位家长负责自己的责任区，但各位家长必要时应互相协助；
- 在有孩子需要特殊照顾时，应首先帮助孩子冷静下来。如果孩子生病或出了事故，应按家长紧急联络号码与家长联络。家长紧急联络号码表和急救包可在学校办公处找到；
- 上课开始前的职责：
当发生教室门没有及时打开的特殊情况时，在学校与大学门卫联系时监管孩子；
- 课间休息时的职责：
 - 监督孩子在课间休息结束时及时回教室上课；
 - 监督孩子不玩电梯，年幼孩子没有大人陪伴时不得单独使用电梯；
 - 必要时带年幼孩子去卫生间；
 - 监督孩子遵守学校规定，不玩球，不打闹，不奔跑，不摔门，禁止任何危险和不良行为；
- 下课时的职责：
监督孩子安全迅速离开教室和教学楼；
- 在必要时为教师和学校管理人员提供协助。

Parental Patrol Duties

- Patrol time: **10:50 – 13:10**. Please report to the School desk when arrive, sign in and get the patrolling badge;
- In principle, each parent will be in charge of his/her area, however in practice parents on duty need to coordinate, and divert resources to wherever most needed;
- If any children need special attention, try to calm them down first. In case of illness or any accidents, using the emergency contact list to find their parents. The emergency contact list and First Aid Kit can be found at School desk;
- Before-class-hour duties:
In few occasions, the classrooms might not be opened in time. You need to supervise the children while the University security people being contacted;
- Break-time duties:
 - Ensure that children are returning to classrooms on time after break, checking all floors;
 - Ensure that children are staying away from lift. Young children are not supposed to use the lift unless accompanied by an adult;
 - Accompanying young children to toilets when necessary;
 - Ensure that all the children are adhered to school rules, i.e. no ball games, no fighting, running, banging doors or any dangerous or anti-social behaviors ;
- After-class-hour duties:
Ensure that children leave the classroom/building safely and swiftly;
- Assist the School staff wherever needed.