



## Supervision of Pupils Policy

**Review cycle:** Annual

**Last Review Date:** Sept 2021

**Next Review Date:** Sept 2022

**Staff responsible:** Marcus Tattersall, Deputy Head

**Governor responsible:** Tim Squires

Due to the ongoing COVID-19 pandemic, aspects of this policy may not be in operation until such time that Government guidance states it is safe to do so. The school reserves the right to take further steps, over and above Government guidance to keep the children safe, if it deems this necessary. **Any COVID-19 specific changes to this policy are in red text.**

**(This policy applies to the whole School including EYFS)**



## SUPERVISION OF PUPILS POLICY

### General

1. Pupils are not allowed to be on site without supervision. At least one member of staff is always on duty in order to supervise pupils whenever they are in the School outside normal School hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.
2. Arrangements are made to ensure pupils are supervised during play and choir rehearsals, or other events that bring small groups into School out of hours. Members of the PE Department supervise pupils on both home and away matches.
3. **Movement Off-Site.** All movement of pupils off-site is to be recorded. As any group of pupils depart, the responsible member of staff is to provide the Front Desk with a list showing all pupils (and staff) being taken off-site and details of any alternative collection arrangements. On return to the School, the responsible member of staff is to confirm the details with the Front Desk.

### Pupils Arrival and Departure Times

	Gates open	Gates Close	School ends	Pick up from	Gates Close
Nursery	8.20 am (J)	8.30 am.	3.10 p.m.	Junior Playground gate	3.20 pm.
Reception	8.20 a.m. (S)	8.30 a.m.	3.10 p.m.	Senior Playground gate	3.20 p.m.
Year 1	8.00 a.m. (J)	8.20 a.m.	3.30 p.m.	Senior Playground gate	3.40 p.m.
Year 2	8.00 a.m. (J)	8.20 a.m.	3.30 p.m.	Junior Playground gate	3.40 p.m.
Year 3	8.00 a.m. (S)	8.20 a.m.	4.05 p.m.	Senior gate (Small)	4.15 p.m.
Year 4	8.00 a.m. (S)	8.20 a.m.	4.05 p.m.	Junior gate (Small)	4.15 p.m.
Year 5	8.00 a.m. (S)	8.20 a.m.	4.15 p.m.	Senior Playground gate	4.25 p.m.
Year 6	8.00 a.m. (S)	8.20 a.m.	4.15 p.m.	Junior Playground gate	4.25 p.m.
Year 8	8.00 a.m. (S)	8.20 a.m.	4.15 p.m.	Senior gate (Large)	4.25 p.m.

### Breakfast Club

4. The school offers high quality breakfast care facilities at competitive childcare rates. This facility is managed by Mrs Katie Douglas, an experienced member of staff. Pupils have a choice of breakfast in the morning. A limited number of places are available and should be booked in advance via the school office - [registers@willingtonschool.co.uk](mailto:registers@willingtonschool.co.uk). Child: Adult Ratio is 1:13.

#### Breakfast Club Charges

£5.00 per session invoiced termly.

### Nursery and Reception (EYFS)

#### Key points:



-The staffing arrangements in EYFS meet the needs of all the children and follow published EYFS Statutory Guidance from the DfE for staffing ratios.

-Children are within sight and hearing of staff and always within at least either sight or hearing.

-Only those aged 17 or over are included in ratios (staff under 17 are supervised at all times).

-Students on long term placements, volunteers and staff working as apprentices are included in the ratios if they are old enough and we are satisfied that they are competent and responsible.

5. **Nursery and Reception children enter the School via the Senior Playground gate, where there will be a teacher on duty from 8.20 a.m. Parents should not take their children to the classroom earlier than 8.30 am as staff will be preparing the resources for the day and at meetings or elsewhere in the School until then.** Parents should not leave their children unattended in the classroom or enter any other parts of the School. Parents arriving or departing after 8.30 am or who wish to visit other parts of the School must book in and out at the front desk.

6. **Collection.** Nursery and Reception parents are legally required to provide in-writing up-to-date contact details, together with the names of those adults who are authorised to collect their child and any alternative arrangements for collection. Last minute arrangements may be confirmed in a telephone call to the School Office or by email to [registers@willingtonschool.co.uk](mailto:registers@willingtonschool.co.uk). If the person collecting is unknown to the School, there needs to be a written security measure in place (for example a password), together with the name and description of that person. Nursery and Reception staff will not release a child to an unauthorised individual. Where necessary, additional information regarding legal responsibility for the child, and information about anyone who is legally restricted from access to the child, must be provided (See Separation and Divorce below).

7. **Friday Afternoons Early Collection.** On Fridays, parents have the option to collect Reception pupils at 12.30 p.m. after Games, or at 1.15 p.m. after lunch. Many parents have found this choice beneficial, as Reception pupils are often tired by the end of the week and it is advised that parents consider taking up this option, especially in the first two terms. However, pupils may stay until normal finishing time at 3.10 p.m.

### **EYFS Uncollected Child Policy**

8. Should a Nursery or Reception pupil remain uncollected at the end of the School day, staff supervision will of course continue to ensure the safety of the child and seek to cause as little distress as possible. All late collections are from the main entrance.

9. If a parent is unable to collect their child at the normal end of the School day, they should contact the Office as soon as possible, so that backup measures may be put into place. When a parent is not at their normal place of work or at home, they must supply the School with an alternative contact number.

10. In the event that a Nursery and Reception (EYFS) pupil is not collected at the normal time:

- a. Staff supervision will continue until 4.00 pm, at no extra cost.
- b. Between 4.00 pm and 6.00 pm, **After School Care Club** (to include light refreshments and quiet activities) will be provided at a cost of £3.00 per ½ hour or part ½ hour.
- c. In the event that a child has not been collected by 6.00 pm, following repeated efforts to contact the parent/emergency contact, Social Services will be contacted. Any pupils collected after 6.00 pm will be charged at a rate of £6.00 per ¼ hour or part ¼ hour.

### **Arrivals Junior Gate**

11. **The Junior Playground gate opens at 8.00 a.m. every morning for Years 1&2 until 8.20 am and Nursery children will enter the gate at 8.20 am and it will be shut at 8.30 a.m. Pupils will be supervised in the**



playground until registration. Parents and other children are not permitted to enter the building other than by signing in through the main entrance. Accompanying siblings must be kept under parental supervision and are NOT permitted to run around the playground or climb on the play frame. Nursery parents must take their child to the Nursery classroom door. The gate is securely locked once all Nursery parents have left.

12. Pupils (and parents) who need to enter the building before 8.20 a.m. (for clubs etc) must enter through the main door and book in at the Front Desk.

13. If it is very wet, Year 2 stays under the covered area in the playground and Year 1 is supervised in the spare classroom until 8.20 am when their teacher collects them. Nursery children go straight into their classrooms.

Pupils may be taken to the Hall, where they will be supervised by staff.

#### **Arrivals Senior Gate**

14. The Senior gate opens at 8.00 a.m. and closes at 8.20 am for Years 3-8. The gate is reopened at 8.20 am for Reception children to come into school.

15. The Senior Playground will be supervised from 8.00 a.m. - 8.20 a.m. at which time the pupils will go to their classes for registration. Pupils arriving after this time must enter the School through the Main Entrance, where they should sign in at the Front Desk. The gate remains supervised by a member of staff from 8.20 am to 8.30 am for Reception children.

16. If it is very wet, the pupils may be allowed to enter the School early under staff supervision. Reception children go straight into their classrooms.

#### **Late Arrival/Early Collection**

17. Any pupil arriving after the gate closes at 8.20 am or 8.30 am for EYFS (when the pupils are Registered) is to enter the School by the Main Entrance and their late arrival is to be registered at the Front Desk. Any early collection of pupils is to be arranged at the Front Desk or by email to [registers@willingtonschool.co.uk](mailto:registers@willingtonschool.co.uk) and their early departure is to be recorded at the Front Desk.

#### **Alternative Collection Arrangements**

18. All alternative collection arrangements are to be recorded at the Front Desk or by email to [registers@willingtonschool.co.uk](mailto:registers@willingtonschool.co.uk). This includes early collection, collection from an off-site location, or collection from an after-School club or activity.

#### **Collection**

19. Pupils in Nursery, Years 2, 4 & 6 should be collected from the Junior Gate. They will not be permitted to leave the premises until a parent (or named adult) is in view of the Class Teacher and on the correct side of the road. Pupils should be collected promptly. In the event of a delayed collection, please contact the School Office. The pupil will be looked after without additional charge until 4.00 p.m. after which time late supervision charges will be raised.

20. Pupils in Reception, Years 1, 3, 5 & 8 must leave the School by the Senior Playground gate, under the supervision of a member of staff. Pupils who have not been collected by 4.15 p.m will be supervised (without additional charge) in the **After School Care** until 5.00 pm after which time late supervision charged will be raised.



21. For Years 1-8, where arrangements have been made to take home another pupil, please notify the Class Teacher, either by word of mouth or by letter, on the morning of the day that this is due to take place. For pupils in Nursery and Reception, written confirmation is always required.

22. From Year 5 upwards, pupils are permitted to walk home from School or Drax (our playing fields), on condition that written notification has been provided to the School Office.

### **After School Care Provision - Sunset Club**

23. Sunset Club is delivered on behalf of the school by EzeeSport, managed by Mrs Crawford and supported by Miss Baptiste. The children are provided with a range of stimulating indoor and outdoor activities and have opportunities to do homework if required. A limited number of places are available. Child:Adult ratio is 1:13. Bookings and payments are made via the EzeeSport booking facility <https://ezeesport.com/pages/sunset-club>. Unlike Breakfast club, payment is required at the time of booking to secure a place.

#### Sunset Club Charges

3:10 to 4:00 pm - free to siblings or a flat fee of £5

4:00 to 6:00 - £8.50 per hour or part hour.

Parents are requested to contact the School Office if they are going to be late collecting. This can be at the front desk, by telephone to 02089447020 or by email to [registers@willingtonschool.co.uk](mailto:registers@willingtonschool.co.uk). Parents will be asked to book a last minute place via the EzeeSport booking facility and make payment via the link.

### **Registration**

28. We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the School by 8.20 a.m. by telephone or email [registers@willingtonschool.co.uk](mailto:registers@willingtonschool.co.uk) if their child is absent for any reason. The School will contact the parent if a child fails to arrive at School without an explanation. Pupils being taken out for appointments during the School day must be signed out. Form teachers fill out the electronic registers on isams using the answers: yes/no/late. The symbol 'C' is used for authorised absences and 'i' for illness. If the reason is unknown, the office will phone the parents of the absent child. The School Office will notify the Head of Pastoral if a pupil has continued illness or reasons for absence.

During a lockdown period children are registered remotely and the symbol 'X' is entered into the registers by the form teachers. Children must be registered as normal (morning and afternoon) when working remotely. It is the responsibility of the bursar to inform the Department of Education of any children or staff who have been diagnosed with Covid19 and key worker children or staff present in the school.

### **Supervision during Break Times**

29. Pupils are supervised by duty members of staff during morning and afternoon breaks. During lunch, pupils are seated at a table in the Hall where members of staff will monitor their eating and their table manners. Any concerns should be recorded and/or discussed at staff meetings.



30. Pupils should not be inside at break-times unless with a member of staff or doing music practice. If it is 'wet break', pupils will be in the Hall or classrooms and duty staff will supervise.

Pupils are supervised in their 'Bubbles' at break times in separate areas. During 'wet breaks' pupils will return to their classrooms with their class teacher.

### **Separation and Divorce**

31. Should parents be in the process of separation or divorce, please help us to support your child by advising their class teacher of the situation. Children need School to be a neutral and consistent feature in their lives and we expect parents to sort out their differences away from School for their child's sake. In cases of domestic violence, or other genuine need to prevent a parent collecting a child, the parent with care must see the Headmaster, and provide a copy of any court order barring or restricting contact.

### **Medical Support**

32. Most members of the teaching and non-teaching staff, are trained as First Aiders and are able to give emergency first aid. First Aid arrangements are detailed in our First Aid policy. A qualified paediatric first aider is on hand whenever EYFS children are in School. First Aid boxes are widely available.

### **Supervision whilst travelling to and from School**

33. Parents are responsible for ensuring that their children travel safely to and from School.

### **Supervision during Educational Visits**

34. The arrangements for the supervision of pupils, including EYFS, during educational visits, and trips out of School are described in our Educational Visits Policy.

### **Restricted Areas**

35. Pupils are not allowed unsupervised access to potentially dangerous areas, such as the Science laboratory. Doors to these areas are to be kept locked at all times when not in use. All flammables and laboratory chemicals are to be kept securely locked in appropriate storage facilities. Pupils are not allowed access to the Maintenance, Catering and Caretaking areas of the School.

**Review period: Annual**

**Reviewed by: Deputy Head**