

Supervision
Policy –
Senior School



Hydesville Tower
School, Walsall

March 2016

Senior School Supervision Policy

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils during the school day.

Legal Obligations

HTS recognises its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety. The teacher has a duty of care to the children, which is based on the principle of loco parentis.

It is acknowledged that our pupils do not arrive simultaneously on the school premises. However, our responsibility for ensuring their safety begins when they arrive at school.

Arrangements between 07.30-08.00 a.m.

Pupils arriving between these designated times **must** attend Before School Club and register their presence with Mrs Edwards in Room 1. The charge for this facility is currently £2.00 per half hour. At 08.00 a.m. Senior School pupils are able to leave Before School Club and the arrangements below will apply.

Arrangements between 08.00-08.25 a.m.

On arrival to school pupils must enter the premises via the dining hall where they **must** be registered by the member of staff on duty. Pupils have the option of remaining in the dining hall and attending Breakfast Club where they can purchase breakfast items, alternatively they may carry out private study in the library. For the purposes of safety and supervision pupils **must not** access other areas of the school which are considered out of bounds. This includes accessing their lockers. Any pupils who violate these regulations will be disciplined accordingly and risk having the facility withdrawn. If pupils arrive in school between 08.00-08.25 to attend an extra-curricular activity they should enter school as directed above, notifying the member of staff on duty before making their way to their activity.

Arrangements After School

Pupils should leave the premises as soon as possible after school finishes at 3.45 p.m. unless they are taking part in an extra-curricular activity. Pupils may remain on site until their activity finishes provided they have parental permission and remain in the company of a teacher. Parents should collect pupils from the School playground and the member of staff running the activity should wait in the vicinity until all pupils have been collected. Any pupils who remain on the premises and are not attending an activity must attend After-School Club. The charge for this facility is currently £2.00 per half hour.

Responsibility During the Day

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Form Teachers are responsible for ensuring pupils are registered within 5 minutes of the bell.

Unexplained Absence:

The responsibility to ensure that a pupil attends school regularly is that of the parents and carers. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by Form tutors. Parents are asked to contact school, early in the morning, if their child is unable to attend school.

If pupils are late arriving to school they should sign in at Reception before joining their class even if assembly is taking place. They must not remain in a classroom unsupervised.

Leaving the school site:

Senior School pupils should not be allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or carer.

Emergency:

No class of pupils should be left unsupervised for any reason. In the case of an emergency please send a child to the school office or to the Deputy Head.

Lesson Time:

Pupils must be supervised at all times. Pupils should not be left in classrooms without supervision. Pupils attending clubs and extracurricular activities should not be left in school unattended.

From time to time, it may be necessary for older children to exercise some personal responsibility, for example, individual use of the library or ICT facilities. Nevertheless, each member of staff has a responsibility to ensure the safety and good conduct of all children in their care at a particular time and should always be aware of the whereabouts of every child.

Supervision during Break times

- There must be adequate supervision both indoors and outdoors throughout school break times.
- A duty rota for break time supervision will be displayed in the staff room.
- Duty teachers and other duty staff, if appropriate, will "patrol" around the school.
- Duty teachers should begin supervision promptly.
- Staff should leave the staff room promptly to supervise pupils back into class.
- There are clear routines to supervise children from break time back into class. Staff should work as a team to support one another in this process. We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested areas and where lockers are located.
- Children should not be left unsupervised in classrooms during break times unless a member of staff is present.
- Staff should support each other in maintaining adequate levels of supervision during wet break times.
- All pupils are required to stay on the playground and must not enter school without permission of a member of staff

Wet Break-Times

- All children will stay in the designated classrooms at the time of their normal break-time and behave sensibly.
- The teachers on duty will patrol and prefects will support the supervision of the pupils until the bell goes whereupon they will make their way to their lessons.

Supervision after School

Pupils are expected to leave the premises at 3.45 pm. Teachers should be satisfied that children have left the school site appropriately.

Any child left at school at the end of the school day and who is not attending an after school activity is the responsibility of the parents. If a child is found in school, they should be directed to the After-School Care Facility.

Parents should be given notice of children who will be late home through participation in after school activities or revision lessons. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

An After-School Care facility is offered to those who need to stay until 6.00pm.

Supervision for after School Extra Curricular Activities/after School Detentions

The same level of supervision is necessary as for similar activities in normal school time. Staff who run after school activities are responsible for the children in their care and should ensure adequate supervision ratios.

Registers are taken of pupils attending extra-curricular activities and staff running activities should ensure the office has a list of pupils they are expecting to attend. Registers should be returned to the office as soon as possible at the beginning of the activity, and the office has a responsibility to chase up missing registers. In the case of unexplained pupil absence from any club, the school office will telephone parents as soon as possible.

The timings and collection arrangements for extra-curricular activities are specified in the permission letter sent to parents. It is the responsibility of the member of staff running the activity to ensure parents are notified in the event of the cancellation of such activities at the earliest opportunity.

Staff are also responsible for giving parents notice in writing in good time where after school activities involve taking children off school premises, particularly for sports fixtures. Such notice must include full details of the activity, the venue and the arrangements for picking the children up.

Staff are responsible for ensuring that all permission slips have been obtained from parents or carers if the children are going off site.

The teacher may accept authorisation by telephone from the parent in an emergency. No pupil may leave the premises and attend the activity without permission from their parent or carer. In such cases the child will be sent home at the normal time.

Staff are responsible for ensuring that pupils have been picked up after the activity by their parent or carer. Staff must not leave if a child has not been picked up without making proper arrangements for another member of staff to take over the responsibility.

Pupils who stay for any after-school activity are supervised by the member of staff who has organised that activity until the pupil is collected. No pupil should wait alone in any area of the school site. Members of the PE Department must supervise pupils at both home and away matches.

Travelling home after school

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

The school recognises that on dismissal at the end of the school day at 3.45 p.m many of the Senior pupils travel home independently, either by:

- using public transport
- using school transport, in which case they must wait in the designated area
- walking independently or with peers
- making their way to a designated area to be collected by parent

At the start of the academic year parents/carers are required to provide written permission indicating that they wish their child to walk home directly, unaccompanied. (Sept 2015)

In providing authorisation for their child to walk to and from school, parents/carers are liable for the safety and wellbeing of their child before and after they enter school grounds.

For children who meet parents away from the school gate, the school cannot be held responsible for the safety of children once they have left the school's premises. Therefore, parents/carers who choose the option of meeting their child(ren) away from the school gates, should ensure that their child(ren) is/are responsible enough to walk sensibly to an agreed meeting place.

At all times, the responsibility remains with parents/carers to keep the school informed of any changes to collection arrangements or emergency contact numbers.