



SUPERVISION OF PUPILS POLICY (PREP SCHOOL)

This policy explains the **supervision procedures** in place in the Prep School for pupils during the school day.

1. Legal Requirements

The Governing Body, together with the Headmaster and Head of Prep School are required to ensure, as far as is practicable, adequate supervision of pupils throughout term time to ensure their health, safety and welfare.

2. Supervision during the School Day

Before School	<p>Pupils are supervised in the Prep School Playground from 8.00am until they are met and escorted inside with their Class Teacher at 8.15am.</p> <p>Earlier pre-school supervision is available in the Early Years classroom from 7.45am by prior arrangement with the Head of Prep School.</p> <p>Any pupils arriving before 8.00am, who have not arranged to be supervised in the Early Years classroom, remain the responsibility of their parents/guardians/drivers until a member of the Prep School staff arrives in the playground to assume their duty.</p> <p>Pupils arriving on the school bus will be collected from Reception by Teaching Assistants on a rota basis and escorted to the Prep School.</p> <p>In the event of rain/activation of the lightning alarm, pupils will be based indoors in their classroom supervised by the class teaching assistant.</p> <p>Boarders are brought to the Prep School for 08:15 by a member of House Staff or suitable Gap Student.</p>
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Lesson Time (am & pm)	<p>Teachers are responsible for the supervision of their classes. The College Behaviour Policy gives guidance on <i>Classroom Expectations</i>. The Class Teacher should be notified of any unauthorised absences as soon as possible via email or in person.</p> <p>When pupils have a specialist subject lesson in another part of the College (whether an individual Music lesson or a group PE lesson), they will always be escorted by either their Class Teacher/Teaching Assistant or collected by the Specialist Subject Teacher/Gap Student.</p> <p>In the rare event a teacher feels that a pupil is disrupting a lesson and needs to be excluded from the classroom, then he/she may be asked to work under the supervision of the Head of Prep School. In the event of this being a Prep Boarder, the HMM will be kept informed.</p>
Break Time	<p>Pupils are supervised by Prep School staff in either the Prep Playground (EYFS and KS1) or on Granville Green (KS2). In the case of Granville Green, pupils will be supervised by staff when crossing the road.</p> <p>In the event of rain/activation of the lightning alarm, pupils will play indoors in their classroom supervised by the members of staff on duty.</p> <p>Indoor play (both at break and lunch time) may also be due to excessive temperature or air pollution and, in this event, all pupils will be supervised by staff on duty in classrooms.</p>
Lunch Time	<p>Pupils are escorted to and from lunch by either their Class Teacher/Class Teaching Assistant/Specialist teacher/Gap Student, who also supervise, with the support of the Head of Prep, their behaviour and eating of lunch in the Dining Hall. Teachers/Teaching Assistants of pupils in EYFS sit with the pupils at lunch. KS1 children are supervised by members of staff on a rota.</p> <p>After lunch pupils are supervised by the lunchtime duty teachers, either in the Prep Playground or Granville Green (as above).</p> <p>In the event of rain/activation of the lightning alarm, pupils will play indoors in their classroom supervised by staff on lunchtime duty.</p>

After School	<p>Pupils will be brought to the Prep Playground at the end of the school day (4.00pm) by their Class Teacher/Teaching Assistant and released into the care of the pupil's parent/guardian/driver. In the event of rain this will take place under the covered walkway by the first floor exit.</p> <p>Pupils being met by taxi will be escorted and released into the care of the driver by a member of the Prep School staff.</p> <p>Pupils going home by the school bus will congregate in the EAL room after CCA, where they will be escorted to the bus by a member of Prep School staff, who will ensure they have their seatbelts fastened before departing.</p> <p>Pupils in 'After School Care' are supervised by the Teaching Assistants running the session. They will then be escorted to reception and released into the care of their parents/guardians/driver by 6.00pm.</p> <p>Year 5/6 pupils attending Senior Sports CCAs, will be escorted to the activity by a member of Prep School staff/gap student. At the end of the activity they will be escorted to reception and supervised by Prep School staff or gap students until their parent or bus coordinator arrives (in the event they are travelling on the later school bus).</p> <p>Pupils attending after school clubs (e.g. Ballet) will be escorted to the activity by a member of Prep School staff and supervised by the adult running the activity. Parents/guardians are expected to collect pupils directly from these activities, unless another arrangement has been agreed with the Head of Prep School.</p> <p>Prep School Boarders are escorted to the appropriate Senior CCA by a member of Prep School staff or gap student.</p> <p>Should pupils remain in the Prep Playground after they have been released at 4.00pm, they are then the responsibility of their parents/guardians.</p> <p>To ensure the safety of all pupils, parents are requested to inform the Class Teacher in advance if their child is to be collected by another parent/individual. This may be in person, telephone, email or WhatsApp. There may be a delay in releasing a pupil if prior confirmation has not been received.</p> <p>Any pupil not being collected by their own parent/guardian (identified by their official Epsom ID tag), or travelling on the official school bus, will need to be provided with a 'Permission to Leave Campus' slip signed by the Head of Prep (or designate) before departing. This applies to pupils being collected by a regular driver, going home with another pupil's parents or with a sibling. This slip will need to be presented to the Guard House by the driver as exiting the campus.</p>
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Saturday Morning School	<p>On Saturday Mornings, pupils are invited to attend school and</p> <p>Parents are requested to inform the Head of Prep in advance (the day before) that they shall be attending. Parents can hand them over to a member of staff supervising the morning from 8.40am at the Swimming Pool/Sports Hall. Pupils will be escorted throughout the morning by Prep School Staff and members of the PE Department.</p> <p>Pupils are then released into the care of parents/guardians at 11.30am in the Prep Playground.</p> <p>Boarders are escorted to the library and supervised by the librarian until 12:00 when they are collected by a member of House Staff.</p>
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Adhoc Times

Absence Cover	Details of the arrangements to cover staff absence for lessons /duties will be provided by the Head of Prep School.
Medical Support	<p>In the event a senior KS2 pupil suffers a minor injury at break/lunch-time and requests to go the Medical Centre, the supervising teacher may ask another senior KS2 pupil to accompany him/her, having first supervised them crossing the road. The member of staff should then follow up immediately after break with the pupil's class teacher so that a check can be made on the pupil.</p> <p>In the case of a potentially more serious injury, including but not limited to, any bleeding, head injury or suspected fracture/break/sprain, the pupil must be escorted to the Medical Centre by a member of the Prep School Teaching staff or await support from the Medical Centre. In the case of an emergency it may be necessary to send a senior KS2 pupil to the Medical Centre to request for immediate support in the absence of another member of staff.</p> <p>KS1 and EYFS pupils must always be escorted to the Medical Centre.</p> <p>In the event of any Prep School pupil becoming unwell during the school day, they must always be accompanied to the Medical Centre by a member of staff. Another pupil must not be given the responsibility for escorting a sick child to the Medical Centre, unless there is no other member of staff available to do so.</p>
Supervision of Pupils on Trips	For detailed guidance on the appropriate supervision of pupils on trips, please see the Educational Visits Policy.