

Supervision Arrangements at The Junior & Senior School

The Junior School

At The Junior School we accommodate children in 10 year groups from age 2 to 12. They are as follows:

Early Years 1
Early Years 2
Early Years 3
Reception (R)
Year 1 (Y1)
Year 2 (Y2)
Year 3 (Y3)
Year 4 (Y4)
Year 5 (Y5)
Year 6 (Y6)

Start of the school day

The school day starts at 7:45 a.m. for Years 1,2, 3, 4, 5 & 6. The whistle blows and the class teachers come out to collect their classes and escort them into the building. There is a member of staff on duty from 7:00 a.m. on the basketball courts. At 7:15 a.m. another member of staff goes on the tennis courts where pupils can play football.

EY1 & 2 pupils can be dropped off in their class from 7:30 a.m.

EY3 and R have a teacher on duty in the outside play areas from 7:30 a.m. where children can be registered. The classroom doors open at 7:50 a.m.

There is also a paid supervision service for pupils in EY3 and Reception from 7:00 a.m. – 7.50am.

If it is raining or there are high dust levels, then the members of staff usually on duty go into the hall from 7:00 a.m. where the KS2 pupils gather. EY3 and Reception children go to the Supervision Room whilst Year One children are supervised in one of the four Year One Classes and the same procedure applies for Year Two until 7.30am when all children are escorted to

their classrooms. At 7:30 a.m. members of staff must be in their classrooms, as at 7:30 all pupils will be sent to their classrooms.

Break times

For R to Y2 there are two break times, the first one being 20 minutes long and the second one 15 minutes.

For Y3 - Y6 there are also two break times per day, the first one for 15 minutes and the second one for 20 minutes. The times are as follows:

R, Y1 & Y2 – 9:15 to 9:35 and 11:10 to 11:25

Y3, Y4, Y5 & Y6 – 9:55 to 10:15 and 11:35 to 11:50

R play on the tennis courts and there are 2 members of staff on duty

Y1 & Y2 play on the basketball courts and there are 3 members of staff on duty plus the nurse.

Y3, Y4, Y5 & Y6 have a rota system for the tennis courts and basketball courts. Y3 & Y5 are grouped together and Y4 & Y6. There are two members of staff on duty on the futsal and at the canteen, two on the basketball court and one on the tennis court.

A qualified nurse is always out on duty at break times unless there is an emergency situation she is dealing with.

If it is raining or there are high dust levels, the pupils stay in their classrooms supervised by a member of staff.

End of the school day

EY1 pupils can be picked up from 12:30 until 1:30 p.m.

EY2 & 3, R, Y1 & Y2 finish at 1:00 p.m. and should be picked up from their classrooms.

Y3, Y4, Y5 & Y6 finish lessons at 1:10 p.m. and go to the basketball pitch to be picked up.

Staff are on duty there at that time.

Extra-curricular Activities

EY1,2 & 3 and R are not involved in the extra-curricular activities.

Y1 & Y2 can elect up to 5 afternoon activities out of those on offer which also include the paid activities. They run from 1:00 p.m. until 1:50 p.m. They are taken to their activities by a member of staff. Once in their activity they eat their lunch. At the end of the activity the children are escorted to the back of the school where they are picked up. Any children that have not been picked up by 2.00pm the latest are escorted to the Supervision Room by their activity teacher.

Y3, Y4, Y5 & Y6 can choose up to five activities from those available. The extra-curricular activity runs from 1:30 p.m to 2:25 p.m. Between 1:10 p.m. and 1:30 p.m. the pupils go to the basketball pitch or the canteen / tent area and eat their lunch until their activity starts. If it is raining or there are high dust levels, they remain with their class teacher until 1:30 p.m. and then go straight to their activity.

Please refer to the School's website to find out what extra-curricular activities are on offer.

Paid supervision

For an additional monthly cost pupils may stay up to 4:00 p.m. For Y3, Y4, Y5 & Y6 there is supervision from 1:30 p.m. until 4:00 p.m. and all these year groups are supervised together.

From 1:00 p.m. until 2:30 p.m. EY3 and R have separate supervision. From 2.30 to 4:00 p.m. EY3 and R amalgamate. There are either one or two members of staff on duty depending on the number of pupils in supervision.

Y1 & Y2 are supervised together from 1.00pm – 4.00pm.

Programme for EY3 and Reception Supervision

1.00 – 1.30pm	Lunchtime
1.30 - 2.30pm	Story, activities e.g. jigsaw puzzles, drawing, construction toys, games on the PC
2.30 – 3.00pm	Outdoor play
3.00 – 3.15pm	Story/educational DVD
3.15 – 4.00pm	Activities e.g. jigsaw puzzles, reading books, drawing, construction toys, games on the PC

Programme for Year One and Year Two Supervision

1.00 – 1.30pm	Lunchtime
1.30 - 1.45pm	Education DVD/Storytime
1.45 – 2.30pm	Homework
2.30 – 3.15pm	Activities e.g. jigsaw puzzles, reading books, drawing, construction toys,
3.15 – 3.30pm	Outdoor play
3.30 - 4.00pm	Activities e.g. jigsaw puzzles, reading books, drawing, construction toys

Programme for Key Stage Two Supervision

1.30 – 2.45pm	Homework and Quiet Reading Children who finish may play educational games e.g. Connect 4, UNO, chess etc
2.45 – 3.15pm	Outdoor play
3.15 – 4.00pm	Educational board games e.g. Connect 4, UNO, chess etc

During supervision the school is locked down and parents need to report to reception to collect their child. The receptionist will radio the supervision staff to bring the child to reception.

If parents need to contact the school during Supervision times they may contact the school up until 3.00pm on 22 66 48 55 however after 3.00pm on 96 24 87 34.

It is usual for there to be a member of the Senior Management Team on site during these hours. If a child is not picked up by 4:00 p.m. then the parents are contacted and the child waits with the member of the Senior Management Team.

Senior School Arrangements

At The Senior School we accommodate children in 7 year groups from age 11 to 19. They are as follows:

- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Year 12
- Year 13

Before and After School

Children may be brought to School at 07.00 and the school nurse is on duty from 7-8am. However, the school does not provide full supervision until 8am. Students are not admitted to the main building until the bell rings at 8am. They may wait in the student reception area of the sports and arts building or outside at the rear of the school. There are always members of staff on site from 7.30am and a member of the Senior Leadership Team is always available for support from that time. The School Nurse supervises outside from 7 - 8 and the receptionist is on duty in the reception area from 7.45 onwards. Pupils will then enter the main building at 8am, ready for registration from which time they are directly supervised.

After School

Pupils are released from registration just after 2.15pm and there are members of staff supervising at the front and back of school to ensure an orderly departure and also to supervise those children staying on site for afternoon activities. At this time pupils may purchase drinks and snacks from the canteen on-site but those staying for afternoon activities may not leave the site.

Buses leave the school at 2.25pm and there are two members of staff checking the students off on a register as they board the buses.

During After School Activities from 2.30- 3.20 children have the opportunity to participate in a range of activities, booster classes and sports or complete their homework in the library. Each activity has a member of staff in charge and a register is taken. Afternoon Activities are overseen by the Head of PE. At the end of the activity the teacher in charge releases the pupils to leave the school. If a child is not picked up at that time there are administrative staff present to help them call home.

Any pupils remaining on the site after 3.30pm can do so only if supervised by a member of staff.

On Site Activities (Whole school)

Occasionally a lesson demands that activities take place elsewhere on the school site, and the usual supervision arrangements for that lesson apply. Any out of the ordinary activity is risk assessed prior to it taking place, and the appropriate staffing levels as identified in that assessment are implemented.

Breaks (Senior School)

There are two morning breaks of 20 minutes each. Both breaks are supervised by the teaching staff on a rota basis in and around the building. At this time pupils may not remain in classrooms but should be outside in the social areas, in the school library (if they are working quietly) or in the school hall. Pupils can buy snacks and drinks from the on-site canteen and are not permitted to leave the site. If it is deemed to be a wet break or there are high dust levels, pupils should stay in the hall and student reception area.

The Sixth Form may also spend their break and free periods in the Sixth Form study room, common room or the library.

A qualified nurse is always on duty at break times and throughout most of the rest of the day, unless there is an emergency situation they are dealing with.

Missing Child

Please refer to our Missing Child Policy for procedures.

Off Site Activities (Whole School)

In all instances the Educational Trips and Visits Procedures apply. As a rule the following staffing ratios are required:

1 adult for every 5 pupils in EY2&3 & Reception

1 adult for every 8 pupils in school Years 1 to 2;

1 adult for every 12 pupils in Years 3 & 4

1 adult for every 15 pupils in Years 5 & 6

1 adult for every 20 pupils in Year 7 and above.

(NB EY1 do not participate in off-site trips)

These are minimum ratios and a risk assessment is always undertaken to decide exact ratios.

For any visit in which activities classified as adventurous form part of the programme, the minimum staff/pupil ratio is 1 to 15, subject to there being at least two staff. In addition, specific regulations may apply to the staffing of the activities themselves.

In every instance an appropriate Risk Assessment must be undertaken prior to the Activity and the ratios specified therein, or the above apply, whichever is the more favourable.

Staff organising off site visits follow the Educational Trips and Visits Procedures.

Where possible / practicable/ pertinent pre visits are made to verify the environment is safe and all visits are assessed and reviewed annually including the staffing ratios.

Additional Arrangements for Off Site Activities involving an overnight Stay

For visits involving an overnight stay the minimum staff/pupil ratio is 1 to 15, subject to there being at least 2 staff. For single sex parties one staff member must be of the same sex as the pupils. For mixed parties a staff member of each sex must be included. At least one staff member must be a teacher. For overseas visits the ratio is usually 1:10. In the exceptional case of an overnight stay involving pupils aged under 7 years, the stricter ratio detailed above applies. At all times, children must know how to summon assistance.

Note Inclusion of Non-teachers in the Staff/Pupil Ratio

Adult helpers, other than teachers, may be included in the staff/pupil ratio provided they are acceptable to the Principal and they have undergone a police check. Parent helpers must always be supernumerary and not count in the official ratio. Parent helpers do not require a police check but must never be responsible for directly supervising children or be left alone with children if they do not have one. Parent helpers should not take children to the toilet. All the necessary checks must be carried out prior to the trip in accordance with the School's Safeguarding Policies and Procedures.

Please refer to our separate Educational Trips and Visits Policy, Missing Child Policy and Attendance Policy

DOCUMENT CONTROL

Date Implemented: June 2019

Date Reviewed: June 2019

Ratified by Governors: September 2019

Date of next Review: September 2020