



# Supervision Policy

Reviewed: August 2023

Next Review: August 2024

Reviewed by: Assistant Head – Data and Operational Management

## Legal obligations

The school aims to achieve high standards in all areas of school life, which includes the health, welfare and safety of children and staff throughout the day, both within and outside the classroom. The Governing Body and Head have specific obligations to ensure, as far as is reasonably practicable, that they provide a safe place of work and learning for students, employees and others that enter the school. The school provides students and parents with the option of ‘wrap- around’ care, available from 8.00am until 7.00pm every school day. In addition, students can have breakfast on site from 7.30am, which is supervised by a member of the catering team until 8.00am. Then from 8:00am to 8:30am it is supervised by a member of the teaching staff.

## Responsibilities of staff on duty

- To be present in the areas they are responsible for
- To patrol visibly the outdoor and cloakroom areas used by students
- To observe students’ activity to detect, as far as possible, any group or individual action which might be either:
  - a) Behaviour, which could be deemed to be intimidating (see also the Anti-Bullying Policy)
  - b) Give rise to injury or
  - c) Cause damage

## Supervision before school

Students and parents are notified of the start time of the school day prior to the start of any academic year. The school doors open at 8.00am. Junior School pupils who enter at this time are supervised as they enter the premises. Supervised care begins from 8.00am within the Junior School grounds. All students are able to attend the Breakfast Club, based in the Senior School from 7.30am. The students having breakfast are supervised by a member of the Catering Team until 8.00am when the member of the teaching staff on duty arrives. A member of the Junior School Staff escorts the students back across the road to the Junior School. The crossing between the Junior and Senior Schools is manned at busy times of the day by a trained crossing patrol person. Senior School students who arrive before 8.30am make their way to the Senior School Dining Hall or can move to their form rooms.

Parents are regularly advised and reminded through the weekly Edit and the Head’s termly letter where to park so as to cause as little disruption as possible to our neighbours. Safety is of paramount concern and messages regarding safe procedures at the start and end of the school day are regularly reinforced in Staff Briefings and in assemblies. Staff are on duty in both the Junior and Senior Schools from 8.00am and are clearly visible to the students. Staff access the school through a chip on their lanyard. Students are given access to security codes for internal courtyard doors only.

## Inclement Weather

In very bad weather, the decision may be taken to allow students to enter the school earlier than normal and supervision from the day’s duty team would be in place if this were to be the case.

## Registration

The responsibility of ensuring that a student attends school regularly is that of her parents or guardian. Registration takes place each day at 8.40am when students are seated in their class rooms and, in the Senior School, at the start of every lesson. On completion, all registers are checked and verified by the Office Staff. Please see the Staff Handbook for information regarding the follow-up of unauthorised absences. During registration in the Junior School, the member of staff will also ascertain the number of students expecting to attend Junior Late Care that afternoon as well as the names of pupils attending after school clubs and activities. Late Care is operated as a 'drop-in' facility so numbers of students attending may vary daily.

Students below the Sixth Form are not allowed to leave the school premises during the school day unless a written request has been received in advance from parents/carers. Parents of students in Year 11 give permission for their daughter to leave the premises one lunch time a week from the Spring Term, providing they are maintaining high standards in their attendance and punctuality to lessons. The students choose the lunchtime and sign out on these agreed dates.

Students in the Sixth Form who are leaving the premises to attend an authorised appointment must sign out via the QR code as they leave and sign in again when they return to school.

## Supervision at break times

There are two breaks in the school day, the first at morning break from 10.15am until 10.35am and lunch from 12.45pm until 1.50pm.

A duty schedule is drawn up at the start of each year. The Junior School rota is clearly displayed at key points around the Junior School.

- In the Junior School, there are three members of staff on duty during morning break and lunch break. Students in the Junior School are only permitted to enter the school building at break times if they are on duty, (Year 6 prefects), if they have express permission to use cloakrooms or if they are unwell, in which case they will report directly to the Office, having alerted the member of staff on duty and sought permission to enter the premises. At all other times students are supervised. Details are included in the Staff Handbook
- Particular care should be taken to supervise pupils on the Adventure Trail in the Junior School
- In the Senior School, there is a staff duty team on duty each day with responsibility to patrol specific areas, aided by Sixth Form students. In the Senior School a member of SLT takes responsibility for overseeing the duties on one particular day of the week
- Duty staff should begin duty promptly and be clearly visible at all times
- Students who attend lunchtime clubs are supervised by members of staff or Sixth Form students.
- Staff should leave the staff room promptly to return to class to supervise the students

## Supervision

The level of supervision before, during and after lunchtime ensures the health and safety and welfare of the children

- Supervision consists of lunchtime supervisors, teaching staff who are on duty and Sixth Form students.
- Students are expected to eat their lunch in an orderly, calm manner and without an unacceptable level of noise. Good table manners are encouraged at all times.
- Lunchtime supervisory staff and Sixth Form students on duty are given clear guidelines as to their respective roles and they should be aware of relevant school policies and procedures. Support Staff are monitored by the Estate Manager who is their line manager. They may be required to undertake training as required.
- All staff should be familiar with the guidelines relating to lunchtime supervision in the Staff Handbook.
- Students behaving discourteously should be reported to the SLT member on duty.

## **Supervision after school**

The school day ends at 4.00pm for both Junior and Senior School students.

- Staff should be satisfied that the majority of students have left the school premises, either to meet parents outside, to catch buses or wait for their arrival, to make their way to clubs and activities taking place after school or directly to Late Care/After-School Supervision.
- Where Junior School students are to be collected by someone other than their parents, (and if the students are not expecting this to be the plan), a note should be sent in to school in advance or a phone call made to the Office and staff will inform the Form Tutor and the girl herself.
- All students know that if they have any concerns whatsoever about arrangements for collection at the end of a school day they must go back into school and report to the Office.
- Students who catch buses are advised to cross the road safely at the puffin crossing. If any girl encounters a problem at the end of the school day she should re-enter the school and/or report to the member of staff on duty.
- The School Offices in both the Junior and Senior Schools are staffed until 5.00pm. Parents will be notified of any problems relating to collection of their daughter.
- Duty staff patrol the pavement outside school and main entrances to monitor students' behaviour and to ensure that they leave school safely. Any girl left outside waiting to be collected after other students/buses have left will be advised to make her way into Senior School Office or to the Senior School Late Care facility.

## **Late Care provision**

A Late Care/After School Supervision facility is open to all students to attend on both sides of the school from 4.00pm until 6.00pm in the Junior School and 7.00pm in the Senior School. This facility is supervised by members of staff who register the students when the students arrive into late care. The Late Care Supervisors on both sides of the school have a mobile phone and parents who are delayed in arriving to collect their daughters are advised to call the appropriate Late Care direct line number to make contact. There is a secure entry system with an entry buzzer in both the Junior and Senior Schools, allowing the supervisors to communicate with parents. Students are signed out of Late Care once they have been collected. A member of the Senior Leadership Team is on duty each day so that the supervisors can call for assistance should it be needed. The Senior Leadership telephone contact rota is published via the Google Folder for Late Care. If any student is not collected after 7.00pm from Late Care, the Late Care Supervisor waits with the student until they have been collected. They should inform the SLT if there has been a particular problem, or a parent is persistently late.

Students from Year 7 upwards are permitted to access Chequers Café after school and before they attend late care. They are expected to register in late care by 4.45pm at the latest.

## **General guidelines and exceptions**

Students should be under supervision at all times during the school day. From time to time, it may be desirable for students to be allowed to exercise some personal responsibility, for example in her individual use of the library, independent study in a designated area, carrying out some investigative work in the ICT Suite etc. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all students under his/her care at any particular time and should always be aware of the whereabouts of each girl. Teachers should not leave the class unsupervised or in the care of any unqualified or unauthorised helper at any time unless there is an emergency. If a teacher does need to leave the classroom for any length of time an appropriate adult should be summoned to supervise the students.

Students crossing between the Main school and Burnaby House/Howard House/Trinity House use the puffin crossing provided. Junior School students are supervised by a member of staff when using the puffin crossing.

All staff wear lanyards. All visitors will be issued with a lanyard. Any adult during the school day, including parents, not wearing a lanyard should be approached and escorted back to reception. The only exception is on Open Mornings and Open House.