



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

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### **Independent Day School**

### **Our Lady of Sion School**

Last Reviewed:	October 2021
Frequency of Review:	3 years
Next Review Due:	October 2024

## **JUNIOR 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.

### **MORNING CLUB**

Our Morning Club facility can be used by all pupils.

The back gate in the playground (Salisbury Road) is unlocked at 8.00 am by the duty member of staff. All other doors remain locked until 8.30 am.

If the weather is fine, pupils can be outside in the playground under the supervision of the members 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.

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 am.

### **BEFORE MORNING LESSONS**

At 8.30 am, 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 be in their classrooms from 8.30 am.

### **END OF SCHOOL**

#### **Pre-School (Early Years' Building)**

Pre-School pupils are handed over individually to parents/guardians at the end of each session by an appropriately qualified adult.

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

The Reception Class Teacher/Teaching Assistant will hand over pupils to parents/guardians at the end of the school day (3.30 pm).

Pupils from Reception, with no older siblings, are collected from Early Years' entrance by parents/guardians. Reception pupils who are not collected by 3.30 pm from the Early Years' Building will be transferred to Afternoon Club in the same building.

Pupils who are attending Afternoon Club / Prep Club or an after school club will wait with their Form Teacher.

Reception pupils will be collected/taken to Afternoon Club /after school club at 4 00pm.

At the end of an after school club or Afternoon/Prep Club pupils are handed over to parents/guardians by the relevant teacher.

### **Year 1 and Year 2 (Main building)**

Pupils from Year 1 and Year 2 with no older siblings are collected from the Westbrooke entrance by parents/guardians via the front door at 3.30 pm.

The Junior School front door is open from 3.30 pm to 3.45 pm.

Pupils who are attending Afternoon Club or an after school club will wait with their Form Teacher.

Pupils will be collected/taken to Afternoon Club/after school club at 4 pm.

At the end of an after school club or Afternoon Club pupils are handed over to parents/guardians by the relevant teacher.

### **Year 3 and Year 5 (Main building)**

Staff who teach Year 3 or Year 5 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 from Year 3 and 5 who do not have younger siblings should be collected from the Westbrooke entrance with their Form Teacher

Year 3 and 4 pupils attending Prep Club / after school club wait in the Hall until 4.00 pm where there is a teacher on duty. Pupils are then taken to Prep Club / after school club.

### **Year 4 and Year 6 (Main building)**

All pupils from Year 4 and 6 leave via Salisbury Road at 3.40/3.50 pm. Pupils are dismissed by their Form Teacher. Year 5 and 6 pupils attending Prep Club / after school club wait in the Hall until 4.00 pm where there is a teacher on duty. Pupils are then taken to Prep Club / 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.

### **General Note**

All pupils (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 4.00 pm the back gate should be locked by the duty teacher and any remaining pupils should be taken to Afternoon Club / Prep Club.

All pupils who are not collected by 4.00 pm and are not involved in an after school club will go to Afternoon Club / Prep Club. Pick up from Prep Club is via the front door. Pick up from Afternoon Club is via the Early Years' 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 Assistant Head, Head of Junior School.***

***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 Assistant Head, Head of Junior School.***

***Pupils should never be left unattended at either exit.***

### **AFTERNOON CLUB (EY-Year 2)/ PREP CLUB (Years 3-6)**

This facility is available to all children apart from Nursery.

The Afternoon Club / Prep Club is available from 4.00 p.m. to 5.00 p.m. daily Afternoon Club is held in the Early Years' building. Prep Club is held in the Computing Room.

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. Afternoon Club / Prep Club is supervised at all times.

The duty teacher must check the online register from the office each day and record pupils in Afternoon Club / Prep Club.

Should a child not have been collected by 5.00 pm 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 Pre-School.

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 on the school system, 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

### Early Birds

The School is open from 7.45 am for Early Birds.

Those students arriving between 7.45 am and 8.00 am should enter the school through the Main School Entrance (Reception). After using the buzzer, they will be asked to sign in and then must go to the Learning Resource Centre until 8.00 am. They will be supervised here.

At 8.20 am they may move to their Form Room (if their tutor is present) or use the Astro Turf (weather permitting). If a Form Room is not supervised, students should wait quietly for their Tutor to arrive (outside the tutor room) before entering the room.

### All Students (if not Early Birds)

From 8.20 am, students should enter via the door on Gratwicke Road where they will be greeted by members of staff.

From 8.20 am, students may enter their Form Room only if their Tutor is there to supervise.

Students may also use the Astro Turf area for games between 8.00 am and 8.30 am (weather permitting) and only when supervision is available.

If supervision is not possible, a sign is placed on the Astroturf to inform students that the area must not be used.

Those students who have used the Astro Turf should enter school through the main Reception doors (not the Gratwicke Road entrance) at 8.30 am – this prevents them from crossing the car park which could be hazardous.

Those students arriving in school via the school minibus service should do the same – enter through the main Reception doors.

A warning bell is sounded to remind students to be in their Tutor Room (settled) by 8.40 am for Registration which is taken at 8.45 am.

The Gratwicke Road door will be shut and alarmed at 8.40 am.

After this time, students will need to use the pedestrian pathway to the main foyer and sign in at Reception.

Upon arrival at School, students should organise their books for the day. They should only enter their Form Room if their Form Tutor is present. If the Form Tutor is not present, students should wait in the corridors until their Form Room is supervised.

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 or 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 if they continue to display excellent behaviour and attitude to learning in school.

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.

Upper and Lower Sixth Students enter their Sixth Form Centre (VISion) through the entrance known as “The Headmaster’s Entrance”. They should then move immediately to the Sixth Form Centre (upstairs) where they are supervised by the Leader of the Sixth Form.

If Sixth Form students arrive before 8.00 am, they should also go directly to the Learning Resource Centre unless there has been an arrangement to have an early-morning meeting with the Leader of Sixth Form.

### **School finishes at 3.40 p.m.**

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

It is expected that all students leave the school premises no later than 5.00 pm each day.

Students will not be supervised whilst on the premises after 5.00 pm unless at a supervised club or PE activity or in exceptional circumstances as agreed with the Deputy Headteacher or Headteacher.

Clubs will usually finish no later than 5.00 pm.

### **Exceptional Circumstances**

Should a pupil need to be in school outside of these hours, arrangements must be made with the Deputy Headteacher and agreed with parents.

**Approved by Chair of Governors 29.10.21**