



SUPERVISION OF PUPILS POLICY (SENIOR SCHOOL)

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

Legal Requirements

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

Supervision during the School Day:

<p>Before School</p>	<p>Boarders: The Housemaster/mistress (“HMM”) is responsible for pupils in their House.</p> <p>Day Pupils: The HMM is responsible for the pupil once he/she has arrived at the House.</p>
<p>Breakfast</p>	<p>Boarding pupils are supervised by the designated Duty Teacher who undertakes breakfast duties in the Dining Room on a rota basis.</p>
<p>Before Morning Lessons</p> <p>8.10am (Mon-Fri) / 8.45am (Sat)</p> <p>8.15-8.35 (Mon-Fri) / 8.45-9.40am (Sat)</p>	<p>Registration for all pupils in Houses</p> <p>All pupils attend either House, College, Year Group Assembly or Tutor Period.</p>
<p>Lesson Time (am & pm)</p>	<p>Teachers are responsible for the supervision of their classes. The College Behaviour Policy gives guidance on <i>Classroom Expectations</i>. HMMs should be notified of any unauthorised absences as soon as possible via email or in person.</p> <p>Sixth Form pupils with a study period may study in the Grayling Centre or College Library where they are under the supervision of Sixth Form/Library staff unless they are teaching. The Head of Sixth Form/HE has an office in the Sixth Form area and is responsible for maintaining good discipline in this area.</p>

	<p>Pupils' attendance is monitored by a sign-in/sign out book in both locations. Copies of attendance records are sent to the HMMs at the end of each day for monitoring.</p> <p>If a teacher feels that a pupil is disrupting a lesson and needs to be excluded from the classroom, then he/she may be sent to the Administration area where the pupil will be seen by the Deputy Head (Pastoral). At the earliest opportunity, the teachers should inform the Deputy Head (Pastoral) by email or in person of the nature of the incident. The HMM should be copied in to any communication. It is the teacher's responsibility to check that the pupil went as directed and to follow through with any necessary sanctions.</p>
Break Time	<p>Pupils may return to the Houses where the Matron is on duty, providing an adult presence. Snacks are provided in the Dining Hall, under the supervision of the catering team (with SLT drop ins). Pupils may also make use of the Coffee Shop, supervised by the catering staff, the Library under the supervision of the Library staff or the Grayling Centre.</p>
Lunch Time	<p>The daily duty Teacher supervises the lunch queue and Dining Room on a rota basis as directed by the Deputy Head (Pastoral) & Assistant Head (Boarding). College/House Prefects assist with lunch queue on a rota basis.</p> <p>After lunch pupils are in the direct care of the Matron, HMM or designated tutor in Houses. Sixth Form pupils may make use of the Coffee Shop, under the supervision of the Catering staff or in the Grayling Centre under the supervision of Sixth Form staff. Pupils may also make use of the library under the supervision of the Library staff. All pupils involved in lunchtime activities will be supervised by the member of staff running that activity.</p> <p>All pupils attend registration in Houses at 2.00pm.</p>

Games	<p>All sporting activities are supervised by academic members of staff and/or sports coaches. The levels of supervision are adequate to ensure the safety and welfare of the pupils involved.</p> <p>Pupils who are officially signed-off games will either be in the Medical Centre supervised by the School Nurse or on the sports field supervised by the teacher running the activity. Only by prior agreement with the HMM may the pupil be elsewhere, under the supervision of another named member of staff.</p>
Activities	<p>Activities are supervised by the member(s) of staff running the particular activity. Absences are recorded by staff taking activities and followed up with HMMs by the CCA Coordinator that day.</p> <p>A Matron will be on duty in Boarding Houses during activity time in case pupils return to the House (in the event of the lightning alarm sounding for example). The Director of Sport and relevant teachers will, where necessary, liaise with the Matrons on duty in the Houses at this time.</p> <p>All activities that take place off-site have been suitably risk assessed.</p>

The following additional supervision is in place for boarders residing at College in the evening and overnight:

Early Evening (including Supper)	<p>Once lessons, sport or activities have finished the responsibility for supervising pupils returns to the HMM, Matron or designated tutor on duty.</p> <p>The school day ends for Day Pupils after CCAs at 5.30pm. Day pupils must sign out with their HMM, Matron or designated tutor in person before departing. Any pupil not departing with their own parent/guardian will be required to complete a 'Permission to Leave Campus Slip' - unless agreement has already been made for them to travel by the College bus.</p> <p>Pupils wishing to visit Mercato must seek the express permission of their HMM before signing out.</p> <p>The daily meal duty teacher is responsible for boarders in the Dining Room. A member of SLT tours the grounds in the period after supper and before prep to ensure pupils are not outside in the event of extreme weather. Day pupils remaining in College for evening activities/rehearsals may attend supper. The teacher organising the activity will be responsible for the supervision of pupils engaged in that activity.</p>
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<p>Evening Prep</p>	<p>There is a registration in all boarding houses at 6.45pm and the supervision of pupils is then the responsibility of the HMM or House tutor on duty that evening.</p> <p>Pupils may attend evening events and/or activities such as music lessons, 'Beanbag Talks' or (in the case of Sixth Form pupils) study in the Grayling Centre under the supervision of a named member of staff. Pupils are not permitted to study alone in the Art Department, Music practice rooms or any other area of the school without adult supervision. Any pupil wishing to be absent from the House in the evening may only do with the prior permission of their HMM/Tutor on duty and adherence to signing out rules.</p>
<p>Post Prep & Overnight</p>	<p>After prep, pupils are permitted to leave the Boarding House between 8.30-9.30pm (or earlier for the Transition Houses of Carr & Holman) with the permission of their HMM/House tutor on duty. Pupils are only permitted to visit/be in:</p> <ul style="list-style-type: none"> - the Sports Hall/Gym (supervised by Gap Students) - the Coffee Shop Wed-Sat (supervised by SLT drop ins whilst on duty) - the immediate vicinity outside of the Boarding Houses (supervised by the SLT member on duty on a roaming basis) - other Boarding Houses (but only with the permission of the HMM/duty tutor whose House they are visiting and under whose supervision they are) - Music Department (on two nights), with staff presence. <p>The SLT member on duty will check-in on pupils using the gym, Sports Hall, Coffee Shop, Music Department and the Boarding House vicinity during this period.</p> <p>The HMM and the AHMM/Resident Tutor sleep in the Boarding House overnight. The HMM is responsible for the pupils in the House (unless responsibility has been delegated to one of the other resident boarding staff).</p> <p>The School Medical Centre (Medical Room or San) is either manned (or on call) 24 hours a day by a qualified nursing sister.</p>

<p>Saturday Afternoons</p>	<p>Most pupils are engaged in sporting fixtures under the supervision of their coaches and/or the teacher responsible for individual sports. Pupils engaged in other activities are supervised by the teacher(s) responsible.</p> <p>Day pupils and boarders going home for the weekend who are not involved in fixtures/activities must sign out in person with their HMM/Matron or designated tutor before departing. No pupil may depart before 12.30pm without the prior permission of their HMM.</p> <p>Any pupil not departing with their own parent/guardian will be required to complete a 'Permission to Leave Campus Slip' - unless agreement has already been made for them to travel by the College bus.</p> <p>Boarders not involved in fixtures/activities are under the supervision of their HMM/Matron or designated tutor after morning lessons/lunch and must attend a registration at 1.30pm/check in between 12.30-1.30pm.</p> <p>All boarders residing at College over the weekend are required to attend registration in Houses at 4.00pm and 7.00pm.</p>
<p>Saturday Evenings and all day Sunday</p>	<p>Supervision of pupils is the responsibility of the Boarding House staff on duty that weekend as directed by the HMM.</p> <p>Registrations will be held at 9.30am and 2.00pm on Sunday in addition to the 7.00pm and bed-time registration held on both Saturday and Sunday evenings.</p> <p>A member of SLT will undertake meal duties at dinner on Saturday evening and for both brunch and dinner on Sunday, thereby enabling Boarding House staff on duty to remain in the Boarding House.</p>

Absence Cover

Details of the arrangements to cover staff absence for lessons is given in the College Cover Policy (and staff absence from activities is organised with the Co-Curricular Coordinator).

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips, please see the **Educational Visits Policy**.