

Supervision of Children in School - Prep School and EYFS

Timetabled lessons and Form Tutor Periods are not included in this table.

*Mobile phone and First Aid kit taken on duty by member of staff

Time	Location	Year Group/Key Stage	Supervision
07.15 -08.00	Front of main school/ Refectory	All	<ul style="list-style-type: none"> Children collected and registered at Reception and supervised by members of staff in Breakfast Club: children supervised whilst having breakfast in the Refectory and return to the front of Main School at 08.00. [Ratio: 1:4]
8:00-8:30	Front of main school, Front Hall and through Senior School	All	<ul style="list-style-type: none"> Children supervised by member of staff while getting out of cars and coming into school Reception and KS1 children supervised by TA on 'Magic Carpet' until brought to Prep Hall by Year 6 prefects or brought directly to the Prep Hall by their parents KS2 children walk through Senior School to the Prep Hall independently (Year 6 prefects stationed on the route) Nursery children brought to Nursery by member of staff from 'Magic Carpet' or their parents
8:00-8:30	Holly Hedge KS1 & Rec Classrooms	KS1 & Reception	<ul style="list-style-type: none"> KS1 & Reception Member of Staff on duty
8:00-8:15	Prep Hall	KS2	<ul style="list-style-type: none"> Children wait quietly in Prep Hall. One member of staff of duty. Head of Prep (Director of Studies in her absence) available if needed
8:15-8:30	The Corral	KS2	KS2 Member of staff on duty
5 minutes between lessons in KS2	Regina Mundi, Music Room, Science Block	KS2 moving between lessons	<ul style="list-style-type: none"> Staff in each building monitor children's departure and arrival for each lesson
10:45-11:00	Holly Hedge (R & KS1)Corral and courts (KS2)	R, KS1 & KS2	<ul style="list-style-type: none"> Teacher and TA on duty (KS1) Teacher and LSA on duty (KS2)*
12:00-12:30 12:30-1:00	Dining Hall	EYFS, KS1 & KS2	<ul style="list-style-type: none"> Form Tutors take children to lunch and sit with the children
1:00-1:40	Courts, Paddock and Lower Paddock	EYFS, KS1 & KS2	<ul style="list-style-type: none"> Teacher and TAs on duty (KS1) Two members of staff on duty (KS2)*
3:30-4:00	Prep Hall	EYFS and KS1	<ul style="list-style-type: none"> Member of staff from KS1/EY on duty
3:45-4:00	Through Senior School and Main Entrance	KS2	Member of staff on duty walks those children, being collected from the front, through the Senior School and waits with the children until 4:00 when any children not collected are escorted back to the Prep Hall and handed over to After School Care. Year 6 children make their own way to the front of the school for collection
3:45-4:00	Regina Mundi	KS2 children attending after school clubs	<ul style="list-style-type: none"> Children wait in their classrooms with their form tutor or in a classroom where a teacher is available
4:00-6:00	Art Room in RM and Dining Room	Children in After School Care and those attending clubs	<ul style="list-style-type: none"> After School Care team – led by After School Care Supervisor (M. Grable, BA) and assistants. Children attending ASC or clubs are collected from Prep Hall or Reception classroom by parents. Children are signed out to Parents/carers.

Updated January 2017 (PG)

Supervision Provision for the Senior School

Time	Location	Year Group/Key Stage	Supervision
7.30 – 8.20	Mini Bus Scheduled Routes	Key Stage 3,4,5	Designated Mini-bus driver ensure safe arrival of the pupils who use this service
8:00-8:30	Senior School, Foyer and Tutor Rooms	All	<ul style="list-style-type: none"> • All pupils (except Boarders) in Key Stages 3-5 ‘sign-in’ to school from 8am. • Pupils to report to Deputy Head if they arrive before 7.45. • Office is manned from 8am. • Deputy Head is on-site from 7.30am • Pupils are able to congregate in their Form Bases upon arrival at school. • All staff on site by 8.30.
8.30 – 9.00	Tutor Bases, Assembly locations as published, Learning Support, or as per timetable	All	<ul style="list-style-type: none"> • Registration (until 8.40) with Tutor • Students follow School pattern as per Form Time/Assembly Rota • Some students have lessons during this time, e.g., Learning Support. • Absences and Lateness are recorded on Schoolbase; late pupils sign in or report to the Office. The Office will update ‘Registration Notes’ for the Tutor. • Absences are recorded; the Office will follow up absences on a daily basis; an ‘Absence List’ is published.
9.00 – 10.45	Lessons commence (periods 1 & 2)	All	<ul style="list-style-type: none"> • Registers are taken at the start of every lesson using 3Sys. • Absences are noted; • Concerns regarding a pupil’s whereabouts are sent to the Office or to the Deputy Head.
10.45 – 11.05	BREAK TIME	All	<ul style="list-style-type: none"> • 2 members of staff patrol the senior school site during break as per the Duty Rota. Staff wear ‘hi-vis’ tabards. • Areas identified for supervision include: the Bag Room, the perimeter of the building, the Form Bases (for Wet Breaks), Mater Square. • Pupils are made aware of the areas which are ‘out of bounds’ as stated in their Form Folders and what to do in case they need a member of staff • The Deputy Head provides additional supervision (when she can) during break.
11.10 – 12.55	Lessons commence (periods 3 & 4)	All	<ul style="list-style-type: none"> • As per period 1 & 2 • Concerns regarding a pupil’s whereabouts are sent to the Office or to the Deputy Head

12.55 – 2.00	LUNCH TIME	All	<ul style="list-style-type: none"> • Lunch supervision is split as a 1st Lunch or 2nd Lunch • 2 members of staff are supervising during either 1st or 2nd lunch • The areas that are patrolled are as per break • Staff decide who will monitor the lunch queue or to patrol the School • Supervision at lunch is facilitated by the Prefect Body and the Deputy Head • As in the arrangements for Break, pupils are informed as to the areas that are ‘out of bounds’ or what to do should they need a member of staff • 6th Form may leave the School site having signed out first. • A number of Lunch Activities run during this hour. Some are ‘drop-in’ some scheduled. All have designated staff members who run these clubs.
2.00-3.45	Lessons commence (periods 5 & 6)	All	<ul style="list-style-type: none"> • As per periods 1 through 4. • Concerns regarding a pupil’s whereabouts are sent to the Office or to the Deputy Head
3.45-4.00	Tutor Time		<ul style="list-style-type: none"> • All pupils are in Form rooms. Sixth Form may leave school at the tutor’s discretion.
4.00 – 4.15	Home or Tea	All	<ul style="list-style-type: none"> • Pupils may choose to have tea in the Refectory at 4pm. Refectory Staff supervise this area. • Pupils who choose to go home must sign out using the Signing In/Out books in the front of the school • Pupils not collected at 4:15 are to return to Study. Parents who arrive after 4:15 (until 5pm) report to the School Office who request the pupil from the Study Room.
4.15 – 6.00	Activities or Study		<ul style="list-style-type: none"> • In addition to ‘signing in’ all pupils are required to complete an Activities Request Sheet at the beginning of term, and again, on a daily basis, identifying their choice of activity on any given evening. • Duty Staff have a record of which students are staying for Study; those leading activities have a record of which students to expect. Those students not doing an activity and are on School site are expected in Study. • Pupils being collected at 5pm or who are taking the 5pm minibus home, leave at this time. • Pupils not collected at 5:00 are to return to Study. Parents who arrive after 5.00 report to the School Office who request the pupil from the Study Room. • Absence from Study is recorded and a note sent to the tutor for follow up.

			<ul style="list-style-type: none"> • Study takes place in designated classrooms: Media Room and adjoining English classrooms for years 7-11.
<p>NB Older pupils may be left on their own for example in the Library if it is clear that a responsible adult can be easily contacted if necessary.</p>			<ul style="list-style-type: none"> •

Reviewed September 2017 DHM, to be reviewed September 2018