



Supervision of Pupils Policy

Review cycle: Annual

Last Review Date: Sept 2025

Next Review Date: Sept 2026

Staff responsible: Headmaster

Committee responsible: Pastoral Committee

(This policy applies to the whole School including EYFS)
(Willington School reserves the right to update all policies on a regular basis)



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 break and lunchtime supervisory duties as directed by the Deputy Heads.
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 are required to supervise pupils on both home and away matches at all times.
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	8.30 am	3.30 pm	Pre Prep gate	3.35 pm
Reception	8.20 am	8.30 am	3.30 pm	Pre Prep gate	3.35 pm
Year 1	8.00am	8.20 am	3.30 pm	Pre Prep gate	3.35 pm
Year 2	8.00 am	8.20 am	3.30 pm	Pre Prep gate	3.35 pm
Year 3	8.00 am	8.20 am	4.05 pm	Prep gate	4.15 pm
Year 4	8.00 am	8.20 am	4.05 pm	Prep gate	4.15 pm
Year 5	8.00 am	8.20 am	4.05 pm	Prep gate	4.15 pm
Year 6	8.00 am	8.20 am	4.05 pm	Main School Entrance	4.15 pm

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. A limited number of places are available and should be booked in advance via the school office - registers@willingtonschool.co.uk. pupil: Adult Ratio is 1:13.

Nursery and Reception (EYFS)

Key points:

- The staffing arrangements in EYFS meet the needs of all the pupils and follow published EYFS Statutory Guidance from the DfE for staffing ratios.
- Pupils are within sight and hearing of staff and always within at least either sight or hearing.
- Only those aged 18 or over are included in ratios (staff under 17, if there are any, 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 pupils enter the school via the Pre-Prep gate, where a staff member supervises the gate and go straight to their classroom with their parents/carers. Reception pupils enter the School via the Prep gate, where there will be a teacher on duty from 8.20 am Parents should not take their children to the classroom earlier than 8.20 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 child 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. If the person collecting is unknown to the School, the pupils parents/carers need to provide the school with a photo of who is collecting the pupil and their full name. Nursery and Reception staff will not release a pupil to an unauthorised individual. Where necessary, additional information regarding legal responsibility for the pupil, and information about anyone who is legally restricted from access to the pupil, must be provided (See Separation and Divorce below).

Uncollected Pupil Policy

7. 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 contingency 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.

8. In the event that a pupil is not collected at the normal time:

The pupil will be taken to Apres School, which is a chargeable after school provision.

9. If the pupil is not collected by 6.00pm (the close of Apres School), Apres School will first attempt to contact the parents or carers. If they cannot be reached, Apres School will contact the listed emergency contacts.

If the pupil has still not been collected and no contact has been made by 6.30pm, Apres School will contact the Social Care Duty Officer on 020 8545 4226. Social Care will make emergency arrangements for the pupil and will arrange for a visit to be made to the pupils house and will check with the Police.

The pupil will be supervised safely by Apres School throughout this time. Any late collection charges incurred after 6.00pm may be charged directly by Apres Club.

All incidents of late or non collection will be recorded by the Designated Safeguarding Lead. Repeated or unexplained incidents will be managed in line with the Schools Safeguarding and Child Protection Policy.

Arrivals Pre-Prep gate

10. The Pre-Prep gate opens at 8.00 am every morning for Years 1 & 2 until 8.20 am and Nursery pupils will enter the gate from 8.20 am and it will be shut at 8.30 am Year 1 & 2 pupils will be supervised in the playground until registration. Parents and other pupils 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.

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

12. If it is very wet, all pupils are sent to their classrooms. Nursery and Reception pupils go straight into their classrooms.



Arrivals Prep gate

13. The Prep gate opens at 8.00 am and all pupils from Years 3 to 6 are expected to be in school before 8.20. The gate is reopened at 8.20 am for Reception pupils to come into school.

14. The Senior Playground will be supervised from 8.00 am - 8.20 am 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 pupils.

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

Late Arrival/Early Collection

16. 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 with the class teacher, with an email copy to registers@willingtonschool.co.uk and their early departure is to be recorded at the Front Desk.

Alternative Collection Arrangements

17. All alternative collection arrangements are to be arranged with the class teacher, with an email copy to registers@willingtonschool.co.uk. This includes early collection, collection from an off-site location, or collection from an after-School club or activity.

Collection

18. Pupils in Nursery, Reception, Years 1, 2, should be collected from the Pre-Prep gate and Years 3, 4 and 5 should be collected from the Prep 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, parents should contact the School Office. The pupil will be sent to Apres School and parents will be charged.

19. Pupils in Year 6 must leave the School by the main school entrance, under the supervision of a member of staff. Pupils who have not been collected by 4.15 p.m will be sent to Apres School where parents will be charged.

20. For Years 1-6, where arrangements have been made to take home another pupil, parents should notify the Class Teacher, either by word of mouth or by email, with a copy to registers@willingtonschool.co.uk, on the morning of the day that this is due to take place. For pupils in Nursery and Reception, written confirmation is always required.

21. 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 - Apres School [website](#)

22. 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. Parents will be asked to book a last minute place via the Apres School booking facility and make payment via the link.



Registration

23. We are legally obliged to take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the School by 8.20 am by completing the Absence Form on the front page of the school's website (www.willingtonschool.co.uk), or via the school app, if their child is absent for any reason. The School will contact the parent if a pupil 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 pupil. The School Office will notify the SAC if a pupil has continued illness or reasons for absence.

Supervision during Break Times

24. Pupils are supervised by duty members of staff during morning, lunch 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.

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

Separation and Divorce

26. Should parents be in the process of separation or divorce, parents are asked to help us to support their child by advising their class teacher of the situation. Pupils need School to be a neutral and consistent feature in their lives and we expect parents to keep their personal feelings 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 resident parent must see the Headmaster or Designated Safeguarding Lead (DSL), and provide a copy of any court order barring or restricting contact.

Medical Support

27. 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 pupils are in School. First Aid boxes are widely available.

Supervision whilst travelling to and from School

28. Parents are responsible for ensuring that their child's travel safely to and from school. Unless the pupil is being transported via the school minibus service where the terms and conditions of travel and the minibus policy take precedence.

Supervision during Educational Visits

29. 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

30. 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: Headmaster

