



Supervision Policy

This policy applies to the whole school, including EYFS

NURSERY maintains staff:pupil ratios in line with the recommendations

- 1:5 for 2 year olds
- 1:8 for 3+

Before school

7.45am- Breakfast Club

- School opens for all pupils and they may be dropped off from then onwards
- Nursery pupils will be taken to the Early Years from the car park
- Reception-Year Eleven pupils will go straight to the dining room for supervised Breakfast club

8.00am

- Reception to Year Six pupils will go directly to the main hall where they are supervised by teachers
- Nursery pupils will be taken to the Early Years from the car park
- Y7-11 pupils can go to their lockers and form rooms where they are supervised from 8.25 onwards by their Form Tutors

8.35am

- Registration begins and Form Time is held until 9.00am

Break (10.30 – 11.00am)

Reception-Year Two

Staff on duty must:

- arrive promptly at the Goodman Building to escort children outside
- have a walkie talkie
- make sure children leave their shoes tidily in the outdoor area
- ensure children to exit through the side door to the adventure playground
- ensure Reception-Year Two 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 staff considers dangerous, especially on the apparatus.

If the weather is wet, pupils will be supervised in a designated Reception-Year Two classroom or the main hall by the teacher on duty.

Year Three-Year Six

Staff on duty must:

- arrive promptly to the side lawn or astro turf (weather dependent) to supervise pupils
- ensure that 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 and check behaviour is appropriate

If the weather is wet, pupils will be supervised in the Goodman Building in the designated classrooms or in the main hall by the teacher on duty

Senior

Staff on duty must:

- arrive promptly to supervise on the field, outside the coach-house or between the Science Block and the Previous Staff Room
- check all designated areas
- if a child has an injury, check the injury carefully and decide whether further action needs to be taken; if there is any doubt or the injury looks serious send for a First Aider.
- ensure break ends promptly
- supervise an orderly and quick return to lessons making sure all belongings go with them

In wet weather pupils are to use their Form Rooms and staff to circulate productively

Lunch

Nursery (12.00pm)

- Nursery staff to do lunch duty and Nursery staff return to their area together after eating together

Reception-Year Two (12.30pm)

- A Lunchtime Supervisor serves lunch to pupils. This member of staff then escorts pupils to the playground and supervises them there until 1.30pm when they are escorted back to the classroom

Year Three-Year Six (12.30pm)

- Pupils to go directly to dining hall at 12.30pm for lunch
- 12.45pm Pupils to go out to side lawn or astro turf for outdoor play
- 12.45pm Designated member of staff to accompany pupils outside and supervise until 1.00pm
- 1.00pm Second member of staff to take over outdoor duty and supervise pupils
- 1.30pm Member of staff to line up pupils and escort back to the Goodman building

Senior (12.30pm)

- Pupils to be supervised outside by duty staff
- Pupils to be called up into dining room for lunch from approx 12.45pm
- 1.30pm pupils are returned to their Form rooms for afternoon registration.

All staff in the Dining Room should:

- Check behaviour and table manners
- Monitor eating habits (inform a member of SLT of any issues)

After School (3.30pm-6.00pm Reception-Year Two /4.00pm – 6.00pm Year Three-Eleven)

- Nursery staff stay with EYFS children until they are collected by parents
- Teachers of Reception-Year Two must take children to their parents or the ASC supervisor in the dining room
- Year Three-Year Six may wait at the bottom of the exit stairs with their teacher until 4.10pm only and then must go to Homework Club in the Dining room
- Prep clubs start at 4.00pm. Pupils attending must go directly to the club location. Younger pupils to be escorted from the Dining room to their respective clubs at 4.00pm.
- Seniors may await parents outside until 4.10pm only (duty staff to check) and then they must go to the Homework Club in the Coach House where they must sign in

- School is open until 6.00pm unless there is a decision by SLT to close early for exceptional reasons. In such circumstances the senior member of staff on duty waits until the last child has left

Sponsor: Headmaster

Written: January 2016

Re-endorsed in September 2018 by the Chair of Governors

Reviewed: June 2025 (Head- TSB)