



Supervision of Pupils Policy

2020-2021

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 8:00am and 6:00pm.

Duties

Before School

One member of staff, usually the Primary School Teaching Assistant, is on duty from 8:00-8:30am in the Quad if dry or supervising classrooms if it is wet.

Morning Break

If it is dry one member of staff will be on duty in the Quad. An additional member of staff, plus Prefects will have responsibility for the EYFS pupils.

If it is wet the staff and Prefects on duty will supervise pupils in classrooms. Primary pupils are permitted to move between classrooms, choosing where to play. Games for use if it is wet are available in all classrooms.

Lunchtime

The Primary School lunch break is from 12:15 – 1:30pm. The Primary School Midday Supervisor is on duty throughout the pupils' time in the dining hall and is responsible for dismissing pupils at 12:40pm. The EYFS pupils have lunch at noon with the EY Co-ordinator and leave the dining hall and begin outdoor play once they have finished eating.

One member of staff will be on duty, alongside the Primary School Midday Supervisor, from 12:40 – 1:05pm. This member of staff will supervise the EYFS pupils. Prefects will also be on duty throughout the duration of the lunch break (12:40 – 1:30pm) and will supervise the EYFS pupils.

After School

One member of staff will escort the Primary School pupils to the turning circle where they will be signed out to a parent or designated adult. The member of staff will also ensure that pupils who travel home by bus are put onto the correct bus.

Supervised Homework and after School activities

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

Senior School

School is open to pupils between 8:00am and 6:00pm.

Duties

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

One member of the Senior School duty team will supervise pupils in ICT1.

Pupils not wishing to use the supervised ICT room must remain outside until 8:25am.

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.

One member of the duty team to patrol outside. One member of the duty team to be on duty in ICT2. 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. One member of the duty team to ensure proper conduct in the dining room until all pupils have left. Two members of the duty team on duty outside throughout the whole lunch period. One member of the duty team on duty in ICT1/ICT2 throughout the lunch period in accordance with the rota.

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 5.00pm 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 4.15pm. Pupils who leave an activity before it is due to finish, or leave Homework Club before 5.00pm, must sign against their name on the relevant list in ICT1 or Reception as they leave.

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

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