

SUPERVISION OF PUPILS (Senior School)



Document Name	Supervision of Pupils Policy (Senior School)
Version Number	RDOFEB2024
Date	February 2024
Document Owner	Head of Senior School
Next Review Date	February 2025
Statutory / Non Statutory	Non Statutory

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POLICY STATEMENT

The Grange School is committed to provide, as far as is reasonably practicable, a safe environment for the pupils of the school. Part of creating that safe environment is the level of supervision that we provide during the school day.

This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected. This policy also seeks to clarify the School's position on the supervision of pupils outside the School day.

AIMS OF THE POLICY

The aims of this policy are:

- to set out what parents can expect from us in terms of supervision during and outside of school hours
- to set out what we expect from parents and pupils to help us to supervise pupils appropriately

OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following policies:

- First Aid and Medicines Policy
- Educational Visits Policy

For staff there is additional information in the Staff Handbook.

REVIEW DATES AND APPROVAL

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes.

This policy is reviewed by the Compliance Committee and then approved by the full board of Governors (including the Chair of Governors and the Head(s)).

Last reviewed: January 2024

Next review: February 2025

Person responsible for Review: Head of Senior School

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PUPILS' ARRIVAL AND DEPARTURE

Pupils are not allowed on site without supervision and they should not arrive before 7.30am. Between the times of 7.30am – 8.00am all pupils in Years 7-11 must assemble in the Dining Hall. They are not permitted anywhere else within the school during this time. After 8.00am pupils in Years 7 - 11 can go to their form rooms where there will be members of staff. Sixth Form pupils are allowed in the Sixth Form Centre from 7.30am.

If pupils arrive before 8.30am, we ask their parents to drive into the school grounds via the entrance nearest the park, drop their child off at the main entrance and leave via the exit nearest the Dining Hall. They are asked not to delay at the dropping-off point. After 8.30am we need to keep the turning circle completely clear for the arrival of school buses. Parents are asked not to use the small public car park between the school and the park. Parents should not drive up the side of the school to access the staff car park or the Sports Centre.

Following the bell at 3.50pm pupils should either:

- Walk home.
- Go straight to the transport collecting them or queue for their bus under the canopy
- Attend a staffed enrichment club.
- Wait in the Library if they know they will not be collected until after 4.00pm.

Pupils are not allowed to go to the ice cream van sometimes parked in the adjacent car park, or local shops and then return to the school premises. No pupil (even if returning from an away game) should go to any classroom after 4.30pm. Bags or other items required by late returners should be left in the Sports Centre changing rooms.

Pupils staying behind after school

If a pupil below the Sixth Form needs to remain after school he or she has only two choices: either to go to a supervised after school activity run by a member of staff, or to go to the Library Homework Club and wait to be collected. No pupil should be anywhere in school away from adult supervision. If a pupil finishes a supervised activity and needs to wait a little longer to be picked up, that pupil must go to the Library Homework Club. All pupils using the Library Homework Club as a Late Room for however long, **must** sign in when they arrive **and** sign out when they leave; they should not be waiting at the front of school. There will always be a Senior Leadership member of staff on site each evening until the last child has left the premises. No pupil can leave the school site and return before the next school day.

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.

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Years 12 and 13

Pupils from Year 12 and 13 may leave the premises at lunch-time but they must sign in and out in the Sixth Form common room. Pupils from other year groups are required to remain on site throughout the school day. Year 12 and 13 pupils can remain in the common room after school.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always attempt to contact the parent if a child fails to arrive at school without an explanation. If a student arrives late to school but before 9.00am, they are to go straight to their form room to be marked present by their tutor. After 9.00am or during an assembly morning, students must sign in at reception as a priority.

MEDICAL SUPPORT

There are School Nurses who cover both School sites and are generally available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Students need to see the nurse if they are feeling unwell and wish to go home, they will then assess and decide whether this is appropriate. Students are not to make contact with the parents directly to pick them up without going through this process. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. First aid boxes are in all potentially high-risk areas, as well as in the School Office.

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 the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. A staff member is on duty to supervise when the school buses arrive and depart.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Trips policy.

UNSUPERVISED ACCESS BY PUPILS

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

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Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

STAFF INDUCTION

All new members of the teaching staff 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.