

## Supervision of Pupils - Junior (incl. EYFS)



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| <b>Name of Policy</b>      | Supervision of Pupils - Junior (including EYFS) |
| <b>Reviewed by</b>         | Sarah Chittenden, Deputy Head of Junior School  |
| <b>Date</b>                | September 2024                                  |
| <b>Date of next review</b> | September 2025                                  |

### Supervision of Pupils

#### (including EYFS)

The supervision of pupils is taken seriously whether before or after school, in the classroom, on the playing field, in the playground or on a day trip or residential visit.

#### Before School

- No girl should be in the building before 7:15am (for co-curricular clubs), 7.45am (for Early Morning Waiting) or 8.15am (Years 5 & 6 only for the start of the school day)
- If a girl has a pre-school sports club she must go straight there.

Early Morning Waiting Facility: This is for those parents who are in need of an early morning drop off. Girls should be signed up for this provision at the start of the year or on a termly basis.

- 7:45am the duty Teaching Assistant will open the playground door of 6B's classroom and let girls in.
- All girls coming into the building between 7:45am and 8.15am will be registered on entering 6B's classroom.

Girls and parents arriving at school before 8.15am are asked to wait on Church Lane. At 8.15am, the member of JLT on Morning Gate Duty will stand at the top of Church Lane and invite girls and parents to come onto the playground. At 8.20am, girls in Reception and Year 1 go directly to the playground doors of their classroom where they are welcomed by their class teachers. Girls in Years 2, 3 and 4 line up in their designated places on the playground to await their class teachers. Girls in Years 5 & 6 go directly to their lockers/cubbies to leave their bags and belongings before proceeding to their classrooms. Year 6 are supervised by a member of staff whilst at their

lockers. Parents are welcome to remain on the playground until 8.30am when a bell is rung to signal the start of the school day.

Wet weather: if it is pouring with rain, girls in all year groups should proceed directly to their classrooms at 8.20am.

Before and after school is not an extended play time.

### **After School**

At 3.15pm for Reception, Year 1 and 2, and at 3.30pm for Years 3 to 6, girls are dismissed to their parent or carer on the playground. No girl may leave the premises without being dismissed by their teacher. If girls are going to a co-curricular club or to Apple Pips After School Care then they must tell their class teacher and go straight to the assembly point. Girls who are not collected immediately return to Junior School Reception with their class teacher to wait. Parents will be contacted as necessary.

Girls in Year 6 who have permission from their parents to travel home alone must show their card to the teacher before being dismissed.

### **Sisters Waiting Facility**

The school day ends for Lower Junior School 15 minutes before Upper Junior School. There is a waiting facility run by a Teaching Assistant for those who have sisters in Years 3 to 6.

### **Apple Pips After School Care**

Apple Pips is an after school care facility which runs from 3.15pm to 6.00pm (Monday to Thursday) and from 3.15pm to 4.30pm (Friday). Parents may sign their daughters into Apple Pips via liaison with Alison Hunt, Apple Pips Manager. A member of JLT is on duty on site until the last pupil has been collected from Apple Pips and is responsible for contacting parents as necessary in case of a girl not being collected by 6.00pm.

### **During the School Day**

During lesson time, the Teacher and Teaching Assistant has full responsibility for the pupils they are teaching. At play times, the playground and buildings are fully supervised by duty rotas of Staff, Teaching Assistants and Lunchtime Supervisors. In the dining hall, the girls are fully supervised by duty rotas of Staff, Teaching Assistants and Lunchtime Supervisors.

### **Cover for Staff Absence**

Staff absence is managed by the Deputy Head. Requests are made in person to the Head of Junior School in advance and cover is scheduled. In the case of illness, a call is required before 7.00am on the morning of absence.

### **On a School Day Trip or Residential Visit**

See Educational Visits Policy - Sarah Brierley

### **EYFS Supervision**

During all timetabled curriculum time, as well as break and lunchtimes, pupils are supervised by a qualified Teacher and a Teaching Assistant at all times. This provides an adult to pupil ratio of 1:12. Our supervision arrangements for pupils in EYFS ensures that children are always within sight and hearing of staff. During swimming lessons the supervision of pupils increases to a ratio of 1:3. During Apple Pips After School Care and Sisters Waiting (late pick up facility) we provide an adult to pupil ratio of 1:8 for EYFS pupils. There is always at least one member of staff with a paediatric first aid qualification on site. Parents are informed of the supervision of pupils at our Welcome Breakfasts/Afternoons.