



SUPERVISION POLICY

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MONITORING AND REVIEW

Staff Responsible	Jo Kingston - Deputy Head (Pastoral)
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	January 2020
Date of Next Review	January 2021

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. This policy includes Early Years Foundation Stage, who also have a separate policy to cover more specifics related to their needs.

WIDER REFERENCES

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

- Keeping Children Safe in Education 2019

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
- Breakfast Club Procedure
- 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

Prep Department and Senior House students are welcome to arrive at school and attend 'Breakfast Club' from 7.45am, in the Dining Room. This is directly supervised by a member of staff at all times and all students will be registered upon arrival.

All students who arrive before 8.20am must report to the Dining Room to sign in. Prep Department students must then remain at 'Breakfast Club' under direct supervision. Senior House students can 'sign in' in the Dining Room 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.



If students arrive early for a club, music lesson, sports activity or Mandarin lesson, they must also sign in the appropriate early arrivals book located in the Dining Room, 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 three places: the Library, Dining Room (Breakfast Club), or the Form Room; the only exception is for the Locker Room which students may use briefly to leave or collect belongings.

Prep Department students arriving after 8.20am may go directly to the Prep Playground or Oakdene Hall to line up and meet their teachers.

STUDENT DEPARTURE

In the Preparatory Department, departure times are staggered between 3.15pm and 3.45pm. All Prep students are collected by a parent or the agreed person. Students from Years 1-6 may attend 'Busy Bees', 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 Department students attending before and after school activities, please see Appendix B. In Prep Department, 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 until 6.00pm. All Senior House students staying on after school for an activity must be signed in with the appropriate club and sign out with the member of staff on duty in Supervised Prep (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/Deputy 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.

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 or in the afternoon and with permission from the Sixth Form staff at other times. 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 and GCSE examinations Sixth Form off-site privileges are extended to Year 11 provided we have permission from parents.

REGISTRATION

We take a register of students at the start of the morning session and the end of the afternoon session in both Senior House and the Prep Department. 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 the Preparatory Department parents should report to the office 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 School Office.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from School.

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". Our arrangements for the supervision of EYFS children on visits is described in our "Policy for Educational Visits by EYFS Children".

UNSUPERVISED ACCESS BY STUDENTS

Students are not allowed in the Sports 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 the Science laboratories, and the Art rooms. Doors to these areas are kept locked at all times when not in use. All flammables 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

- 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 that register being delivered to the teacher in charge of Supervised Prep, clearly identifying the club and location
- Any club that is run by an external individual will also need to create a register
- Any student who arrives at the club after 4.15pm must sign in at Supervised Prep on the sheet, previously completed

Departing Clubs

- All students must sign out with the teacher in charge of Supervised Prep when leaving a 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

Any student who has not been collected at the arranged time, must go to Supervised Prep or Busy Bee's 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 repeatedly 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
4. Mandarin

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
- The class is registered electronically by the teacher who teaches them their first lesson on their return.

*Paper registers are delivered to School Reception by Prep PE teacher on their return from the swimming pool.

Co-Curricular Clubs

- A paper register is taken by each leader of a co-curricular club or an electronic register is taken 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 Busy Bees by the club leader
- Completed registers are given termly to 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.

Mandarin

- A member of Prep staff is designated to collect Prep students attending Mandarin in Senior House. They will be collected from Breakfast Club at 8.20am and taken to Mandarin
- The member of Prep staff will leave a note at Reception with the Name and Year Group of the Prep students attending Mandarin



APPENDIX C – BREAKFAST CLUB PROCEDURE

Purpose

To provide an early service drop off for parents, where students can be cared for a 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

The event is supervised by a member of Prep Department staff including Teaching Assistants.
The event is catered for by the school catering contractors.

Location

Breakfast Club is hosted in the Dining Room.

Breakfast Club Registration

- All students should register in Breakfast Club if they arrive at the school before 8.20am (as detailed in the Supervision Policy)
- All Prep Department students should then remain in Breakfast Club
- Senior House may choose to remain in Breakfast Club or go to their Form Room / the Library in accordance with the Supervision Policy
- The member of staff on Breakfast Club duty is responsible for reminding all students to sign in the appropriate book and for maintaining an accurate register of those who partook in the breakfast offering
- The Registration books are located in the Breakfast Club Box which is stored in the Prep Music Room adjacent to the Dining Room



APPENDIX D – BUSY BEE'S

Purpose

To provide a late collection service for parents where Prep students can be cared for at the end of the School day.

Aim

To be able to safely account 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 outline in the Staff Handbook. Two will be present until 4.30pm and then one will remain until the completion of Busy Bee's at 6.00pm.

Location

Busy Bee's takes place between 3.15pm and 3.45pm in the EYFS classroom and the Year 3 and Year 4 classrooms in Oakdene between 3.50pm and 6.00pm.

Registration

All students must be registered on arrival. Those attending from 3.15pm – 3.45pm are registered manually and those attending from 3.50pm onwards are registered electronically by the Busy Bees supervisor.

Dismissal

All students in attendance of Busy Bee's will dismissed directly to their parent or other nominated guardian.

Notice

Pre-booking is not essential. Parents may book their child in to Busy Bees either by verbal comment to the teacher, telephone or email. Students who are not collected at the end of the day are taken to Busy Bees and parents are informed.



APPENDIX E – SUPERVISED PREP

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 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 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.