

## Supervision Policy

### BEFORE SCHOOL [8.00am – 8.40am]

#### 8.00am:

- School opens [main building only] and children may be dropped off from then onwards.
- A senior member of staff is on duty in The House

#### 8.40am:

- Form teachers, class teachers and substitutes are responsible for the children
- Juniors will be taken to their classrooms by Y11 prefects or the Early Club Supervisor

#### 8.00am – 8.40am

- Juniors must go to Early Club in the Dining Room
- Seniors must go to the Library / ICT area or wait in the Link NOT on the stairs or doors

### BREAK [10.30am – 10.45am]

#### Kindergarten / Reception

EYFS Regulations apply **see separate sheet**

#### Juniors

- Lessons can be finished a couple of minutes early when on duty
- Staff must arrive promptly at the Link 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 at the side of the Link
- Decide on the play area – adventure playground, grass by the House or the field.
 

***N.B. Children are not allowed to play near the hedge which borders the Church***

  - Children MUST be in only one area at a time
  - Walk round the play area being vigilant at all times
  - Stop the children doing anything that you consider dangerous especially on the apparatus.
- 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 i.e. before 10.45
  - Dismiss children by year group so that they return to school in an safe and orderly manner
  - 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 trainers and eat snacks sitting at side of the Hall

#### Seniors

- Be prompt; **spend all of break** 'out and about' in the school
- Visit every senior form base, the music rooms, catering room and **always Y11 common room**
- Check all lavatories at least once (Coach house, science block, changing rooms, House top floor)
- Walk around outside; check maze and far side of the field (visual check only unless you see anyone)

## LUNCH

### Kindergarten / Reception Lunch [12.05pm]

- An EYFS teacher and a member of the catering staff do lunch duty
  - Grace is said when the children are settled

### After Lunch Duty

- Meet the children in the dining room at 12.30 to take over lunch duty
- Take them back to Early Years suite; **EYFS Regulations apply - see separate sheet**

### Juniors [12.05pm]

- Deputy Head (junior) and a member of catering staff are on lunch duty
- Teachers of KG – Y2 take class to dining room
  - Wash hands en route
  - Arrive by 12.05 for Grace

### After Lunch Duty

- Meet the children in the Link at 12.35 and then exactly as for Break except
- Wet weather:
  - Children are in class / form rooms with a Y6 prefect
  - staff circulate continuously
- **Ring bell at 1.05 at the latest; afternoon lessons begin at 1.10pm**

### Seniors

#### 12.05 – 12.30

- Exactly as for break – checking all form rooms, other inside areas and outside

#### 12.35 supervise girls queuing in the Link

- Make sure they are silent before sending up to lunch one year group at a time
  - Ensure juniors can get through safely
  - Ensure correct year goes first

#### 12.40 check that servers have prepared the dining room and are ready

- Send girls up, filling up the tables from the far end
- When girls are all ready **and quiet** say Grace.

#### 12.40 – 13.00

- Circulate amongst tables and ensure girls have sufficient food; redistribute 'left overs' and encourage seconds
- Check behaviour and table manners
- Monitor eating habits (inform Deputy Head of any problems)
- Dismiss girls by table as they finish

## AFTER SCHOOL [3.15 /55 – 6.00pm]

### 3.15pm

- Teachers with KG – Y3 must take children to their parents OR the ASC supervisor in the JS entrance or for Reception and KG children to Kindergarten room

### 3.55pm

- Juniors may wait in the JS entrance until 4.10pm only and then
  - Juniors must go to After School Club
- Seniors may await parents outside until 4.10pm only (duty staff to check) and then
  - Seniors must go to the Library / ICT area
    - GCSE art or textiles pupils, with the approval of subject teachers, may work in the House
    - 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 or Library /ICT
  - **report it (on a blue slip) to the appropriate Deputy Head 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 should be in the Library / ICT/ Office or staff room.