



TRURO
HIGH SCHOOL
Girls First

POLICY 5

PUPIL SUPERVISION POLICY

Policy reviewed by	Head of Prep
Governors' Committee	Education & Pastoral
Date reviewed	Lent 2018
Approved by Governors	6 March 2018
Next review date	Lent 2020

TRURO HIGH SCHOOL

PUPIL SUPERVISION

1. Introduction

This policy is applicable to all pupils, including those in EYFS.

This policy should be read in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Campus Security Policy
- Missing Pupils Policy.

This policy takes into account the requirements of the following:

- *Statutory framework for the early years foundation stage* (DfE, updated April 2017)
- *Independent School Standards Regulations 2014* (DfE, January 2015)
- *Boarding schools: National minimum standards* (DfE, April 2015).

2. Prep School

Day pupils may arrive at School from 8.00am. Parents/Carers drop their daughters off in the Prep ICT Room, where they sign themselves in and are supervised by a member of the Prep School staff. EYFS pupils may be taken directly to their classroom, where they are signed in and supervised by their teacher.

Pupils arriving between 8.30am and 8.45am should go straight to the Prep Hall or their classrooms where they will be registered officially. Any girls arriving after 8.45am should see the school receptionist who will update the register. If any girl comes straight into the Prep School after registration, the class teacher will contact Main Reception to alert the receptionist.

Between 8.30am and 3.30pm/3.45pm pupils, including those in EYFS, are supervised by their class teacher or another member of school staff. Supervision requirements for the EYFS as set out in the statutory framework are adhered to, including the requirement that pupils are always within sight or hearing of a member of staff and the required staff:child ratios.

Prep School staff supervise pupils in the dining room at lunchtime. At least one member of staff remains in the Prep School in case any pupils return to the building. Teachers of EYFS and Pre-Prep, assist the girls with selecting their lunch and oversee them eating.

Prep School staff supervise pupils in the playground at 'rec' and at lunchtime. Another member of staff is on duty in the corridor to supervise any girls using the cloakroom or Prep IT room during 'rec'. At lunchtime, pupils in Preps 5 and 6 are permitted to walk to and from extra-curricular activities in pairs without adult supervision. Prep staff on duty know who has gone to a club and staff are alert to raising the alarm quickly if a pupil does not arrive. Pupils in all other year groups are collected by the member of staff responsible for the club. Lists of pupils attending lunchtime clubs are displayed in the Prep School staffroom. The School Nurse and other first aiders are available to deal with any injuries.

Individual pupils attending a music lesson will be collected by their music teacher and returned after their lesson. An appropriate adult will always escort EYFS and Pre-Prep pupils to and from other activities, such as ballet.

Pupils in Preps 5 and 6 have a number of lessons in classrooms outside the Prep School but within the school campus. They are permitted to walk to and from these lessons without adult supervision, as the teachers are expecting them. Teachers take a register at the beginning of a lesson and contact Reception if a pupil is missing. Pupils in other year groups, who have lessons in classrooms outside the Prep School, are escorted by a member of staff.

Pupils are registered at the start of the afternoon session by the class teacher or the member of teaching staff leading the lesson.

At the end of the school day, EYFS and Pre-Prep teachers hand pupils over to their parents/carers or another responsible adult who has come to collect them. Teachers will not hand a pupil over to an adult who is not a parent/carer without the prior consent of that child's parent(s)/carer(s).

Pupils in Preps 3-6 shake hands with their teacher to say goodbye in their classroom and are accompanied downstairs to meet their parents/carers. Prep School staff are present in the corridor or playground to ensure that girls leave with the correct adult. In cases where prior parental permission has been granted, girls who are meeting their parent in the Rashleigh car park, are escorted by a member of Prep School staff. Alternative arrangements may be in place for individual pupils following consultation with parents. All pupils are given clear instructions of what is expected and told to come straight back to the Prep School if there are any problems with their arrangements.

All other pupils remain under supervision until they are collected. Pupils staying at school for an after-school club (including Homework Club) report to the appropriate member of staff to be registered and then make their way to the Prep ICT room where they have a snack, supervised by the Homework Club Supervisor. Pupils are expected to be supervised by the Homework Club Supervisor at all times, except when they are in an after-school club and are under the supervision of another member of staff. All pupils must sign out with the Homework Club Supervisor as they leave. Pupils using the 5.00pm school bus services are collected by a driver and escorted to their bus. Pupils in Prep 5 and 6 using the train station shuttle bus, inform Reception of their intention to use the service each day so that the driver knows to expect them.

EYFS pupils are not able to attend Homework Club. Parents/Carers must make arrangements for their daughter to be looked after by Naturally Learning, if they are unable to collect her from school or she is not attending one of the clubs available to EYFS pupils. Reception staff will take pupils to Naturally Learning and hand them over to a member of staff at the nursery. Where a parent/carer fails to collect an EYFS pupil at the end of the school day or after an after-school club as expected, she will be looked after by a member of Prep School staff until the parent/carer arrives.

It is expected that all pupils will be collected by 6.00pm, unless prior arrangement has been made. Any pupils still on school premises at 6.00pm are taken to the boarding house and then to boarders' tea in the dining room. Boarding staff will look after them until they are collected.

3. Senior School

Day pupils may arrive at school from 8.00am. Pupils will usually go to their form rooms. A staff presence is maintained throughout the site between 8.00am and the start of registration at 8.45am. Boarders have breakfast at 8.00am, supervised by boarding staff, and then make their way to their form rooms. Pupils are registered by their form tutor in their form room, or in the case of the Sixth Form in the Sixth Form Centre.

Following registration, pupils either go to assembly with their form tutor or to their first lesson. During the school day, pupils are supervised by their class teachers and are permitted to walk to and from lessons without adult supervision.

Pupils will often return to their form rooms at morning break and at lunchtime.

Members of staff are on duty at morning break and lunchtimes. In addition, members of SLT patrol regularly.

Afternoon registration takes place at the start of Period 4 at 1.40pm.

Pupils in Years 7-11 are expected to leave the school site at the end of the teaching day (3.45pm) unless *either* they are involved in activities, fixtures or clubs run by members of staff *or* they attend Homework Club, where they are supervised by a member of staff, until they are collected or ready to catch their train or bus. Pupils are expected to join Homework Club after activities, fixtures or clubs, if they plan to remain in school.

Sixth Form pupils may work in the Sixth Form Centre after school until 6.00pm, when the Sixth Form Centre is locked.

Boarders return to their houses at 3.45pm and then follow the usual signing in and out procedures.

All Year 7-11 day pupils are expected to leave the campus by 5.30pm, unless prior arrangements have been made. Any pupils still on site at 5.30pm will be directed to the Prep Homework Club and will follow Prep School supervision procedures until collected.

A member of SLT is on fire duty until 6.00pm and he/she walks the site to check that there are no girls in school who are not at a club, fixture or in Homework Club.

A member of the estates team is on duty around the School until 8.00pm in case of an emergency.

See Appendix 1 for further details of supervision arrangements for the Senior School.

4. Breakfast Club

By prior arrangement, day pupils may arrive at school between 7.15am and 8.00am. They are supervised in Dalvenie House and have breakfast in the dining room. There is an additional charge for this service.

5. Remote Supervision

It is expected that Sixth Form pupils do not require the same level of supervision as younger pupils. There are times when they are able to use the Sixth Form Centre or the Sixth Form Art Studio without direct adult supervision. Pupils are briefed as to what to do in the event of an emergency and there are notices posted prominently in both locations instructing pupils what to do in the event of an emergency. Staff make regular checks of these facilities during unsupervised times.

6. Boarders

Boarding pupils are supervised in the same way as day girls during the school day. The boarding houses remain locked and inaccessible to pupils between 8.45am and 3.45pm.

Outside of normal school hours, house staff supervise boarding pupils. Members of SLT act as a point of contact for house staff outside of normal working hours on a rota.

Pupils are expected to inform house staff when they are leaving the boarding house and to sign out when they leave. They must sign back in when they return and announce their return to staff. This applies even when pupils are remaining on the school campus.

There are house rules which specify when pupils may leave the school campus and where they may go unaccompanied. During the week, girls are allowed out into Truro after school, provided that they are back for supper. Girls in Year 7-10 must be in groups of at least two, but older girls are allowed to go by themselves at the House Parent's discretion. Going out after supper must have prior approval of House

Parents and this would usually be limited to special occasions only, particularly during the school week. Boarders are not allowed to walk by themselves after dark. They are made aware of how to contact the house staff in the event of an emergency.

House staff register pupils in the morning and in the evening and also at regular intervals over the course of the weekend.

In the evenings and at weekends the school site is shared by Boarders and Lettings groups. Boarders are aware that this is the case and are advised to move around the site in pairs. Any group of boarders moving around the site in the evening or at weekends is to have a working mobile phone, and all girls are told to contact a member of staff immediately if they see anything or anyone suspicious. Boarding staff are aware of boarders' whereabouts at all times.

Boarders and Lettings groups do not share rooms on site.

Boarders can use the sixth form centre in pairs / groups at weekends if they request this and have a working mobile phone with them. Staff supervise remotely.

Boarders can use the Main Hall in pairs / groups at weekends provided it is not being used by Lettings groups and if they have a working mobile phone with them. Staff supervise in person or remotely.

Boarders can use the astro / tennis courts to exercise provided they are not being used by Lettings groups and provided they carry a working mobile phone and have made a member of staff aware of their whereabouts. Boarders can never use the astro / tennis court alone after dark.

Appendix 1: Senior School Supervision

8.00am-8.45am (before school)

Art, Textiles, Food & Nutrition and science classrooms and the Dance and Drama studios remain locked, unless a member of staff is present (and they remain locked at any point when a member of staff is not present).

Members of SLT, on a rota, patrol the main school building and the estate. A member of teaching staff patrols the Daniell Rd site.

10.05am-10.25am (morning break)

Members of SLT, on a rota, patrol the school site. Other staff maintain a presence in various areas of the site.

12.30pm-1.40pm (lunchtime)

Members of SLT, on a rota, patrol the main school building and the estate. A member of teaching staff patrols the Daniell Rd site.

School Prefects supervise the lunch queue in the dining room.

3.45pm-6.00pm (after school)

All teachers take responsibility for ensuring their building is clear of pupils by 4.00pm (except those involved in clubs and activities, who will be supervised by a member of staff).

From 4.00pm to 5.30pm a teacher supervises Homework Club, on a rota.

A member of SLT is on duty from 3.45pm to 6.00pm each day. He/she patrols the site regularly.