



مدرستنا الثانوية الانجليزية، الشارقة - البنين
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH - BOYS

GEMS
EDUCATION

School Recess Time Policy



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Date of adoption: August, 2014

Date of last review: April 2025

Date of next review: April 2026

Verified & Signed


Mr. Srivalsan Murugan

Principal & CEO



School Recess Time Policy

The school is committed to ensuring all students' safety and security during recess. Appropriate arrangements are made by the concerned authorities to establish the same.

- During recess time all students in the school must be monitored.
- A roster is prepared at the start of the academic year which covers 'recess duty' through the course of the year. The house master/mistress assigns duty on a weekly basis. Every member of the teaching faculty covers a recess duty done on a rota system. A separate rota system is prepared for the KG/ Primary classes.
- The student leadership also plays an active role during the recess time. Houses work through the duty positions alternatively and coordinate with their Vice Captains. The Student Leadership takes rounds to mark the attendance of prefects to make sure there is no shortage. By the end of the day, points are awarded to houses depending on the attendance rate.
- The students may remain in the classroom, in the corridor or on the playground. In the event of extreme weather conditions, the students will be expected to remain indoors.
- Designated zones are assigned to staff and students during the holy month of Ramadan .
- Students are instructed not to move around while eating.
- Students are strictly prohibited from playing in the classrooms.
- Any accident or injury during recess must be reported immediately to the school clinic by the teacher on duty with the assistance of the prefect on duty.

Class teachers of KG and Grades 1 to 3 are responsible for ensuring that students wash their hands in the washrooms and have their morning snack in their respective classrooms. Students can play outdoors only after they are done with their morning snack. House master/mistress, P E teachers and Supervisors are on duty to ensure the safety of the students. Staff on duty are in the corridors and out in the playground.

The school encourages students to go out during the recess in congenial weather, however students may be permitted to stay in the classroom during the recess due to any health issues. The SMTs and House Masters/Mistress are responsible for the overall arrangement and supervision.

** Two breaks have been provided to students; Primary students avail the small Soccer field. The FIFA size soccer field is for students above Grade 5. Secondary and senior students can avail of the two basketball courts during the break time.*

Appendix:

- Break time duty list template.



DUTY AREA	TEACHER IN CHARGE
GRADE 5 & 6 CORRIDOR [GROUND FLOOR]	
GRADE 6 & 7 CORRIDOR [FIRST FLOOR]	
GRADE 7 & 8 CORRIDOR [FIRST FLOOR]	
GRADE 9 & 10 CORRIDOR [FIRST FLOOR]	
GRADE 11 & 12 CORRIDOR [FIRST FLOOR]	
CAFETERIA CORRIDOR	
CAFETERIA [INSIDE]	
BEHIND AUDITORIUM [MPH]	
SHADED GRASS PLAY AREA	
BASKET BALL PLAY AREA	
SENIOR PLAY AREA	
STAIR CASE WHICH LEAD TO PLAY AREA	
LEFT SIDE AUDITORIUM [MPH]	
RIGHT SIDE AUDITORIUM [MPH]	
GENERAL SUPERVISION (HOUSE INCHARGE)	

PREFECTS DUTY LIST

WEEK1

BREAK1(9:30 - 9:40)

DISPERSAL (1:50 - 2:00)

HOUSE ON DUTY-

NAME OF STUDENT ON DUTY

GRADE



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		5th and 6th corridor (front of 6F)	5th and 6th corridor (front of 6F)	5th and 6th corridor (front of 6F)
		5th and 6th corridor (front of 6A)	5th and 6th corridor (front of 6A)	5th and 6th corridor (front of 6A)
		in front of HOS- Middle School Office	in front of HOS- Middle School Office	in front of HOS- Middle School Office
		in front of the canteen	in front of the canteen	7th and 8th corridor
		in front of Art room	in front of Art room	in front of Art room
		7th and 8th corridor (front of 7B)	7th and 8th corridor (front of 7B)	7th and 8th corridor (front of 7B)
		7th and 8th corridor (front of 7F)	7th and 8th corridor (front of 7F)	7th and 8th corridor (front of 7F)
		7th and 8th corridor	7th and 8th corridor	7th and 8th corridor
		in front of Secondary/Seni or Supervisor Office	in front of Secondary/Seni or Supervisor Office	in front of Secondary/Seni or Supervisor Office
		small football field	small football field	small football field
		9th and 10th corridor (front of 9A)	9th and 10th corridor (front of 9A)	9th and 10th corridor (front of 9A)
		9th and 10th corridor (front of 9F)	9th and 10th corridor (front of 9F)	9th and 10th corridor (front of 9F)
		11th corridor (front of 11A)	11th corridor (front of 11A)	11th corridor (front of 11A)
		in front of exit near HOS- Senior School Office	in front of exit near HOS- Senior School Office	in front of exit near HOS- Senior School Office
		11th and 12th corridor (front of 12A)	11th and 12th corridor (front of 12A)	11th and 12th corridor (front of 12A)
		11th and 12th corridor (front of 12A)	11th and 12th corridor (front of 12A)	11th and 12th corridor (front of 12A)
		ATTENDANCE	ATTENDANCE	ATTENDANCE