

## **Stoke College**

### **GUIDANCE ON PUPIL SUPERVISION POLICY**

To be read in conjunction with policies on:

- Educational Visits
- Pre-School and After School Care Policies

#### **ARRIVAL**

##### **Pre-Prep and Prep Department**

Pupils may arrive at school from 8.40 am; the front entrance to the Prep school will remain locked until 8.40am. No pupil is allowed in the Prep school before 8.40am.

From 8.40am members of staff will be on duty in the classrooms and parents may bring their children into the school building. No child must be left unattended in the car park or courtyard area before this time.

##### **Senior Department**

Pupils may arrive from 8.40am and either remain in the courtyard area or go into their form room, if a member of staff is present. The office is manned from 8.30 am and there are many members of staff already in the building at that time. Students are expected to behave responsibly and ensure that they are in the form room for registration by 8.50 at the latest.

Parents wishing to drop their child at school before 8.40 am and be supervised by staff must book them into Breakfast Club (Pre-School brochure and booking form)

#### **DEPARTURE**

##### **Pre-prep and Prep Department**

Pupils not staying for after school prep or hobbies must be collected from the Prep foyer no later than 4.15pm

Children must not leave that area unless someone is there to collect them. They must not go into the car-park unattended. If a child is not collected by 4.15pm they will be taken by a member of staff into After School Prep and will need to be collected from there. The teacher will make an attempt to contact the parent to ascertain their time of arrival, assistance in phoning parents is provided by the School office staffs who are manning the office until 4.30 pm.

Children who travel on the school buses go directly to the bus and once the bus driver is satisfied that all the passengers are present, then the bus will leave. Buses must not leave before 4.10pm. Bus drivers have a daily register of those pupils booked to travel.

Children who are going into After School Care will assemble in the foyer of the Prep school. They will then be taken into After School Care by the member of staff in charge. After School Care finishes at 5.15pm.

## **Senior Department**

On dismissal at 4.00pm, students going straight home will make their way either onto the school buses or to the courtyard area where the children wait for parents to arrive. They must not go into the car park until their lift arrives and must then exercise proper caution. If a student is still waiting after 4.15pm the Duty Leader will ascertain, with the help of the office staff (which is manned until 4.30pm), the parents whereabouts and if required take the pupil into Prep Club.

## **AFTER SCHOOL ACTIVITIES**

A designated team of staff are on duty on each evening, Monday to Thursday in both the Prep and Senior school, on Friday evening a member of the Senior Management team is on duty to ensure all pupils have left the site.

Students who stay for any after-school activity are supervised by the member of staff who has organised that activity. At the end of the hobby or prep activity pupils in the Prep school return to the Foyer of the school to wait for parents to collect them, a member of staff will be supervising and ensure all pupils have been collected. Senior pupils wait in the courtyard area supervised by the Duty Leader until they are collected by a parent.

The Duty Leader is responsible for completing a Hobbies and Prep register of all pupils remaining on site after 4.15 pm and in our care, pupils sign up for a hobby at the beginning of each half term and are not allowed to attend on a one off basis. They should follow up any absences that are not forewarned. At 5.10 pm they check the answer phone in the main school office for parents who have contacted the school to warn of a late arrival. They will make sure all pupils have left the school site by 5.30 pm and any pupil not having been collected or have been booked into Tea Club will be taken to the Boarding House where boarding staff will assume care. Contact with parents will be made to ascertain their time of arrival for pupils not booked into Tea Club.

## **BREAK AND LUNCH TIMES**

All members of staff take their share of break and lunchtime supervisory duties. Break in the Senior School is supervised by one member of staff. Senior Year pupils can be used to help staff on wet breaks where pupils will be assigned to classrooms. Pupils must remain on site and in bounds during break times, except Year 11 pupils who are permitted to visit the village shop during the morning break; they must sign out and then sign in on their return. Lunchtimes are supervised by two members of staff; one for the lunch queue and one on patrol.

In the Nursery children are constantly supervised in accordance with the rules on appropriate ratios and ages. In the Junior School staffing at break and lunchtime can increase depending upon the identified needs of the students. The College is evolving a stance on solitary players and the social use of language at the time this document is being reviewed (September 2011).

Pupils are not allowed to leave the School premises during the day unless they are part of a School trip or they are being collected for a medical/dental/other appointment. Details of such appointments must be given to the pupil's Form Teacher/ Office Staff in advance. The child concerned must be signed out in the appropriate place and signed in again, if they return before the end of the school day.

## **REGISTRATION**

A register of pupils is taken at the beginning of the morning and afternoon sessions. School must be notified if any pupil is going to be absent. This may be done by telephone, by e mail or by letter. The parent/guardian will be contacted by telephone before midday if a pupil fails to arrive at school and there has been no explanation. Teaching staff are asked to complete a register at the beginning of each lesson to ensure all pupils are present. A daily list of pupils not attending school on that day is placed on the staff room notice board and pupils may also be attending sports fixtures and music lessons and lists are made available for staff. Any pupil not in attendance and the teacher is unaware of the reason for their absence should be followed up by informing the school office. Parents must always confirm the reason for any absence with a signed letter in order to comply with legislation.

## **FIRST AID SUPPORT**

A number of members of the teaching and non-teaching staff are trained to administer first-aid, to deal with any accidents or emergencies or to help if someone is taken ill at school. A list of those who are suitably qualified is displayed in the Office, each staff-room and around school. First aid boxes are in all potentially high-risk areas as well as in the main school office. The boxes are regularly checked and replenished.

## **SUPERVISION WHILE 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 while they are travelling on the school bus, but they are expected to behave responsibly and follow the driver's instructions. We always investigate complaints about poor behaviour.

## **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. Guidance is given on areas within the buildings and the grounds that should regularly be checked when on duty outside normal lesson times, and is available in the Staff handbook.

Reviewed September 2011

To be reviewed August 2012