



SUPERVISION OF PUPILS	
Reviewed by:	Andrew McCleave - Headmaster
Review Date:	September 2025
Next Review due:	September 2026

Supervision of Pupils

Pupils' Arrival and Departure

The School is open from 8.00am and pupils, once they have arrived on the premises, are required to stay on the School premises. Lower Prep children (Years 3 to 5) arrive and are supervised on the Tennis Courts until Registration. If Upper Prep and Senior School children arrive before 8.30am, they should make their way to their way to one of the libraries, where they will be supervised. The School can take no responsibility for direct supervision of pupils until 8.30am, unless they are taking part in a school activity. The Pre-Prep has its own early and late club arrangements.

Unless they are taking part in an approved activity, pupils should not remain on the School site after 5.10pm. Pupils who cannot be collected after school must go to Main Reception and wait there until they can be picked up. Arrangements if pick up is delayed until after 6pm will be made on an individual basis.

Arrangements are made to ensure pupils are supervised during, for example, Parents' Evenings and production rehearsals, or other events that bring small groups into school out of hours. Members of the PE/ Games Department supervise pupils on both home and away matches.

All pupils are expected to remain on site throughout the school day. If pupils are travelling home on school transport, they may not leave the School site at 4.00pm. All Year 3 – 5 pupils who intend to leave school at 4.00pm should sign out at the Lower Prep canopy when collected by a designated adult, before making their way home. All Year 6 – 11 pupils who intend to leave school at 4.00pm should sign out at the car park before making their way home. If pupils intend to leave the school at 4.00pm, their parents must have signed them into the "opt out" activity. Those pupils who are not in the "opt out" activity at sign out will be asked to return to Reception to confirm their parents' awareness of their intention to leave school at 4.00pm.

During the course of a lesson, pupils are directly supervised by the member of staff teaching the lesson, who should not leave the room. Members of staff should not remove pupils from the room for disciplinary reason but contact members of SMT for assistance. This can be done by sending an email, a note or staff 'red card' with another pupil.

Registration

Form tutors and teachers must take an official register of pupils at the start of the morning during tutor time and at the beginning of lesson 5. Staff should also take a register at the beginning of every lesson. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent by phone if a child fails to arrive at school without an explanation.

Medical Support

There is a qualified nurse on duty in the Medical Room who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. First aid boxes are in all potentially high-risk areas, as well as in the Main Reception Office. (The School Nurse

regularly checks and replenishes the first aid boxes). The School Nurse or a member of the Leadership Team are the only people on the School site who can send a pupil home through illness – the School Nurse will make all necessary calls and communications.

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses but are expected to behave responsibly. We would always investigate complaints about poor behaviour. Pupils may be asked to find alternative way to journey to and from school if any poor behaviour is not rectified after several warnings.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Visits Policy.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the School kitchens, the sound and lighting box in the PAC, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic or athletic equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have access to the PE Department sheds, the Pavilion, Catering and Caretaking areas of the School. Clear signs are displayed.

Duties

During the course of the school day, at breaktime, lunchtime and after school, members of staff fulfil a supervision duty in various designated areas. For every duty area it is important that staff involved have a uniformity of approach and apply consistent sanctions where necessary. Where a duty also has Prefects allocated, members of staff should also liaise with them. At lunchtime, a lunchtime supervisor is also utilised in order to provide a heightened supervision during this time.

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.

Andrew McCleave
Headmaster
September 2025

Policy Log:

October 2021 updated
October 2022 updated
October 2023 updated
October 2024 updated