



## 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. In the Senior school some of this supervision may be looser but the school will always ensure that there is a member of the Senior Leadership Team onsite until 6pm

All Pre-Prep and Prep 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.

### **Preps and Pre-Preps**

In the morning, staff at St Augustine's Priory supervise children on the Prep Playground from 8:30am but it is expected that girls are handed over from parents or siblings in the Seniors to staff and vice versa at collection time. Children in the Preps must be escorted to and collected from the Prep Playground.

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 Year 5, they go 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 at least two adults to supervise them. 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. 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 or a sibling in the Seniors. If pupils are not collected by 3:50pm, they are taken to the After-School Club where they will remain until collected by their parent/carer.

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

Adults leading after-school clubs are responsible for escorting Year 3 to Year 6 pupils to the Prep Playground for collection at the end of the club.

From the second half of Lent Term, Year 6 pupils are allowed to be dismissed and walk home without an adult. The Head of Preps and Pre-Preps must receive in advance written and signed confirmation of this decision by the parent/carer.

Throughout the trip the group stays together with their Group Leader at all times.

\* The correct form must be completed, signed and submitted by the parent to the Head of Preps and Pre-Preps if a sibling from the Seniors is dropping off and/or collecting a pupil in the Preps and Pre-Preps.\*

\*\*If a girl in the Preps has a sibling in the Pre-Preps, then the rule relating to Preps and Pre-Preps stands:

a person over 16 years is only permitted to collect both Preps and Pre-Preps sisters. If a sister is in the Nursery, then the person collecting the girls must be an adult of 18 yrs or over.\*\*

### **Seniors**

For senior pupils, where appropriate to the age of the pupils and the activities in which they are engaged, periods of remote supervision on site are acceptable. Pupils may arrive at school from 7:30am onwards for supervised activities or may, 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 8.30am. During lunchtimes, there is 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 Year 7 to Year 10 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 Nurse during the day, they must obtain a note from their teacher 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 Nurse should be summoned to come to their aid; those girls should never be left unsupervised.

Senior girls may make their own way to individual music or educational support lessons and may change for P.E. unsupervised until 5:30pm. 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 may be supervised by the School Librarian or the member of staff running homework club.[CM1] In this case, they must first go to the school Reception, sign in and collect a pink student lanyard. 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 6:00pm and on Saturday mornings when the school is open for Sports Practice and for other organisations to use. Pupils coming in for Sports Practice are expected to make their own way to the Netball Court or Astroturf 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 duty rota for senior staff is kept in the school Reception and the staffrooms in school.

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 Sixth**

Priory Sixth students are permitted to work independently in their own ICT suite and study areas before and after school until no later than 5:30pm,

**Pre-Preps/EYFS**

The EYFS have their own Supervision of Pupils policy.

**After School Club**

A supervised After School Club for pupils from Nursery to Year 8.

Monday to Friday, 3:30 – 6:00pm in the refectories.

Staff collect Nursery-Year 2 pupils from their classrooms at the end of the school day, Year 3- Year 8 make their own way to the refectories. Parents collect pupils from the refectories via playground.

**Related Documents**

Missing Child Procedure

EYFS Supervision of Pupils Policy