



Derby
Grammar
School

Where you belong

Supervision of Pupils Policy

Scope:	Whole School including EYFS
Release date:	June 2023
Review date:	June 2024
Author:	SB
Reviewer:	LG and Governors

Linked Documents

This policy should be read in conjunction with:

7a Safeguarding and Child Protection Policy

14b Missing Child Policy

Acronyms

EYFS – Early Years Foundation Stage

ICT – Information and Communication Technology

Availability

This policy is available to parents and prospective parents via the School website and a printed copy may be requested from the School Office.

The School is totally committed to the overall well-being of its pupils.

All members of the teaching staff at Derby Grammar School have a duty of pastoral care. The legal duty of care expected of an individual teacher is that of a reasonable parent.

Primary School, including EYFS

School is open to pupils between 7:30 am and 6:00 pm.

Duties

Before School

Breakfast Club is open to pupils from 7.30am and works using an online booking system. The Primary School's Teaching Assistant is responsible for the children during this time, and the Head of Primary is also available on site. In dry weather, a member of staff is on duty from 8:00-8:30am to supervise the Primary School children. Infant pupils (including EYFS) are walked to The Quad by a parent and handed over to the member of staff on duty, whilst junior children walk themselves responsibly up the drive. In wet weather, the members of staff on duty direct pupils straight into school where they are supervised in classrooms.

Morning Break

There is a supervised playground for Primary School pupils during morning break, The Quad. The playground has a rota in place for the supervision of pupils. When appropriate, Sixth Form pupils also support teachers who are on duty. No playground equipment can be used during this time. On occasions when the weather is wet, the staff and Sixth Form pupils on duty will supervise pupils in classrooms. Appropriate games and activities are available in each classroom.

Lunchtime

The Infant and Junior School lunch break is slightly staggered to ensure that all children can move smoothly and efficiently through the dining hall. At 12pm pupils in Reception, Year 1 and Year 2 have lunch with their teacher in the dining hall. Once all pupils have finished eating, they are then taken back to the Infant School playground where they continue to be supervised by their class teacher until 12.40pm. From 12.40pm there is a rota in place for the supervision of pupils (12.40pm - 1.05pm and 1.05pm - 1.30pm).

The Junior School lunch break runs from 12.15 pm - 1.30 pm and is organised by the Primary School Teaching Assistant who is on duty throughout the full lunchtime period. When appropriate, Sixth Form pupils will support the Primary School Teaching Assistant with the supervision of Junior School pupils on The Quad.

In summer months, the Primary School makes use of the School lawn. The supervision ratios outlined above continue to be followed, with one member of staff supervising the Infants and another member of staff supervising the Juniors.

After School

Infant pupils are collected from the Infant School gate by parents at 3.50 pm. Pupils are handed over to their parent or designated adult and no pupil will be allowed to leave unaccompanied. Each Junior School member of staff will escort their class to the turning circle at 3.50 pm where they will be signed out to a parent or designated adult. Each member of staff will also ensure that pupils who travel home by bus/taxi are put safely onto the correct vehicle. After care until 6pm for primary pupils is included as part of the termly fees.

Supervised Homework and after School activities

One member of staff will supervise Homework Club from 4:00 – 4:30 pm. They are responsible for signing out pupils at 4:30 pm. Pupils not collected at 4:30 pm will be transferred into After Care Provision. The Primary School Teaching Assistant is responsible for pupils from 4:30 pm – 6:00 pm or until a pupil is collected if they leave before 6:00 pm. They will sign them out and note the time the pupil is collected.

Senior School

School is open to pupils between 7:30 am and 6:00 pm.

Duties

Breakfast Club - 7:30 - 8:30 am.

A member of SLT will supervise Breakfast Club from 7:30 - 8:00 am.

Before School - 8:00 - 8:30 am.

Two members of the Senior School duty team will be on duty, one supervising Breakfast Club and one outside.

Unless in Breakfast Club, pupils must remain outside until 8:25 am.

Morning Break

If it is dry pupils are expected to be outside. One member of the duty team to clear Bagshaw building and patrol the School. One member of the duty team to clear Rykneld Hall and then be stationed outside. One member of the duty team to be stationed in the Hall.

NB The Hall may be used for eating during break-time. Pupils must not eat in their tutor rooms or the corridors.

At least two members of the duty team to patrol outside. Pupils must not be allowed to wander around the buildings. If the Assistant Head Pastoral declares a wet break time, pupils must be in a designated area or activity and not wandering around the School. (Designated areas are their tutor room, the ICT rooms, the Hall or taking part in a timetabled activity.)

Lunchtime

One member of the duty team on the lunch queue until it has finished. At least one member of the duty team to ensure proper conduct in the dining room until all pupils have left. At least two members of the duty team on duty outside throughout the whole lunch period.

If the Assistant Head Pastoral declares a wet lunchtime, pupils must be in a designated area or activity and not wandering around the School. (Designated areas are their tutor room, the ICT rooms, the Hall, eating lunch or sitting on the chairs by the stage, or taking part in a timetabled activity.)

After School

One member of staff to be stationed at the turning circle and one to supervise the end of the drive/main road to ensure the safe departure of pupils from the end of the school day until 4.20pm, or when the buses have all left.

Supervised Homework and after-school activities

Pupils who remain in School after 4.00 pm will either be taking part in a school activity supervised by a member of staff or doing their homework in ICT1. Parents are asked to pre-register their child for these activities via our online booking system. Pupils must not wander around the School unsupervised.

Staff Supervision of Homework Club finishes at 5.00 pm and all pupils must then be collected. Times at which other activities finish will be confirmed to the pupils. Pupils must sign in and out of activities each evening.

Pupils attending after-school activities, including pupils staying in Homework Club, need to be registered. This is necessary for safeguarding and health and safety purposes. A file will be kept in the front office in which daily lists of all pupils staying to attend any after-school activity or Homework Club will be logged. If a pupil is expected to attend Homework Club or an after-school activity and plans change, a parent must inform Reception of the change of plan so that attendance records can be amended.

Staff must generate a register of all pupils who attend their activity and then tick on a weekly basis the pupils who attend. The form should be sent to Reception by 4.15 pm. Pupils who leave an activity before it is due to finish, or leave Homework Club before 5.00 pm, must sign against their name on the relevant list in ICT1 or Reception as they leave.

Parents wishing to collect their child/children before 5:00 pm must come and collect them from Reception.

Supervision for Senior School pupils can be provided until 6 pm via our Primary School aftercare provision in exceptional circumstances, if parents are delayed and notify us or via prior agreement.