



## **PUPIL SUPERVISION POLICY**

### **PUPILS' ARRIVAL AND DEPARTURE**

**Arrival** (this is for both the Highbury and MR site):

The window of opportunity for the majority of pupils (Reception to year 6) to arrive in school is between 8.45 – 8.55am. On arrival during this period, boys are to go straight to their classroom where they will be registered and complete early morning activities. However, pupils may arrive at school from 8.30am though to access this opportunity Parents are asked to request this in writing as the boys go to the duty teacher rather than their class teacher. There is also an Early Morning club which starts at 8.00am for which an additional charge applies.

At Highbury, the drop-off is supported and supervised by the Teaching Assistants who help the boys out of their Parent's cars and see that they safely cross the playground and enter the building. This aids traffic flow and improves safety in the mornings.

[Pre-School boys – the window of opportunity is between 9.00 – 9.15am for Pre-School boys to arrive in school. There is an early morning drop off for a limited number of boys of working parents which opens its doors at 8.30am. However, we urge Parents to be cautious when considering accessing this provision as doing so makes for a long day for boys so young]

### **Departure:**

The timings for the end of school are as follows:

- a. Pre-School – 1.15 for boys who are in school for half of the school day; 3.15pm for boys who are full time
- b. Reception – 3.15pm
- c. Years 1 to 4 – 3.30pm
- d. Years 5 and 6 – 3.45pm

At the end of the day, class teachers are responsible for ensuring that the boys in their class are collected by the Parents, a known guardian or another adult/Parent as pre-arranged either in person or in writing.

At Marlborough Road there is a 3.30 club to help Parents who have sons either at Highbury or older sons in year 5 and/or 6. This club is supervised by a member of staff.

Many after-school clubs run throughout the school year. The member of staff running the club is responsible for ensuring that all the boys participating are picked up by their Parents, a known guardian or another Parent as pre-arranged with the class teacher.

There is after-school provision run by 'Schools Out' at Highbury (boys located at Marlborough Road are transported from MR by suitable contracted minibus service). 'Schools Out' as company are OFSTED regulated and they sub-contract this provision from the school.

Some Parents choose to use 'OK Mums' which operates off-site. OK Mum staff members collect and supervise the boys from school.

Pupils are not allowed on site without supervision.

### **SUPERVISION OUTSIDE CLASSROOM TIME:**

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 classroom times. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.

The main duty periods are:

- Morning break duty – times vary according to site but at least one member of staff is present in each playground
- Lunch-time duty – times vary and the playgrounds and dining rooms are supervised by lunchtime assistants who support the duty teacher(s) for that time during the day
- Afternoon break duty – again, at least one member of staff is present in each playground

PE/Sports' teachers supervise pupils on both home and away matches assisted by other staff when and where necessary.

Specific arrangements are made by the member of staff responsible for the activity to ensure pupils are supervised at events that bring boys into school out of hours or take place away from the school site.

## **REGISTRATION**

Registration takes place twice a day; at the start of the morning and at the start of afternoon lessons. Registration takes place electronically with the information being securely stored on the school's server. Parents are responsible for notifying the school, by phone or email to the Office, if their son is absent for any reason. The registration information is collated by the Office staff and the school will always contact the parent if their son fails to arrive at school without an explanation.

On return, boys should bring an explanatory note/letter from their Parents.

For boys within our EYFS setting, an identical registration procedure to the rest of the school operates. As with the rest of the school, the EYFS staff will only release a boy at the end of his session into the care of a Parent or other individual whose name has been notified to the school in writing in advance.

## **MEDICAL SUPPORT**

Boys, who are unwell or injured during the course of the school day, are looked after by a member of school staff who is a trained first-aider until a Parent(s) or designated carer arrives. If a boy is taken to hospital by car or ambulance, he will travel supported either by a Parent or a member of staff known to the boy.

All teaching staff and non-teaching staff are first aid trained, some to qualified 'First Aiders' standard. All staff are thus able to give emergency first aid at an appropriate level to their qualification. The names of First Aiders are recorded by the School's Health and Safety Officer (the Bursar) within the First Aid Policy and on First Aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS boys are in school.

First aid boxes are in all potentially high risk areas, as well as in the School Office. The School's Health and Safety Officer is responsible for ensuring that first aid boxes are checked and replenished

## **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their sons travel safely to and from school. Boys are not supervised by a member of staff when travelling on the school bus run by the Parents of a number of schools in our locality; but are expected to behave responsibly. We shall always investigate complaints about poor behaviour. Boys are supervised getting onto the bus at the end of the day.

## **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of boys during educational visits and trips out of schools are described in our policy: "Educational Visits." Our arrangements for the supervision of EYFS children on visits is described in our "Policy for Educational Visits for EYFS Children".

## **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed into the swimming pool (Altrincham Swimming Baths) without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or other sporting equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities, e.g. at Glaramara or on the French trip.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, e.g. the art and technology rooms/kitchens and cellars. Doors to these areas are kept locked at all times when not in use. Clear signs are displayed.

### **EYFS PUPILS**

The arrangements for the supervision of EYFS pupils in the Pre-School and Reception classes are set out in our policy: "Information for Parents of EYFS Children".

### **SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY**

Our Security Policy describes the arrangements for safety of the entire school.

### **STAFF INDUCTION**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

### **RELATED POLICIES**

- Disaster & Emergency Policy
- Educational Visits Policy
- EYFS Policy
- Fire Procedures Policy
- First Aid Policy
- Health & Safety Policies
- Induction of New Staff Policy
- Missing Child Policy
- Physical Contact Policy
- Safeguarding Policy
- Security Policy
- Visitors & Intruders Policy

This policy was compiled by A. C. Potts (Head Master).

Its implementation is the responsibility of all teachers and support staff.

It will be monitored for its effectiveness by the Head Master on behalf of the Governors.

This policy is scheduled for review annually or before, if deemed necessary.

**Date Written/Reviewed: September 2015**

**Date to be reviewed: September 2016**