



Supervision of Pupils Policy

Academic year: 2018-19

Supervision and teaching staff duties

It is the responsibility of the duty staff to decide if it is to be a wet break or wet lunchtime. If this is the case, pupils should not be allowed to be outside, but should be in their tutor rooms, the Learning Resource Centre, the Hall or taking part in a timetabled activity. The only place pupils may eat or drink is in the Hall.

Duties

Before School - 20 minutes 8.10-8.30 am. General checking of locker areas and tutor rooms. This member of staff will miss briefing. Please ensure you are up to date with daily details.

Morning Break

If dry:

At least one member or the duty team to clear Bagshaw building and patrol the School. At least one member or the duty team to clear Rykneld Hall and then be stationed outside. At least one member or 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 one member or the duty team to patrol outside. One member of staff to be on duty in the LRC. Pupils must not be allowed to wander around the buildings

Lunchtime

One member of the duty team on the lunch queue until it has finished. One member of the duty team to ensure proper conduct in the dining room until all pupils have left. Four members of staff (two first half/two second half) on duty outside throughout the whole lunch period. Two members of staff (one to follow the other) on duty in the LRC throughout the whole lunch period.

If the duty convenor declares a wet lunchtime, pupils must be in a designated area or activity and not wandering round the School. (Designated areas are their tutor room, the Learning Resource Centre, the Hall in lunch or sitting on the chairs by the stage or taking part in a timetabled activity.

A member of the staff duty team must be present at the start of lunch to ensure that pupils from the correct year groups are going into lunch according to the rota published at the start of the year.

The lunch queue must always be supervised from just before 12.40 pm until about 1.40pm. Once all pupils are through lunch the queue supervisor should supervise in the dining hall. The times for each year group's sittings are published at the start of the year.

All other pupils should queue in their respective lunch sittings, unless required by a member of staff to attend a clinic or lunchtime activity.

If, for some reason, a pupil or group of pupils have to go to the front of the queue then a Lunchtime Priority slip must be completed and given to the member of staff on duty for that day. The member of staff on duty should only give special priority to pupils listed.

The member of staff on lunch queue duty should be listed on the bulletin.

The published list of lunchtime activities must be adhered to.

Any proposed changes (one off or long term), should be communicated to HL in advance.

After School

One member of staff to be stationed by 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 the Reference Library. They must not wander around the School unsupervised.

Staff Supervision in LRC The Reference and Fiction Libraries close at 5.00pm and all pupils must then be collected, unless they are taking part in a School based activity. 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 the Reference Library to do homework, need to be registered. This is necessary for reasons of health and safety. A file will be kept in the front office in which daily lists of all pupils staying in School to attend any after School activity or work in the Reference Library will be logged.

The activity form is available on the server. 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 placed in the file by 4.15pm.

Pupils who leave an activity before it is due to finish, or leave the Reference Library before 5.00pm, must sign against their name on the relevant list in the LRC/School library as they leave.

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