



## **Supervision of Pupils (Years 3-6)**

Reviewed and updated: September 2024

Date for next review: September 2025

This document refers to supervision of pupils outside of normal lesson times and between 8.15am and 4.10pm

### **A. KEY PRINCIPLES**

1. Pupils are not allowed access to classrooms unless supervised by a member of staff.
2. Supervision is carried out by three members of staff at break times (allowing one to attend to incidents whilst the others continue to supervise). At least one member of staff is on duty from 8.00 until 8.35 and from 3.40-4.00 whilst pupils are organised into groups for clubs and activities.
3. When the field is too wet to use, there is a rota system for designated play areas.

### **B. BEFORE SCHOOL**

Pupils must report to the dining hall before 8.00am and must not be on-site before 7.45am. In the dining hall, the pupils are supervised by the support staff serving breakfast.

At 8.00am: a member of staff is on duty in the Prep playground. Pupils may put their bags into their cloakrooms but are not allowed into their classrooms until the bell rings at 8.35am unless they are with a teacher.

School starts at 8.35am.

### **C. MORNING BREAK (10.20-10.40am) & LUNCH BREAK (1.00-2.00pm)**

Three members of staff are on duty. Staff should patrol all areas in bounds: playground, roundabout, field (if permitted), tennis court and side woods.

Ball games should be on the field if dry, and no kicking ball games between the Millennium Building and the girls' outside toilets or in front of the assembly hall at any time.

Pupils are not allowed to go beyond the swimming pool doors or down the lane without the permission of a teacher on duty.

## **D. LUNCH DUTY (1.00-1.30PM)**

Pupils line up for lunch in the area between the front drive and the tennis court or outside the DT room, depending on their year group.

Pupils are released in small groups and instructed not to run.

Pupils line up first prior to entering and cannot just make their own way to the dining hall.

## **E. AFTER SCHOOL**

The Head or another member of staff supervises pupils in the playground from 3.40-3.50pm. Children are then organised into groups ready for clubs to begin at 4.00pm. In case of wet weather, the children move to the assembly hall to be organised into their activities. Staff members in charge of activities collect their groups at 4.00pm.

## **F. HOMEWORK CLUB**

Pupils are collected from the Prep playground at the end of school at 3.40pm by parents/carers.

Year 3, 4, 5 & 6 form teachers bring the pupils to the playground and stand with them until parents/carers are identified. The pupils then sign out with their form teacher.

Pupils not collected by 4.00pm join the homework club in the computer room.

Pupils in the homework club are collected from there (CR1). The latest time for collection is 5.30pm. If a child remains after 5.30pm, the member of staff taking the club should take pupils across to Treliske House to join the supper club, from where they should be collected.

Collection after activities/clubs:

The member of staff taking the activity should accompany the pupils to the playground to meet parents.

Before 5.30pm those not collected immediately should then be taken to join the homework club. After 5.30 the children not collected should be taken to T1 to join Supper Club.

**STAFF WHO TAKE CLUBS OR TRIPS** must be responsible for seeing their pupils off safely and should only send pupils to the homework club once the majority have been collected.

## **G. Supper Club (5.30-6.15pm)**

Parents may book their child into supper club, which is held in Treliske House. At 5.30pm the member of staff on homework club will escort the children who are in supper club to Treliske House where they will be served a light hot supper and supervised until collection at 6.15pm. The member of staff on supper club will assume responsibility for their supervision and well-being until collection.