

Supervision of Pupils - Junior (incl. EYFS)



Name of Policy	Supervision of Pupils - Junior (including EYFS)
Reviewed by	Sarah Chittenden, Deputy Head of Junior School
Date	September 2025
Date of next review	September 2026

Supervision of Pupils

(including EYFS)

This policy relates to the supervision of pupils 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 club she must be registered by a member of staff immediately upon arrival.

Early Morning Waiting Facility: This is for those parents who are in need of an early morning drop off. Girls are signed up for this provision using the online booking system.

- 7:45am the duty Teaching Assistant will open the playground door of 6P's classroom to let girls in.
- All girls coming into the building between 7:45am and 8.15am will be registered on entering 6P'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. Parents are welcome to remain on the playground until 8.30am when the gates close and the member of JLT on duty leaves.

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 a member of staff. If girls are going to a co-curricular club or to Apple Pips After School Care then they are delivered to the correct location by a member of staff. 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 green 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 members of the Apple Pips After Care staff team 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 book their daughters into Apple Pips via the online booking system. 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 (LJS only) have 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.

EYFS Supervision

Reception (EYFS) pupils, whether during the school day or when attending clubs or after school care provision, are supervised by the appropriate number of staff in accordance with DfE statutory requirements. During swimming lessons, the supervision of pupils increases to a ratio of 1:3. There is always at least one member of staff with a paediatric first aid qualification within the EYFS setting.

Cover for Staff Absence

See Cover Policy

On a School Day Trip or Residential Visit

See Educational Visits Policy