



The Study Prep
WIMBLEDON

Name of Policy	Supervision Policy
Reviewed by	Deputy Heads
HMT Member	Deputy Heads
Date of review	January 2024
Date of next review	January 2025



The Study Prep

WIMBLEDON

Supervision Policy

This Policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS).

Pupils may arrive at school from 08.00(Spencer House) and 08.10(Wilberforce House), and are expected to go home punctually at the end of the school day unless they are staying late for a club, match or event. Pupils are not permitted on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are on the school premises outside normal school hours. Arrangements are made to ensure pupils are adequately supervised during play and concert rehearsals, or any other events that bring small groups into school out of hours. Members of the PE Department supervise pupils at both home and away matches. Should Spencer House pupils arrive earlier than 08:00 for a club or lesson, they are supervised by the club provider or peripatetic teacher (who will meet them at the front door.)

It is important that pupils on the school premises are supervised properly at all times. All members of the teaching staff, full and part time, are expected to take their share of break and lunchtime supervisory duties; members of the HMT rotate late duties at Wilberforce House to supervise After School Care.

The rota for staff duties at the respective sites are drawn up by the Deputy Heads. Staff should arrive punctually for duties and carry them out conscientiously. They are expected to ensure each pupil's welfare and safety as well as deal with pupils who may, on occasion, behave inappropriately. If a member of staff is unable to fulfill their duty on a particular day, it is their responsibility to arrange for a colleague to substitute for them, preferably organising a swap.

Wilberforce House

Early Morning Shuttle Bus at 8.10	Two members of staff (one of which is the driver) supervise the WH pupils and accompany them on the minibus.
Arrival at school	Pupils enter via the playground gate, which is manned by a member of staff and is opened at 8.10. Pupils are supervised by two staff members in the playground from 8.10 - 8.20, after which they go into their class rooms.

<p>Morning Break (10.35 – 10.50) Lunch Break (12.50 – 13.30) Afternoon Play (14.50 – 15.00)</p> <p>Wet Breaks</p>	<p>Playground The Deputy heads will indicate on the duty rota, the area of the playground to be supervised by each member of staff: four staff members on duty at morning break; five staff members at lunch break and three staff members at afternoon play (except Friday when there are two staff members for Year 2 only); a qualified early years practitioner is on duty to supervise Reception pupils. Afternoon play at WH is optional, if a class has an afternoon play they must be accompanied by the class teacher and TA.</p> <p>Morning Break: Y1 - 3: pupils stay in their classrooms and three staff members on duty move between the classes. A staff member and a member of the Reception team supervise the two Reception classes. Lunch Break: Reception stay in their classrooms with 2 adults; Y1-Y3 stay in their classrooms, supervised by staff on duty. Afternoon break: pupils stay in classrooms with their teacher.</p>
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<p>Lunch Duty (12.00 – 13.00)</p>	<p>Three non-teaching staff supervise lunch in the Hall; in addition there is one member of the teaching staff supervising Reception lunch and one member of staff supervises food choices for Years 1-3.</p>
<p>Shuttle Duty (15:15)</p> <p>Shuttle Duty (15.30)</p>	<p>One member of staff collects pupils from Reception and Year One classrooms and accompanies the pupils on the minibus to Spencer House.</p> <p>One member of staff is on duty in reception to supervise the pupils going to Spencer House on the shuttle. (The register of pupils travelling on the minibus is collected from the office, completed and taken and over to Spencer House).</p>

<p>Gate Duty (15.15 – 15.45)</p>	<p>Gate is open at 3:15 and is supervised by the Deputy head or another member of staff. Ladybirds, Bumblebees, Koalas, Pandas and Meerkats are dismissed from their classrooms. Otters are dismissed from the old hall playground entrance. Morpulgo and Potter will be brought to the playground and dismissed by the Year 3 staff from there.</p>
<p>After School Clubs</p>	<p>The club provider running the club is responsible for the pupils in his/her care. At the end of the club, the club provider supervises the collection of the pupils at the entrance area and dismisses the pupils to the identified carer/family member. Any pupils who have</p>

	not been collected on time should be taken to the Office.
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Spencer House

Early Morning Duty 1 (08.00 – 08.20)	Gate and Playground The Deputy Head will stand at the entrance to greet children from 08:00 and see that they enter the playground. Two TAs (or other staff members) are on duty to open the playground gates at 08.00 and supervise pupils in the playground.
Morning Break (10.20 – 10.40) Lunch Break (12.25 – 13.25)	Playground Two members of staff supervise morning and lunch time break.
Wet Break Duty	Classrooms Pupils remain in their classrooms and the 2 members of staff on duty go between the classes.

Lunch Duty (12.25 – 13.25))	Hall 2 members of staff are on duty in the Hall between 12:25 and 12:55 (with catering staff), swapping with one member of staff at 12:55 until the last pupil finishes lunch. (See lunch break supervision guidelines.)
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Door Duty (15.30 – about 15.50)	Exit via three routes At the end of the school day, pupils will exit via one of three routes according to their year group: Year 4 - Science Room exit Year 5 - Central gate Year 6 - Resources room exit Pupils will be accompanied by the teachers of their last lesson of the day. Uncollected pupils are then brought inside. The member of staff is responsible for liaising with the secretary regarding these pupils and to organise a TA to supervise them if necessary.
Shuttle Duty (15.35 – about 15.50)	The member of staff on the bus ensures the pupils are handed over to their parent, carer or designated adult.
Late Pupils	Uncollected pupils either wait in the reception area, are supervised in the Library by a TA, or join Homework Club until collected.

Late Duty	The duty member of staff (a member of HMT) should remain in the building until all clubs have finished and all the pupils have been collected. When there is an
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	after school match the member of staff on duty does not need to remain in the building but they should be contactable by phone in the case of an emergency.
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After School Clubs	The club provider running the club is responsible for the pupils in his/her care. At the end of the club, the club provider supervises the collection of the pupils in the front garden. Any pupils who have not been collected by 16:45 should be taken to the Office where the school secretary will supervise them until collection. (Refer to Guidelines for Running After-School Clubs and Missing Child Policy)
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PE Supervision

Off-Site PE – Travelling to and from Destination

Swimming (Year 3): The class travels in two minibuses accompanied by a teacher and two TAs .

Off-Site PE/Games sessions: The Year Group travels in a coach, supervised by school staff.

Off-Site PE – at the Site

If the school mini buses are used, and when travelling in convoy, the front minibus has a driver and the second minibus has a driver and an additional member of staff. When the minibus is not in convoy the minibus has a driver and an additional member of staff. Staff are responsible for the supervision of the pupils at all times while off-site. A pupil register as well as parent contact details are always taken on these trips.

(See Risk Assessment)

REGISTRATION

A register of pupils is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The School will always contact the parent if a child fails to arrive at school without an explanation.

In EYFS, and the Pre-Prep Department, the School operates identical registration procedures to the rest of the school, but in addition, we will only release a pupil at the end of her session into the care of a parent or other named individual as authorised in advance by the parents. Any pupil arriving after 8.30 will be recorded as late on the register and they will enter the school via the main front door. At Spencer House, those arriving after the gate closes at 08:20, will enter through the front door and be recorded as late.

MEDICAL SUPPORT

A number of members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The list of First Aiders are published in first aid notices that are displayed around the School. A qualified pediatric first aider is on duty whilst our Reception pupils are in school. First aid kits are available in all potentially high risk areas, including on the School minibuses as well as in the School Office. Rachel Butcher (Wilberforce House) and Lindsay Harland (Spencer House) regularly check and replenish the first aid kits.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Parents are asked to inform the School if older pupils are travelling unaccompanied. These pupils are allowed to bring mobile phones to school which they leave in the Spencer House office during the day. A list of pupils who travel to school unaccompanied is held in the Spencer House office.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are detailed in our Educational Visits Policy.

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on the carrying out of duties and is available in the Staff Handbook. Supply teachers are fully briefed by the Senior Teacher on arrival.

DISMISSAL

All parents to complete a school pick up form which specifies adults other than parents as authorised to pick up pupils and on which days. Both staff and club providers have access to a copy of this form and they ensure that pupils are dismissed into the care of the named adult(s)

Policy reviewed: January 2024