



14a & 14e Supervision of Pupils (including 14e After-school care)

Pupils of compulsory school age must be supervised by a teacher or responsible adult who is available to support and guide pupils as necessary.

All Pre-Prep, Prep and Junior pupils are in sight of a supervising adult at all times.

Pupils of 17 years and older who may be off site during the school day are subject to the expected behaviour standards.

Junior School

Children in the Junior School must be escorted to and collected from the Prep playground by an adult. In the morning, staff at St Augustine's Priory supervise children on the Prep playground from 8:30 a.m. but it is expected that girls are handed over from parents to staff and vice versa at collection time.

Pupils are not allowed to enter the building before 8:40am unless they are participating in a morning club activity. During the school day pupils may be sent on an errand or to visit the medical room. On these occasions, up to Lower II, they would always be sent in pairs for safety. If a pupil has an individual music or educational support lesson, they are collected from the classroom by their tutor.

During break times pupils go outside to the playground where there are two adults to supervise. Pupils are not allowed to stay inside unless arrangements have been made by a teacher who will be supervising them. During lunch break, duty staff are assigned to patrol classrooms and cloakrooms and pupils may change for PE in their cloakroom during lunch break only, with an adult outside the cloakroom. If the weather is too bad for the pupils to go outside at break time, classes stay in their form rooms which are patrolled by teaching assistants.

After school pupils are released by their form teacher to their parent/carer (who must be over 18). Pupils are not allowed to be dropped off or collected by an older sibling, except in exceptional circumstances where permission has been granted by the Deputy Head (Juniors). If pupils are not collected by 3:50pm, they are taken to the After-School Club provision where they will remain until collected by their parent/carer.

Pupils attending any after school club must take all their belongings. Pupils are not allowed to return to classrooms unsupervised. If returning from a fixture and they do not have their belongings they should be escorted to the classroom and then to the Prep Playground for collection.

Adults leading after-school clubs are responsible for escorting Lower I to Upper II to the Prep Playground for collection at the end of the club.

In second half of the Summer Term, Upper II pupils are allowed to be dismissed and walk home without an adult. However, in order for this to happen, the Deputy Head (Juniors) must receive in advance written confirmation of this decision by the parent/carer.

On educational visits the pupils are in put into groups with an adult leader with a maximum ratio of 1:10

for Lower and Upper II and 1:8 for Lower I and Upper I. Throughout the trip the group stays together with their adult leader at all times.

Seniors

For senior pupils, where appropriate to the age of the pupils and the activities in which they are engaged, a professional judgement is needed on the part of the teacher or responsible adult; periods of remote supervision on site are acceptable. Pupils may arrive at school from 7.30 a.m. onwards for supervised activities or may, for example, during lunchtimes and break times, or other study periods for Upper V and above, go directly to breakfast club, which is supervised by staff. No other supervision is provided for senior pupils before morning registration. Therefore students not attending breakfast club or an organised activity are not allowed to be onsite before 8.30 a.m. During break and lunchtimes there is direct supervision in the Refectories, at co-curricular activities and in the Scriptorium. Senior girls may enjoy the outdoor spaces available in the school grounds or work quietly in their Form Rooms or in the Scriptorium. Duty staff are assigned to patrol specific areas of the school and carry radios so that help can be summoned swiftly if required. No senior girl from Form III to LV is allowed to be unsupervised in the ICT rooms and no senior girls from any year group are allowed to be unsupervised in the Science Laboratories.

If a girl needs to go to the School Health Centre during the day they must obtain a note from their teacher to the School Health Officer and may need to be accompanied by another student, depending on the nature of their ailment. Standard notes are provided to staff in the staff room for this purpose. In case of emergencies and/or for girls with serious health conditions the School Health Officer should be summoned to come to their aid; those girls should never be left unsupervised.

Girls may remain at school after school to participate in co-curricular activities where they are supervised by the staff running the activity. They may also study in the Scriptorium where they are supervised by the School Librarian. In this case they must first go to the School Reception, sign in and collect a pink student lanyard. Senior girls may make their own way to individual music or educational support lessons and may change for P.E. unsupervised. There are always staff present in a supervisory capacity for evening events such as parents' evenings and concerts. In addition, a member of the Senior Leadership Team is always on call after school each day from 4.00 to 6.00 p.m. and on Saturday mornings when the School is open for Sports Practice and for other organisations to use. Girls coming in for Sports Practice are expected to make their own way to the Netball Court or Astro turf unsupervised.

It is the responsibility of supervising adults to ensure that the designated tasks are carried out safely and satisfactorily. At all times a senior member of staff is on duty and can be contacted if necessary. The name of the relevant senior member of staff is displayed in the School Reception.

Pupils studying for public examinations may be expected to work independently during study periods.

During an offsite visit pupils may work in groups away from a member of staff or responsible adult but clear instructions are given to the students about what to do and how to contact the Group Leader and other staff in case of emergency. Senior girls are typically only left without direct supervision for short periods of time. However, certain activities such as the Duke of Edinburgh's Award Scheme expeditions may require the girls to be independent and unsupervised for longer periods, always within a short distance of supervising staff and they are always supervised overnight.

Priory 6

Priory 6 students are permitted to work independently in their own ICT suite and study areas before and after school until no later than 5.30 p.m.

Preps/EYFS

The EYFS have their own Supervision of Pupils policy.

After School Club

A supervised After School Club for pupils from Nursery to Lower IV.

Monday to Friday, 3.30 – 6.00 p.m. in the refectories.

Staff collect Nursery-Prep III pupils from their classrooms at the end of the school day, Lower 1-Lower IV make their own way to the refectories. Parents collect pupils from the refectories via playground.

Homework area, games, puzzles, educational activities, arts & crafts, book corner, role play, outdoor play, Spanish conversation. Snack of fruit, pasta, pitta or brown bread sandwiches with ham or vegetables or spreads and the occasional treat is given!

One-off registration fee £15. Pre-booking or same day booking required. Per session fee £13.00 chargeable to school account.

Mrs Margaret Lukomski. Registration and pre-booking tel: 07951 363621. Same day bookings and on the day enquiries tel: 020 8997 2022.

Email: afterschoolclub@sapriory.com.

Please note that the After School Club is separately registered with OFSTED.

Staffing

Name	CRB/DBS	Qualifications
Margaret LUKOMSKI	001300210369 20.10.2010	CACHES Level 3
Isabel EGIDO	001211035712 01.02.2011	NVQ Level 2 (QCF)
Frazana HASANYAN	001204410911 03.12.2010	CACHE Level 3

Related Documents

Missing Child Procedure

EYFS Supervision of Pupils Policy