



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

Preps and Pre-Preps

In the morning, staff at St Augustine's Priory supervise children on the Prep Playground from 8:15am 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 8:30am 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 pupils 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 and lunch break, pupils go outside to the playground, woodland area or meadow if weather permits. Supervision of pupils during break and lunch is at least in line with age-appropriate ratios. Pupils are not allowed to stay inside unless arrangements have been made by a teacher who will be supervising them. 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, a sibling in the Seniors or a pre-authorised adult. Parents must give advance permission for their child to be collected by someone other than a parent/carer and provide contact details and a photograph. Parents are advised that a sibling in the Seniors should be 14 years or older to collect pupils from Years 1-6 and each decision is evaluated on a case-by-case basis. Children in EYFS must be collected by an adult 18 years or over.

If pupils are not collected within ten minutes of their dismissal time, 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 pupils to the Prep Playground for collection at the end of the club.

From the beginning of the Summer Term, Year 6 pupils are allowed to be dismissed and walk home without an adult. The Deputy Head of Preps and Pre-Preps must receive in advance permission from the parent/carer.

Off-site visits are staffed in line with age-specific ratios and children are supervised at all times.

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 which ends at 4:45. 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 Astrotrurf 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. Priory Sixth pupils are allowed to leave the site for their lunch break and are subject to the expected behaviour standards.

EYFS

The EYFS have their own Supervision of Pupils policy.

After School Club

A supervised After School Club for pupils from Nursery to Year 6 takes place Monday to Friday in the refectories from 3:30pm to 6pm. After School Club staff collect Nursery-Year 2 pupils from their classrooms at the end of the school day, and any child in Year 3 to Year 6 is directed to the After School Club by their form tutor. Parents, carers, collect pupils from the refectories via the Preps and Pre-Preps playground.

Related Documents

Missing Child Procedure

EYFS Supervision of Pupils Policy