

## **Supervision before and after School (Whole School including EYFS)**

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**Independent Day School for Boys and Girls**

**Our Lady of Sion School**

Last Reviewed: 11 June 2018  
Frequency of Review: 3 Years  
Next Review: June 2021

## **JUNIOR SCHOOL SUPERVISION BEFORE AND AFTER SCHOOL**

**The Junior School ensures that there is an adequate ratio of pupils to staff whilst pupils are under the school's care. These are determined by risk assessments, apart from for pupils in the EYFS setting where mandatory statutory ratios apply. During school hours and when EYFS pupils are present there is always a paediatric first aider on site. A paediatric first aider will also accompany pupils off-site.**

**During the school day, pupils will not be allowed off-site unless they are on an arranged school educational visit/trip or using the Senior School site unless the school has received a written request from the pupil's parent/guardian.**

### **EARLY ROOM**

- Our Early Room facility can be used by all pupils apart from Nursery.
- The back gate in the playground (Salisbury Road) is unlocked promptly at 8.00 a.m. by the duty member of staff.
- All other doors must remain locked until 8.30 a.m.
- If the weather is fine pupils can be outside in the playground under the supervision of the member of staff on duty.
- Reception pupils will be supervised by a second member of staff with paediatric first aid.
- If the weather is not favourable pupils are to be in the school Hall engaged in a sensible activity.
- In both cases pupils' belongings are to be placed in the Hall and not in the changing rooms. At 8.30 a.m., a bell (if outside) should be rung and the pupils let into the Hall to collect their belongings.
- Reception pupils will be taken to their classroom by the member of staff assigned to them. The back gate must be locked at 8.30 a.m.

### **BEFORE MORNING LESSONS**

At 8.30 a.m., the member of staff on duty should lock the back gate. The front door is opened by the member of staff on duty. Pupils may go to their cloakrooms or classrooms.

Form teachers must endeavour to be in their classrooms from 8.30 a.m. and monitors should be sent back to Year 6 at 8.45 a.m.

The Year 3, Year 4, Year 5 and Year 6 changing rooms have a staff presence from 8.30 a.m.-8.45 a.m.

## **END OF SCHOOL**

### **Nursery (Early Years' Building)**

- Nursery pupils are handed over individually to parents/guardians at the end of each session by an appropriately qualified adult (12.00 p.m. or 3.p.m.).

### **Reception (Early Years' Building)**

- The Reception Class Teacher/ Teaching Assistant will hand over pupils to parents/guardians at the end of the school day (3.15 p.m.).
- Pupils from Reception, with no older siblings are collected from their classroom by parents/guardians.
- Reception pupils who are not collected by 3.30 p.m. from the Early Years' Building will be transferred to Year 2 for collection by a qualified teacher/assistant.
- Pupils from Reception with older siblings in Year 2, Year 3 and Year 4 should be collected from the Front door via the Year 2 Classroom at 3.30 p.m., where there is a teacher on duty.
- Pupils from Reception with siblings in Year 5 and Year 6 will be taken to the Hall (from the Year2 Classroom) by their older sibling at 3.45p.m. and will be collected by parents/guardians from the Hall where there is a teacher on duty.
- Pupils who are attending late room or an after school club will wait in the Year 2 classroom (having been transferred from Reception). Reception pupils will be collected/taken to late room/after - school club at 4 00 p.m.
- At the end of an after- school club or late room pupils are handed over to parents/guardians by the relevant teacher.

### **Yr1 and Yr2 (Main building)**

- Pupils from Year 1 and Year 2 with no older siblings are collected from their classrooms by parents/guardians via the front door (Years 1 and 2 -3.30pm).
- The Junior School front door is open from 3.30 pm to 3.45pm.
- Pupils from Year 1 with older siblings in Year 2, Year 3 and Year 4 should be collected from the Front door via the Year 2 Classroom at 3.30pm. This also applies to pupils in Year 2.
- Pupils who are attending late room or an after school club will wait in the Year 2 classroom. Pupils will be collected/taken to late room/after school club at 4 p.m.
- At the end of an after school club or late room pupils are handed over to parents/guardians by the relevant teacher.

### **Year 3 and Year 4 (Main building)**

- Staff who teach Year 3 or Year 4 for the last lesson of the day take these classes to the cloakroom and wait with them until everyone is ready to go home. Pupils are then sent to Year 2 (if they have a younger sibling) or taken to the Hall and supervised until the teacher on duty arrives.
- Pupils from Year 3 and 4 **with younger siblings**, wait with their younger siblings' in the classroom (Year 1 or Year 2) at the end of school, 3.30 p.m. Under no circumstances are pupils collecting younger siblings allowed to wait for parents in the porch or on the steps.
- Pupils from Year 3 and 4 who do not have younger siblings should be collected from the Hall, where there is a teacher on duty and leave via Salisbury Road at 3.30pm.

- Year 3 and 4 pupils attending late room/after school club wait in the Hall until 4pm where there is a teacher on duty. Pupils are then taken to late room/after school clubs.

### **Year 5 and Year 6 (Main building)**

- All pupils from Year 5 and 6 leave via Salisbury Road at 3.45pm. Pupils from these classes take younger siblings (collecting from Year 2), including Reception, to the Hall where a teacher is on duty.
- Year 5 and 6 pupils attending late room/after school club wait in the Hall until 4pm where there is a teacher on duty. Pupils are then taken to late room/after school clubs.
- Staff who teach Year 5 and Year 6 for the last lesson of the day should take these classes to their cloakrooms at the end of the day. When they are ready they should be taken to the Hall or sent to collect younger siblings in Reception, Year 1 and Year 2 (from Year 2) and take them to the Hall.

### **General Note**

- All pupils in Years 3, 4, 5 and 6 (leaving via the Hall/Salisbury Road) must wait in the Hall until their parents arrive in the playground, where they will be dismissed individually by the member of staff on duty to their parent/guardian.
- At 4.00pm the back gate should be locked by the duty teacher and any remaining pupils should be taken to the Senior Teacher or the late room
- All pupils who are not collected by 4pm and are not involved in an after school club will go to 'late room.' Pick up from late room is via the front door.

These arrangements have been made in order to enhance our security and the pupils' safety.

**Anyone unfamiliar to staff, who comes to collect a child from school, must be referred to the Senior Teachers. EYFS operate a password system (see missing child policy). No child should be allowed to walk home unaccompanied unless they are in Year 6 and written parental permission has been received by the Senior Teachers. Pupils should never be left unattended at either exit.**

### **LATE ROOM**

- This facility is available to all children apart from Nursery.
- The late room is available from 4.00 p.m. to 5.00 p.m. daily in a KS1 classroom of the teacher on duty. Should the member of staff not have a paediatric first aid qualification, a second member of staff with the relevant qualification will remain on site. The late room is supervised at all times.
- The duty teacher must collect the register from the office each day and record pupils in late room and return it before going home.
- Should a child not have been collected by 5.00 p.m. then the duty person must phone the parent/carer. Should the duty person not be able to get hold of the parent/carer a member of the Senior Leadership Team must be informed.

### **AFTER SCHOOL CLUBS**

- Clubs are open to all children apart from Nursery.
- It is the member of staff's responsibility who is running the after school club to check that pupils are present.
- Registers for each club are held in the school office, which must be taken.

- If a child's whereabouts is unknown a member of the Senior Leadership Team must be informed. The member of staff running an after-school club will dismiss the pupils to their parent/guardian.

## **SENIOR SCHOOL SUPERVISION BEFORE AND AFTER SCHOOL**

The Senior School is open from 7:45 a.m. each school day from when a member of the Senior Leadership Team is present.

The School will ensure that there is an adequate ratio of pupils to staff whilst pupils are under the School's care.

During the school day, pupils will not be allowed off-site unless they are on a School arranged educational visit or trip unless the School has received a written request from the pupil's parent(s) or guardian(s) .

However, pupils in Year 11 are permitted to leave the School premises at lunchtime and access local facilities in the town centre.

Pupils in Year 12 and 13 are permitted to leave the School premises when they do not have lessons, provided they sign out in the Year 12 & 13 signing out books and sign in on their return.

Students may enter the School buildings from 8.00 a.m. and go to their lockers and then to their classrooms if a member of staff is present, where they may wait until registration at 8.40 a.m.

If a member of staff is not present in the classroom, they must remain in the Hall or outside.

School finishes at 3.40 p.m.

Those students who wish to stay in School after this time must go to the Resource Centre where they may study under supervision until 5.00 p.m.

Students will not be supervised whilst on the premises after 5.00 p.m. unless at a supervised club or P.E. activity or in exceptional circumstances as agreed with the Deputy Head

Exceptional Circumstances

Should a pupil need to be in school outside of these hours arrangements must be made with the Deputy Headmaster.

Signed .....Chair of Governors

Date 11 June 2018