



## Pupil Supervision Policy (Whole School including EYFS)

The normal school day is as follows:

Junior School	8.30 a.m. to 3.15 p.m. 8.30 a.m. to 3.20 p.m.	Reception and Year 1 Years 2 to 6
Senior School	8.30 a.m. to 3.45 p.m.	

### **Pupils' arrival and departure – Junior School**

Girls in Year R - 6 may attend Breakfast Club from 7.30 a.m. which is located in the Senior School Dining Room. Girls in Reception may attend once they are in school full time. Spaces are limited to 20 and these sessions must be pre booked in advance. The girls are looked after by 2 members of staff with a minimum of an NVQ level 2 qualification. All girls are registered when they arrive and must be handed over by a parent or nominated adult. The girls are walked over to the Junior School in time for registration.

The gates to the Junior School garden are opened at 8.20 a.m. A member of staff is located by these gates at 8.20 a.m., and girls from Year 1 – 6 may be left in the gardens on their own at this time. Girls must never be left waiting on their own outside these gates, before or after 8.20 a.m.

Junior School staff supervise the girls until they are allowed into school at 8.30 a.m. and they are collected at their normal day end. Any girls attending an after school activity must make their way to the designated room in the Junior School where the activity supervisor is in attendance. The supervisor takes a register of all girls who are attending and sends a message to the Junior School office if any child is missing. A member of staff is also present within the school. Any other girls not collected at the end of the day are taken at 3.30pm, by the After School Club staff, to the After School Club (currently housed in the Art room in the Junior School). Any girl not picked up at the end of an after school activity is taken by the activity supervisor to the After School Club where they are looked after by the After School Club staff.

The After School Club is run by three members of staff from 3.30 p.m. – 4.30 p.m. and by two members of staff from 4.30 p.m. – 6 p.m. All members of staff have a minimum of an NVQ level 2 qualification and the member of staff who works from 3.30 p.m. – 6 p.m. has an NVQ level 3. All girls in the After School Club are registered when they arrive and are only released to a parent or nominated adult.

Junior girls in Year R-4 are released from school, a club or the After School Club directly into the charge of a parent or other responsible person (aged over 16). However, girls from Years 5 and 6 may go home on their own if the school has been previously informed in writing.

Girls in the Early Years Foundation Stage will only be released to a parent or carer whose name has been given to the school in writing, in advance.



### **Pupils' arrival and departure – Senior School**

Pupils may arrive at school from 7.30 a.m. and are expected to go straight to their form room. At this time of the morning, the Reception is staffed. Girls should go there if they need any assistance. There may be an exception to this if a girl is attending a morning sports club; the staff member meets these girls and takes the register.

Senior girls are expected to leave the school premises by 5.30 p.m. After 4 p.m., pupils should either be taking part in a supervised activity or working in the library. Pupils are not allowed on site without supervision; they must sign in at Reception or be registered by the member of staff leading the after school activity. Parents will be informed about arrangements for events taking place after 5p.m. If a pupil has to leave school in the day she must go to the Reception where the exit is cross-checked with parent communication and then the pupil is allowed to sign out.

The library is usually supervised by the Librarian until 5.30 p.m. (4.15 p.m. on Fridays). In the case of an emergency, staff are also available in Reception and in the staff room directly above.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches. At the end of their activity, girls should leave the school quickly. PE staff will ensure that those involved in a sport get changed and leave the school promptly.

### **Pupil's arrival and departure – Sixth Form**

Pupils in the Sixth Form may enter the Sixth Form Centre at 7.30 a.m. and are expected to leave the building by 4:30 p.m. Pupils in Year 12 and 13 may leave the premises at lunchtime and may remain off-site for the afternoon if they have free lessons. They are expected to be on site the rest of the day, unless they have been given permission to do otherwise. Students will not be directly supervised during their free time at school, but will be expected to sign in and out of the Sixth Form or main school reception if they are going off site. On Mondays, Wednesdays and Fridays, students may sign in the Sixth Form reception from 3.45 p.m. - 4.45 p.m. if they wish to use the gym. There will be one member of staff present in the Sixth Form Centre at these times.

### **Registration**

We take a register of pupils at the start of the morning session. Parents are responsible for notifying the school if their child is absent for any reason. The school will always try to contact the parent if a child fails to arrive at school without an explanation. In the Junior School, the office staff will ring parents of girls in Year 5 and 6 who make their own way to school, if they are not in school. In the Senior School, parents will receive an e-mail via Schoolcomms.

#### **In PE:**

If a student is ill and cannot participate in the lesson, or misses the start of a PE lesson due to a clashing music lesson, the supervising teacher must ensure that the student signs in, in the front office, and works quietly in the library. If the lesson is to be off site (at Trailfinders, for example) the class register must be completed **before departure** and a copy left in the front



office. The class teacher should regularly countercheck their class register with the sign in sheet. If a student has not signed in, the HOD must be informed and this should be followed up immediately by the HOD and the relevant HOY.

All extra-curricular PE clubs and fixtures after school must have an electronic register is taken, available to the front office.

#### In Music:

The Music department ensure that a list of regular timetabled lessons for fixed 8.30am and 1.45pm slots is held in the office. Visiting music staff must ensure that they give a list of absentees to the Director of Music who will in turn get this list to the office to countercheck. Any discrepancies are to be reported to Deputy Head Pastoral and the relevant HOY.

The teacher running a before or after school lesson, club or rehearsal must ensure that an electronic register is taken, available to the front office.

#### Rotational lessons:

If a girl is absent from an instrumental lesson during normal lesson time, the VMT should inform the main office by dialling '0' from the Music department office telephone. Teachers should put an 'F' code in the register, and this will be counterchecked by the office. Any discrepancies will be sent to the Director of Music and Deputy Head Pastoral to follow up.

#### Drama Clubs:

- These are sessions that operate from 3.45pm.
- Pupils will sign up in advance and the expectation will be that they will attend regularly.
- At the start of each session, an electronic register is taken, available to the front office.
- Latecomers will need to sign in at the office before joining in the activities.
- All pupils will be released at the appropriate finishing time as advertised to parents.

#### Rehearsals for School Productions:

These take place in the Autumn term and involve girls from Years 9 – 13.

- Rehearsals involving girls from Years 9 -11 will always be led by a member of staff.
- A copy of the cast and crew list will be sent to the office and Deputy Head Pastoral.
- At the start of each rehearsal there will be an electronic registration and the completed register available to the office. Any girl leaving early will sign out at the office. Rehearsals will finish at the time advertised to parents.
- Members of the technical and design teams, who need to work on a more flexible basis, will sign in on a sheet which will remain the school office and sign out when leaving the premises.

#### Rehearsal for Exam Performances:

- Start and finishing times for these sessions will be agreed with all pupils concerned prior to the examination season and advertised on Firefly for parents.
- Students will sign a rehearsal sheet at the start of the session which will then be taken to the school office.
- Girls will need to sign out as they leave the premises.



- Workshop sessions will operate on the same basis.

#### LAMDA:

- All LAMDA lessons take place during the school day.
- The LAMDA timetable will be on Firefly and posted on the noticeboard outside the LAMDA studio.
- Girls will be registered at the start of the lesson and any absences will be reported to the office at the earliest opportunity.
- Absences will be crosschecked with SIMS by the office and any girls absent from the LAMDA lesson but in school will be seen by the Director of Drama.

All after-school extracurricular clubs and activities (e.g. Duke of Edinburgh, Critical Thinking, Da Vinci club, music rehearsals and practices) **must have an electronic register taken at the start which is available to the school office**, so we have clear records of who is on-site. If a pupil leaves after school activity early, she must sign out at the front office.

Any student taking part in an ad-hoc out of hours' activity or lesson must sign in at the front office, and sign out when leaving. These sessions must be supervised by a member of staff too.

#### Early Years Foundation Stage

As an integral part of Notting Hill & Ealing High School we operate identical registration procedures to the rest of the school.

#### Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on public transport; but are expected to behave responsibly. We always investigate complaints about poor behaviour. In the event of an emergency school closure girls are sent home early only if permission has been received by parents.

#### Breaks and lunchtime – Junior School

Morning play takes place in the school playground. The girls are supervised by two teachers and three teaching assistants.

At lunchtime, Reception girls are supervised by the teaching staff in the dining room and by four lunchtime supervisors. Year 1 upwards are supervised by four lunchtime supervisors.

At 1.00 p.m. all girls are in the playground and are supervised by 1 or 2 teaching assistants with an NVQ level 3, three teaching assistants with an NVQ level 2 and three lunchtime supervisors.

During some lunch break times, Reception may play in the front garden supervised by 4 teaching assistants, 1 of whom has QTS and the others either have an NVQ level 3 or NVQ level 2. (In the event the TA with QTS is absent, 5 teaching assistants will be on duty). This meets the staffing requirements of the EYFS.



### **Breaks and lunchtimes – Senior School**

All members of the teaching staff are expected to take their share of break, lunchtime and library supervisory duties. For more information on staff duties please see sections B4 and B5 in the staff handbook.

The main duty times are:

- Break duty
- Lunch-time duty
- Bus stop duty from 3.45 p.m. – 4 p.m.

### **Supervision during curriculum time – Junior School**

**EYFS** A teacher is always present and in most lessons there is also a teaching assistant qualified to a minimum of an NVQ level 2. This meets the ratio requirements of the EYFS.

**Year 1** A teacher is always present and in most lessons there is also a teaching assistant.

**Year 2 – 6** A teacher is always present.

During PE lessons, the girls are supervised by the PE teacher. When changing for or after PE they are either supervised by the PE teacher or by their class teacher.

In the event that a teacher is ill or unavailable to teach their class, either another teacher from the Junior School will cover or a supply teacher will be brought in to cover that class.

Girls in Key Stage 2 are allowed to study an instrument with a peripatetic music teacher. These take place either in the Junior School or in the Senior Music Department. Girls are either picked up by their teacher or make their own way to their music lesson. If a girl does not arrive, the peripatetic teacher rings the Junior office. If a music lesson finishes after the end of the school day, the peripatetic teacher must deliver the girl directly to an adult or to the after school club.

### **Supervision during curriculum time – Senior School**

In the event that a teacher is ill or unavailable to teach their class, either another teacher from the Senior School will cover or a supply teacher will be brought in to cover classes in Year 7 - 11. Sixth Form classes will be set work and are expected to complete it without supervision.

### **Lessons off-site – Senior School**

Some PE activities take place off-site. For most girls, this involves using facilities at Trailfinders, Brentham Club or Cleveland Park. In general, we use Trailfinders Club in Vallis Way for the Winter Terms, and Brentham Club in Pitshanger Lane in the summer, but there are exceptions, and sometimes other venues are used (Indian Gymkhana and Perivale Athletic track).

When girls arrive in Year 7, they are taught how they should travel carefully, without supervision, between school and the sports fields. They always go in groups on a prescribed



route. No girl may travel on foot unless she is in a group. She has to miss the lesson and go to the library if she misses going with a group, first checking in with the school office, and then the librarian. All girls are carefully trained in how they should make this journey safely, and how they must behave.

Staff usually travel by minibus on the same route with the sports equipment, and may arrange for the girls to have a lift in the minibus for one of the journeys. All staff that drive the minibus have been assessed and are suitably qualified and experienced. The minibus seats 16, and is fitted with seat belts.

There is a telephone at the sports ground, and staff usually take an additional telephone or radio, in case of difficulties.

These arrangements and the use of these facilities have worked well for many years and are reviewed regularly.

### **Medical support**

There is a qualified nurse on duty in the Lodge (from 8.15 a.m. – 4 p.m. daily during term time only) who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There is a welfare officer on duty from 10am-2pm three days a week who is also available to medically support students. A number of teaching and support staff are trained and qualified as First Aiders able to give emergency first aid. The names of First Aiders are published in the staff handbook and copies are held in Reception. In addition, there is always a qualified paediatric First Aider on duty whilst Reception children are in school and on school trips. First aid boxes are in all potentially high risk areas, as well as in the School Office. The School Nurse regularly checks and replenishes the first aid boxes.

### **Unsupervised access by pupils**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic or climbing equipment without supervision. At lunchtimes, when senior girls are swimming, there is a minimum of two qualified pool lifeguards if the swimming instructor is not present. Pupils are expected to follow all reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, pool gallery and the Design Technology lab. Doors to these areas are kept locked at all times when not in use.

### **Security, access control and workplace safety**

See [Security](#) and [Health & Safety](#) Policies.

### **Supervision during educational visits**



The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our “Educational Visits Policy.” Our arrangements for the supervision of EYFS children on visits are also described in our Policy for Educational Visits.

### **School holidays**

There may be occasional circumstances when girls come into school to undertake some activity under the close supervision of a member of staff during the school holidays. Girls must sign in and out at Reception or with a member of staff on weekends.

### **Staff induction**

All new members of the teaching and support staff with relevant responsibilities receive a thorough induction into the school’s expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

### **Links to other policies**

- [Educational Visits Policy](#)
- [Security Policy](#)
- [Health and Safety Policy](#)
- [Attendance policy](#)

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Next review July 2020