

## SUPERVISION POLICY

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## MONITORING AND REVIEW

Staff Responsible	Senior House Deputy Head (Pastoral) and Head of Prep
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	September 2023
Date of Next Review	September 2024

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.

## AIMS

This policy aims to establish when, how and where the students at St Mary's School Gerrards Cross will be supervised. Early Years Foundation Stage, have an additional policy to cover further specifics related to their needs.

## WIDER REFERENCES

This policy operates within a wider national framework, which includes:

- Keeping Children Safe in Education 2021

## RELATED INTERNAL POLICY AND PROCEDURE

This policy should be read in conjunction with:

- EYFS Supervision Policy
- Missing Child Policy
- Child Protection (Safeguarding) Policy
- First Aid Policy
- Code of Conduct
- Educational Visits Policy

## SUPERVISION

Students are not allowed on site without supervision, either directly or remotely. At least one member of staff is always present on duty in order to supervise students. All members of the teaching staff are on remote duty at all times and are expected to take their share of break and lunchtime direct supervisory duties.

## DIRECT AND REMOTE SUPERVISION

Direct supervision involves students being under close supervision of a member of staff, this will often mean someone in the same room as the students and often actively engaging with the students. Remote supervision refers to students being supervised by members of staff who are visible and circulating the site but may not be located in the same room at all times, for example, wet break when students are in Form Rooms and a member of staff is on duty to circulate between all the Form Rooms.

## STUDENT ARRIVAL

All students who arrive before 8.20am should sign-in the correct place: Nursery and Reception girls sign in at Breakfast Club in Paddington House, Years 1 - 6 sign in at Breakfast Club in the Dining Room; Senior House students sign in at Reception.

Prep School and Senior House students are welcome to arrive at School and attend 'Breakfast Club' from 7.30am, in the Dining Room. Breakfast Clubs are directly supervised by a member of staff at all times and all students will be registered upon arrival.

Prep students must then remain at Breakfast Club under direct supervision where they are registered. Prep students attending morning activities or clubs, such as Lexia or Running Club, are met at a designated point, either the Turning Circle or the Back Gate, by the member of staff supervising the activity/club. They will be registered on arrival and at the end of the activity/club they are sent directly to class.

Senior House, including Sixth Form students, should 'sign in' in the Main Reception or the bottom floor of Cherry Tree and then go to their Form Room or the Library (which they must indicate on the sign in sheet), after a brief visit to the Locker Room. Senior House students are under remote supervision at this point: any staff on site take collective responsibility for supervision and one member of SLT will be present at the front of the school.

If Senior House students arrive early for a club, music lesson, sports activity or Mandarin lesson, they must also sign in either in the Main Reception indicating which activity they have gone to.

Senior House students arriving after 8.20am may go directly to their Form Room without signing in. Students should be in one of four places: a scheduled activity, the Library or the Form Room; the only exception is for the Locker Room which students may use briefly to leave or collect belongings.

Pre-Prep students (EYFS & KS1) arriving after 8.20am are met at the Turning Circle by members of the Pre-Prep staff. Prep students (Year 3 – 6) arriving after 8.20am may go directly to their classrooms where they are supervised by a member of staff.

## STUDENT DEPARTURE

In Prep departure times are staggered between 3.15pm and 3.45pm. All Prep students are collected by a parent or the agreed person. Students from Nursery to Year 6 may attend 'The Hub', after school care, until 6.00pm. Students are actively encouraged to participate in a variety of co-curricular clubs after school, at the end of which they are collected by their parent or the agreed person. For details regarding registration of Prep students attending before and after school activities, please see Appendix B. In Prep, all class teachers or co-curricular leaders dismiss students directly to their parent or the agreed person.

For Senior House students, lessons end at 3.45pm with registration occurring after this lasting no longer than 10 minutes. Students are actively encouraged to participate in a range of co-curricular activities which mostly run until 5.00pm. They may also complete homework under supervision in the Senior House Library at Supervised Prep (Supervised Study) until 6.00pm. All Senior House students staying on after school for an activity must be signed in with the appropriate club. They must also ensure that they sign out before leaving School. (full procedure attached as Appendix A). In some circumstances, it may be appropriate for a student to meet their teacher after school: this will be conducted in line with the Code of Conduct and registration will occur as for any other co-curricular activity. In Senior House, all Form/Assistant Tutors taking registration at the end of the day remain on duty until all students have left the Form Room.

A member of Senior House staff is on duty at the back gate each day until approximately 4.00pm. Any student not collected by this time will be sent into Supervised Prep. A member of SLT is in school and on duty each day until 6.00pm.

Note that students should not wait in school between 4.00pm and the start of an event or trip unless specific arrangements have been made with the staff member concerned. Members of the PE Department supervise students on home and away matches/fixtures. When it is required, arrangements are made to ensure students are supervised during Expressive Arts performance rehearsals, or other events that bring small groups into school out-of-hours.

## YEARS 12 AND 13

Students from Years 12 and 13 may sign out and leave the premises for short periods at lunchtime and with permission from the Head of Sixth Form at other times for pre-specified reasons, such as driving lessons. Students from other year groups are expected to remain on-site throughout the School day.

In Sixth Form, students are welcome to remain in Cedar House provided a member of staff is also in the building. If no staff are in the building then the Sixth Former must attend Supervised Prep in the Library. The last member of staff in the building should make any Sixth Formers aware of their departure and the need to move to the Library.

## YEAR 11 STUDY LEAVE

During mock examinations Sixth Form off-site privileges are extended to Year 11 provided the school receives permission from parents.

## REGISTRATION

The school takes a register of students at the start of the morning session and the end of the afternoon session in both Senior House and Prep. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent of a child who fails to arrive at school without explanation.

In Senior House, if a student arrives significantly late to school (after 9.00am), parents are expected to provide a written explanation. In Prep, parents should report to the Main School Reception with their child.

Any student leaving or returning to the school premises during normal school hours for a dental appointment etc. must sign out in the appropriate book near the Main School Reception, and sign back in again if returning during school hours.

## SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. See the 'School Journey Policy' for information on those using the school bus service.

## SUPERVISION DURING EDUCATIONAL VISITS

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

## UNSUPERVISED ACCESS BY STUDENTS

Students are not allowed in the Sports Hall or Oakdene Hall; neither may they use gymnastic, athletic or climbing equipment, without supervision. Students may not use the stage or sound/lighting equipment in either the Senior or Oakdene Halls without supervision. In exceptional circumstances, training may be provided to designated Sixth Form students.

We ensure that students do not have unsupervised access to potentially dangerous areas, such as specific areas within the Science laboratories, and the Art rooms. These areas are kept locked at all

times when not in use. All flammables, highly sharp objects and medicine are kept securely locked in appropriate storage facilities.

Students do not have access or permission to enter the Grounds Maintenance, Catering and Caretaking areas of the school.

## SCHOOL INDUCTION

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate level of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the Staff Handbook.

All new students have the rules and expectations explained to them. The school may choose to remind students of the procedures during form times and assembly when they feel necessary.

## APPENDIX A – AFTER SCHOOL ACTIVITIES PROCEDURE

### Purpose

To monitor and register the attendance of after-school clubs and activities and protect all students in the case of an emergency.

### Aim

To be able to account for any student who remains after-school and locate them quickly.

This procedure refers to all planned after-school clubs and activities, as well as additional revision sessions, catch-up sessions, or student meetings.

### Club Registration in Senior House

- All after-school clubs will take a full register for all students who are present. This may include:
  - Regular members of the club
  - New members
  - Student helpers or leaders
  - Any student attending on a one-off basis
- All clubs must register students prior to 4.15pm
- The teacher in charge of that club is responsible for taking that register on ePraise or completing a paper copy that is later recorded on ePraise if electronic registration is not available.
- Any club that is run by an external individual will also need to create a register

### Departing Clubs

- All students must sign out with the teacher in charge of the club. This will occur at the planned time, or if a student has to leave early.
- Having stayed beyond 4.00pm, no student should leave the school site, without signing out

### Parent Collection

Students may be collected at the front door or outside the back gate. Any student who has not been collected at the arranged time, must go to Supervised Prep or The Hub so they can be supervised until they are collected. If necessary, contact with home should be made.

### Failure to Adhere

Any student to be found breaking the school rules on after school supervision will be dealt with in accordance with the school Behaviour Policy

## APPENDIX B – REGISTERING PREP STUDENTS

Procedures for registering Prep students attending:

1. Swimming
2. Co-Curricular Clubs
3. Music lessons

### Swimming

- Prep PE teacher takes a paper register of the students attending swimming when they arrive at the pool
- Students in the relevant year group who do not go swimming are registered electronically by the teacher who supervises them

\*Paper registers are delivered to School Reception by Prep PE teacher on their return from the swimming pool. The class is registered electronically by a member of the office staff.

### Co-Curricular Clubs

- A paper register is taken by each leader of a co-curricular club or an electronic register is taken and stored in the shared area
- Registers are retained by the club leader to be used in the event of a fire
- Students are only released to parents or the agreed person when after School clubs finish. Students who are not collected are taken to The Hub by the club leader
- Completed registers are given termly to the Prep Clubs Co-ordinator

### Music Lessons

- Prep students attending early morning Music lessons (8.00 or 8.30am) may go directly to their Music lesson. Students should report to Breakfast Club should an expected Music lesson not occur
- Music teachers must accompany Prep students to Reception after their lesson to sign them in and then take to their classrooms/lesson. Notices have been placed in the Music Practice rooms to remind Music teachers to do this.

### Lexia

- A member of Prep staff is designated to collect Prep students attending Lexia from The Turning Circle at 8am
- The member of Prep staff will register the students.
- At the end of the Lexia session, the member of staff will send students in Year 3 – 6 to their classes. Pre-Prep girls are taken to their classes by a member of staff.

## APPENDIX C – BREAKFAST CLUB PROCEDURE

### Purpose

To provide an early service drop off for parents, where students can be cared for and prepared for the start of the day

### Aim

To be able to account for any student who arrives at school before the main registration period

### Staff Responsibility

Both Nursery/Reception and Year 1 – 6 Breakfast Clubs are supervised by members of the Prep staff. Breakfast Clubs are catered for by the school catering contractors. In the Nursery/ Reception Breakfast Club, a member of staff is responsible for making toast.

### Location

Breakfast Club for Nursery and Reception is hosted in the Year 1 classroom.  
Breakfast Club for Years 1 – 6 is hosted in the Dining Room.

### Breakfast Club Registration

- All Prep students should register in Breakfast Club if they arrive at the school before 8.20am (as detailed in the Supervision Policy)
- All Prep students should then remain in Breakfast Club unless collected for a Music lesson
- A member of staff will register all Prep students

### Notice

A weekly booking form is sent electronically to parents, however, pre-booking is not essential. Parents may book their child in to Breakfast Club either by verbal comment to the teacher, telephone or email.

## APPENDIX D – The Hub

### Purpose

To provide an opportunity for homework to be completed and after school supervision for students not in Co-curricular clubs who are not able to be collected at the end of the school day.

### Aim

To be able to safely account for and supervise any Prep student who does not depart the school at the end of the main registration period.

### Staff Responsibility

The event is supervised by Prep Teaching Assistants and these are outlined in the Staff Handbook. Four will be present until 4pm, three until 4.30pm and then two will remain until the completion of The Hub at 6.00pm.

### Location

The Hub takes place between 3.15pm and 6.00pm.

Wait and Wind Down for Pre-Prep takes place in Little St Mary's from 3.15 - 3.50pm

Homework Club for KS2 is in the Year 3 and Year 4 classrooms and Prep ICT Suite in the Oakdene building from 3.45 - 4.30pm

The Activity Hub is in the Year 1 classroom in Paddington House from 4.00 - 6.00pm

### Registration

All students registered on arrival and signed out on departure.

### Dismissal

All students who attend The Hub will be dismissed directly to their parent or other nominated guardian.

### Notice

A weekly booking form is sent electronically to parents, however, pre-booking is not essential. Parents may book their child in to The Hub either by verbal comment to the teacher, telephone or email.

Students who are not collected at the end of the day are taken to the Hub and parents are informed.

### PDLT/SLT Support and Beyond 6.00pm

A member of the Prep Department Leadership team (PDLT) will remain on the school site each day during the duration of The Hub. All students should have been collected and the PDLT member on duty will ensure this has occurred. If any student is not collected by 6.00pm then the staff on duty and PDLT or SLT will work together to resolve the issue.

## APPENDIX E – SUPERVISED PREP (SUPERVISED STUDY)

### Purpose

To provide opportunity for homework to be completed and after school supervision to students not in Co-curricular clubs and who are not able to be collected.

### Aim

To be able to account for any student who does not depart school after the final registration period

### Staff Responsibility

Each evening a member of staff is on duty in the Library is responsible for ensuring the registration of students, appropriate behaviour of students and for ensuring the supervision of students.

The staff on duty are on a weekly duty which can be found in the Staff Information Book. They are compensated for their time with additional income. Any member of staff is welcome to apply to take Supervised Prep and they may do so by contacting the Senior Deputy Head.

### Location

Supervised Prep is largely located in the Senior House Library. It may at times be required for students to go to the Dining Room in order to have their snack.

### Homework

Students are expected to complete homework during Supervised Prep. In rare cases where the student has no homework to complete they should be directed to complete reading or revision under direct supervision.

### Registration

All students must be registered if they attend Supervised Prep. This can be done via the Supervised Prep register folder located at the Main Reception Desk. It is important to note that students are charged for their attendance to Supervised Prep, if a student is at Supervised Prep as a result of a cancelled Co-curricular activity a brief note should be included on the register to ensure that no charge is incurred.

Additionally, Supervised Prep is used as the central base of all Senior House after school registers. Any staff running after school co-curricular clubs and fixtures should ensure a register is sent to Supervised Prep with all students signing out in the Library.

### Dismissal

Students may only be dismissed into the care of a parent or other nominated guardian.

### SLT Support and Beyond 6.00pm

A member of SLT will remain on the school site each day during the duration of Supervised Prep. All students should have been collected and the SLT on duty will ensure this has occurred. If any student is not collected by 6.00pm then the staff on duty and SLT will work together to resolve the issue.