



PART ONE:

SECTION C – PUPIL POLICIES

(1) Teaching and Leadership Policies

C(1) 12 - SUPERVISION

BEFORE SCHOOL 8.00am – 8.35am

8.00am:

- School opens for all pupils and they may be dropped off from then onwards
- Rec – Year 5 must go to Early Club in the Ground Floor of the Goodman Building
- Y6-11 pupils can go to their lockers and form rooms

8.35am:

- Form teachers, class teachers and substitutes are responsible for the children
- Rec-Year 4 pupils are supervised to their classrooms by the Early Club Supervisor
- Year 5 pupils will make their own way to their form room

BREAK [10.35am – 10.50am]

- Pre-Prep lessons can be finished a couple of minutes early when on duty
- Staff must arrive promptly at the Pre-Prep duty area to escort children outside - Ask a friend to bring you coffee!
 - **Take the duty phone with you or use your own mobile.**
 - Make sure children leave their shoes tidily in the outdoor area
 - Children to exit through the Reception Classroom to the adventure playground
 - Pre-Prep and Prep are to be in their designated area outside for break and lunch where they will be supervised
 - Walk round the play area being vigilant at all times
 - Stop the children doing anything that you consider dangerous especially on the apparatus.
 - Senior girls are allowed to stay in their form rooms, in the dining room to get a drink or outside. Year 11 in the common room.
 - A member of staff is on duty and will check all form rooms and common room
- If a child has an injury, check it carefully and decide whether further action needs to be taken; if there is any doubt or the injury looks serious please send for Matron.

Ring 'end of break' bell promptly

Supervise an orderly and quick return to lessons making sure all belongings go with them

- In wet weather use the Main Hall
 - Ensure Children wear indoor trainers or have bare feet and eat snacks sitting at side of the Hall

LUNCH

Pre-Prep [12.40pm]

- A teacher and the Lunchtime Supervisor do lunch duty
 - Lunchtime Supervisor takes girls to playground

Prep

- Girls should be outside with a member of staff on duty



Senior

- Girls are allowed to stay in their form rooms or outside
- A member of staff is on duty and will check all form rooms and common room

Walk around duty

12.40pm – 1.10pm & 1.10pm – 1.40pm

- Organise lunch queue in link

Include a visit to the Dining Room:

- Circulate amongst tables
- Check behaviour and table manners
- Monitor eating habits (inform the Headmistress of any problems)

AFTER SCHOOL [3.00pm/4.00pm – 6.00pm]

3.00pm

- Teachers with Rec – Y4 must take children to their parents OR the ASC supervisor in the After School Club Room
- Year 5 upwards may wait in the courtyard area until 4.10pm only and then must go to After School Club
- Prep and Seniors may await parents outside until 4.15pm only (duty staff to check) and then
 - Seniors must go to the Afterschool Club, unless they are in a club or activity with a member of staff
 - They must sign in with the Duty Staff as they start and as they finish
- All other rooms are out of bounds; if you see children not in the designated areas
 - Send them to ASC
 - **Report to the Headmistress as soon as possible**
- School is open until 6.00pm unless there is a 'crisis' when the senior member of staff on duty waits until the last child has left

Duty staff will be in the Prep & Senior After School Club