



TRURO
SCHOOL

PREP SCHOOL

Arrangements for Supervision of Prep Pupils

A copy of this policy is published in the following areas:
The school's website, the staff handbook and the staff
shared area

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Arrangements for Supervision of Pupils (Years 3-6)

Supervision of Pupils (Years 3-6) This document refers to supervision of pupils outside of normal lesson times and between 7.45am and 6.15pm

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 unable to be used (e.g. weather or being used for another activity), there is supervision of designated play areas.

B. BEFORE SCHOOL (7.45-8.35am)

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 supervises 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 and permitted for use by pupils that session which may include: playground, roundabout, field, tennis courts, woodland areas, outdoor classroom and in front of the Grassby building.

No ball games should be played in front of the Grassby building (with the exception of table tennis), 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. Pupils are to use the daily notice board to check which areas they are permitted to use each session.

D. LUNCH DUTY (1.00-1.30PM)

All pupils line up for lunch on the tennis court in year group lines with the exception of purple club students who go straight to the servery. There is a separate early lunch queue which students require advance permission from staff to join. Staff must sign up pupils in advance of the lunch session.

Pupils are released in small groups as instructed by the servery staff via radio and instructed not to run by supervising staff.

E. AFTER SCHOOL (4.00-5.30pm)

The Head or another member of staff supervises any pupils being collected by parents/carers from 3.40-4.00pm.

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.

or go to organised clubs.

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.

Pupils at organised activities should be accompanied by the member of staff running the activity and walked to the playground to meet parents/carers.

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 are responsible for seeing their pupils off safely and should only send pupils to the homework club once the majority have been collected.

F. Supper Club (5.30-6.15pm)

Parents may book their child into supper club, which is held in Treliske House. 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. If a parent or carer fails to collect at this point, we then follow the policy on failure to collect a child.