



Pupil Supervision Policy

Pupils arrival and departure

Pupils may arrive at school from 7.30am (Breakfast Club) or 8.00am, and are expected to go home by 6.00pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as evening and weekend duties. Staff are on duty in the boarding house in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Breakfast Club (7.30am – 8.00am) (boarding staff and pre prep staff)
- Break duty (duty staff)
- Lunch-time duty (duty staff)
- After-school duty (Pre-Prep 3.30pm – 6pm) (Prep 4.40pm – 6.00pm)
- Boarding duties from 6pm (boarding staff)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals or other events that bring small groups into school out of hours. Members of the Games Department supervise pupils on both home and away matches.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

We also take a lunchtime registration for Years 5-8 to ensure pupils attend lunch.

On Wednesdays we regularly have children away at matches, leaving over the lunchtime period. The office staff check the dining room register and then all the match lists to ensure all children are accounted for on Wednesday afternoon. Y3 & 4 register as usual.

On Monday and Thursday afternoon, the front office registers the children (Y5-8) from the lunchtime register due to 'activities' sessions which have multiple starts. Activity groups are registered manually by the activity taker to ensure all are present.

Pupils must check in and out of the Front office if they have to leave the school during the day for a medical or other appointment. They will wait for their parent or guardian to collect them from the Front Office.

Every half term the Front Office runs an attendance register. Any pupils with under 90% attendance are notified to the Deputy Head (Pastoral).

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

In Early Years and Pre-Prep, we operate identical registration procedures to the main school; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

Cover Arrangements

When a member of staff is absent from lessons, the Deputy Head (Academic) or Head of Pre-Prep (for Pre-Prep staff) organises a cover teacher for classes. Absent staff are usually expected to provide information about what the class should do. If this is not possible, the staff member covering may offer a 'one off' lesson of their own subject.

Medical Support

There are medical matrons on duty in the Health Centre daily who are available to administer first aid, deal with any accidents or emergencies or to help if someone is taken ill. Additionally, there are other members of the teaching staff who are trained and qualified as First Aiders and are able to give emergency first aid. We always make sure that a qualified paediatric first aider is on duty whilst our Nursery children are in school. First Aid boxes are in all potentially high risk areas, as well as in the Front Office. Epipens for those pupils with allergies are labelled and also kept in the Front Office. The medical matrons regularly check and replenish the first aid boxes. Matrons are in attendance by the pitches on weekday matches.

School Rules

The school rules are made clear to children in a number of ways. The pupil planner contains advice and information about school rules. Playground rules are posted around the school and in every tutor classroom. Pupils are also made aware of these rules during PSHEE and are regularly cross referenced in assemblies and classroom discussions. The tutor regularly delivers any updates and reminders to the class.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses arrive and depart.

Children in the senior part of the school are allowed to walk home if there is permission from the parents. They must sign out with the office as they leave.

Supervision on School Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: Health and Safety Outside School and in our Staff Handbook. Staff ratios are

always written into risk assessments. Our arrangements for the supervision of EYFS children is in the Early Years handbook.

Unsupervised access by pupils

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories and the kiln room. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. They are not allowed in the DT room unsupervised and the power to the machines is switched off except during DT lessons.

Pupils are not allowed in their form rooms during break times. They have access to the lower Grovely corridor and the library, and all toilets. They may have access to classrooms if staff give specific permission or if the pupils cannot go outside (due to inclement weather).

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

EYFS (Early Years Foundation Stage) and Pre-Prep Children

Pupils are supervised for all aspects of the school day. Whilst in the classroom, all children in the EYFS should have sufficient adults, as per staffing requirements. All Pre-Prep children are accompanied by a staff member when attending lessons outside of their classroom. At break times EYFS children play with Yr 1 and 2 children and a duty rota ensures that staffing meets the DFE regulations for EYFS children. There are three adults on duty (with at least one fully qualified teacher) during all break times. At lunchtime, Nursery children are supervised by a member of staff on a table whilst Reception children are mixed with Yr 1 and 2 children, again with a member of staff supervising their table. Staff serve the children and ensure they have had sufficient to eat and drink. A short afternoon play for EYFS children is supervised accordingly by EYFS staff.

Pre-Prep (including EYFS) Breakfast and After School Club – Wraparound Care

Pre-Prep children booked in (via the front office the day before) for breakfast (7.30-8am) and are supervised in the dining room by a member of Pre-Prep/Boarding staff who will then escort and sign the child into class. After School Club, which is open to EYFS and KS1 is booked when parents sign in (in the morning) and is supervised by 1/2 members of staff (dependent on numbers). All staff hold NVQ3 or teacher qualifications. Children numbers for EYFS are monitored and staffing can be extended when necessary to adhere to required ratios. After school activities (only open to KS1) and lunchtime activities-are taken by qualified teachers or instructors with maximum numbers adhered to. Children are signed out to parents at the end of each after school activity or taken to After School

Club and signed over to a member of staff. All children are signed out when collected from After School Club.