Skippers Hill Manor Preparatory School

Supervision of Pupils Policy

This policy applies to all pupils in the school including the EYFS

Reviewed September2022 by SLT
Date for next review: September 2023

This policy should be read in conjunction with the school's Safeguarding Policy, Anti- Bullying Policy, Missing Pupil Policy, First Aid Policy, Educational Visits Policy and Behaviour Policy. It sets out the expectations for supervision of pupils at Skippers Hill Manor Preparatory School where we are committed to safeguarding and promoting the welfare of pupils' in our care.
The Head Teacher and SLT are responsible for ensuring that appropriate levels of supervision are in place. The Bellevue Governance Committee and the Head Teacher are required to ensure that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for both pupils and staff.
All members of staff at Skippers Hill Manor Preparatory School have a duty of care for all pupils and this includes ensuring that pupils behave in an appropriate and in an acceptable way throughout the school day.

Aims:

The aim of this policy is to ensure the safety of pupils whilst they are in our care and to offer guidance to all staff about the expectations and levels of supervision of all pupils throughout the school term. Pupils are not permitted to be on the school site without supervision.
Pupils may arrive at school from 8.10am (7.30am for Breakfast Club) and are expected to leave the site promptly at the end of their school day – no pupils should remain on site after 6.00pm.
Parents are responsible for notifying the school by telephone or email if their child is absent. The school will always contact the parent if their child fails to arrive at school without an explanation.

Arrival at school:

Breakfast Club:

Children attending breakfast club are taken by their parents to the front door and then escorted by a staff member to the dining room from 7.30am onwards, where they are supervised by the breakfast club supervisor.
A register is taken, which serves as the record of pupils on-site before the start of the school day and as the fire register should the alarm be activated before the start of school.
Pupils go to their classrooms at 8.10 am.
EYFS pupils are escorted to their classroom by senior pupils, as well as pupils in Years 1 and 2.
The Headteacher or Deputy Head is on duty at the rear gate from 8.10am to supervise pupils being dropped off by car.
As pupils arrive in the morning they go straight into class where they are supervised by their class teacher or class TA.
Registration takes place at 8.35am and at the end of the afternoon session.

Duty Rotas:

Duty Rotas are compiled by the Deputy Headmaster at the beginning of term and are displayed in the staff room. All staff receive daily emails from the Deputy Headmaster as well as notice in the Week Ahead of any updated or cover duties. The duty rotas ensure that all pupils are adequately supervised at all times.

Morning breaks

EYFS

- Children in Kindergarten may choose to be inside or out for the majority of the time, and are supervised by their teachers and teaching assistants in accordance with EYFS staff/ child ratios.
- Reception children are accompanied to the main playground for morning break where they are supervised by the duty teachers/ teacher and teaching assistant. The duty staff members escort them from the playground back to their classroom at the end of break.

Years 1-3

- Years 1-3 are escorted to the main playground for morning break where they are supervised by the duty teachers/ teacher and teaching assistant
- At the end of break they line up in the playground and are escorted / instructed back to their classroom at the end of break.

Years 4-8

- Years 4-8 go to the main and upper playground for morning break where they are supervised by the duty teachers/ teacher and teaching assistant
- When the weather allows, they may go on the slope to the astro provided they remain within sight of duty staff
- At the end of break they are dismissed to return to their classrooms.

Lunch and lunch break

EYFS, Years 1 and 2

- Children are accompanied to the dining room by their teachers and teaching assistants.
- Teachers and teaching assistants serve lunch and eat with the children.
- Kindergarten children then play inside or out in the Kindergarten area where they are supervised by their teachers and teaching assistants.
- Reception, Year 1 and 2 children play in the main playground where they are supervised by the duty teachers/ a teacher and a teaching assistant. At the end of break, children in Reception to Year 2 are escorted by the duty teachers/teaching assistants back to their classrooms.

Years 3 and 4

- Years 3 and 4 go out to lunch break first in the main and upper playground where they are supervised by two lunch break duty teachers or teaching assistants. Children may be allowed to use the astro if it is free and the member of staff on duty gives them permission.
- Years 3 and 4 eat in the dining room in the second sitting, supervised by the duty teacher. Other members of teaching and peripatetic staff eat in the dining room with the children.

Years 5 - 8

- Years 5-8 eat in the dining room in the third and fourth sitting, where they are supervised by the duty teacher.
- They then go to lunch break in the lower and upper playgrounds where they are supervised by two lunch break duty teachers or teaching assistants.
- At the end of break they line up in the playground and are dismissed to return to their classrooms.

Pupil dismissal at the end of the day

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance in writing or in person.

- Kindergarten children are collected from their classrooms by the parent or designated person at either 1.15 or 3.30pm each day.
- Reception, Year 1 and Year 2 are dismissed from the rear courtyard by the class teacher at 3.30pm each day, into the care of the parent or designated person.
- Year 3 to 6 are dismissed from the main playground by the Class Teacher at 4.30pm
- In recognition of their secondary status, Years 7 and 8 are dismissed from their form rooms at 4.30 and meet with a staff member at the front gate. A member of senior school staff is present at the front gate between 4.30 and 4.45 when any remaining pupils are taken back into prep

After school clubs and prep:

EYFS

- Kindergarten children remain in the Kindergarten classroom for Stay Club until 4.30 where they are supervised by an EYFS teacher on a rota system.
- Reception attending Stay Club are escorted there by a teacher.
- The duty teacher registers the EYFS children into and out of Stay Club.
- Parents or the designated person collects the EYFS children from the back courtyard at 4.30 pm.

Home Zone:

- Home Zone runs from 4.30 - 5.45 in one of the EYFS classrooms where the children are supervised and served tea by an teacher on a rota system.
- The duty teacher registers the EYFS, KS1 and Year 3 children into and out of Home Zone.
- Parents or the designated person collects the EYFS, KS1 and Year 3 children from the back courtyard at 5.45 pm.

Clubs and Prep - Years 3 to 8:

- Years 3-8 staying for clubs and prep go to the designated rooms for prep tea from 4.30 - 4.45 where they are supervised by a teacher on duty.
- From 4.45 pm - 5.45 pm children go either to clubs or prep.
- The specialist teacher running the club collects from the dining room or a designated meet area, registers the children and dismisses them to their parents or designated person at the end of the session.
- Year 4-8 children going to prep remain in the dining room or go to the designated prep area, where they are supervised by teachers on a rota system.
- The duty teachers register children in years 4-8 into and out of prep.
- Children are dismissed by the duty teachers from the back courtyard and front gate at 5.45pm where they are collected by parents or a designated person.

Supervision during educational visits

The arrangements for the supervision of pupils, including EYFS, during educational visits outside school is described in our Educational Visits Policy.