

**Holme Grange School**  
**Whole School Policy Including EYFS**  
**(EYFS includes Little Grange and Reception)**



**POLICY ON PUPIL SUPERVISION**

<b>Review Date</b>	<b>Amendment</b>	<b>Reviewed by</b>	<b>Authorised by:</b>
<b>Jun 2015</b>	<b>Original Version</b>		
<b>Nov 2015</b>	Updated and reviewed	CC	
<b>Dec 2017</b>	Updated and reviewed	CC	
<b>Dec 2018</b>	Updated and reviewed.	CC	
<b>Mar 2019</b>	Updated to include double signing in LG tea.	CC	
<b>Sept 2019</b>	Updated and reviewed	CC	
<b>Aug 2020</b>	Updated and reviewed	CC	SMT 15/09/2020 and passed to Governors

**This policy document applies to the whole school including the Early Years Foundation Stage (*Little Grange and Reception Classes*).**

### **Legal Requirements**

The Board of Governors are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

### **Duty of Care**

All staff have a duty of care to all pupils in the school. It is the Headteacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headteacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

### **Policy statement**

Holme Grange School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite.
- Supervision of pupils in remote locations is secure.
- Appropriate staff duty rotas are created by Heads of School, are shared with staff and demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- No senior pupils have supervisory responsibility for other pupils but may assist with staff who are on duty.
- Mandatory staffing ratios for EYFS provision are enforced.

Holme Grange School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010. It follows guidance from Keeping Children Safe in Education (Sept 2020) and Working Together to Safeguard Children (Aug 2018, updated Feb 2019)

## **Procedures**

### **To ensure pupils' personal safety**

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults for who no DBS checked has been received, will have a full risk assessment in place and have no unsupervised access to pupils, provided that Children's Barred List check has been carried out and references obtained.
- All EYFS pupils are supervised by adults at all times.
- Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Pupils are not allowed into the swimming pool without a qualified member of staff in charge.
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Sports Department Handbook.
- Pupils do not have access to the cleaning, catering and caretaking areas of the school.

## **Security**

- Systems are in place for the safe arrival and departure of pupils.
- The times of the pupils' arrivals and departures at Little Grange are recorded in line with EYFS requirements.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded via the school's digital system. All staff and visitors are issued with a lanyard that has a photograph.
- Systems are in place to prevent unauthorised access to our premises via a locked gate an electrical gate, coded front door access and visitors wearing lanyards with photograph.
- Systems are in place to prevent children from leaving our premises – supervision ratios and duty rota, gates
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team

## **Supervision Plans**

Supervision plans for each section of the school are included in Appendix 1 – EYFS and Pre-Prep Appendix 2- Prep School and Appendix 3 – Eaton Grange. These plans have been made with Covid-19 provision in mind for Sept 2020. As part of safeguarding arrangements staff should follow guidance for the area of the school in which they work.

All supervision of pupils is carried out in line with the Covid-19 School Risk Assessments in place,

### Supervision before 8:15.

The school offers a breakfast club from 7:30am which is supervised and must be pre-booked through the office.

Pupils may arrive at school from 8.15am, from Sept 2020 staggered drop offs have been allocated to Year Groups following Covid-19 guidance. Pupils are expected to go home by 6.00pm unless they are staying late for a function or evening class. Pupils are not allowed on site without supervision. At least one member of staff is always present 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. These are displayed on a rota in the staff room. Expectations of duties are set out in appendices of this policy.

From September 2020, when, due to Covid 19 guidelines, strict drop off times are in place for all Year groups, Eaton Grange students are allowed to arrive on site before their allocated drop off time of 8.25 a.m from 8.00 am. They must wash their hands and then go to form rooms. There is no direct supervision until 8.15 am but both The Grange and Eaton Grange buildings are patrolled from 8.00 to 8.15.

### **On arrival**

The school offers a breakfast club to supervise and offer breakfast to pupils pre-booked from 7:30-8:15am.

Pupils in Little Grange are taken directly to the Nursery drop off from 8:15 am where they are met by a member of staff. If a Little Grange or Reception pupil is in breakfast club then the staff from Club will lead the child to LG or Reception drop

offs. All other pupils make their own way to their classrooms at 8:15 am. At 8:15 am members of staff will be on duty at the drop offs to insure children get into the building safely. These duties are shared out on the duty rotas which are displayed on boards in the staffroom. In pre-prep it is the TAs who will be on duty each morning to welcome pupils at the drop offs. Year 1 and Year 2 will be dropped off at 8:15 am with LG and Reception at 8:30am.

Pupils in Years 7-11 will enter school grounds via the back drive. If they arrive at the front of school and proceed to the Eaton Grange building, access via the playground is not permitted unless they are leaving a younger sibling, they must access via the 'pencil gate' and to the rear of the main school building. Eaton Grange students will wash their hands before entering any building after drop off at 8:25 am.

Pre prep and prep school pupils may enter school, after washing their hands, go straight to their form rooms where their form teacher will be ready to greet and prepare for the day ahead. At 8:35 am the school bell will ring and registers are taken by form teachers using Engage.

Office Staff check the registers and will contact parents if any child is not registered and we are not aware of a reason.

### **During the School Day**

No class should be left unsupervised for any reason. In an emergency send 2 children to the School Office. Movements of pupils around the school will be supervised by an adult in pre-prep and prep. All pupils will follow the one way systems with entrance doors and exit doors.

## **REGISTRATION**

We take a register of pupils at the start of the morning and at the start of the afternoon sessions – these are completed electronically. On a Wednesday for pupils in Year 5-8 a register is taken before lunch due to sport and on a Friday for pupils in Years 3 & 4 a register is taken before lunch due to sport. 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.

**Early Years** - We operate identical registration procedures to the main school; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance. A password is requested for any adult that is unknown to us when collecting children. Pupils in Little Grange are assigned a Key Worker.

No pupil will be released to another adult other than their parent or guardian without notification from parent/guardian.

## **Break Times**

At break times, pupils are supervised by members of staff from the respective departments in the school as per a rota established at the start of each term. During a duty staff will oversee playtimes, keep a watchful eye on any play which may be getting out of control, interact with pupils and identify children who appear to be alone and assist with any disputes which may occur. Heads of school share expectations and details of duties with staff at the start of the school year.

The duty staff should ensure all children respond to the bell and return in time to remove their shoes, if field has been used, and return to lessons on time.

Pupils should not be left in a classroom at break times. Children should not be allowed to be inside during playtimes other than after requesting permission for toilets.

Eaton Grange students are allowed in their classrooms and social areas at lunch times. These areas are included in the duty rotas. Due to Covid19 guidelines, this will be suspended until further notice. All students must go outdoors at lunchtimes unless they are attending a supervised activity. Supervised homework club operates on a daily basis at lunch time.

## **Wet play/lunch times**

Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised in a classroom or in the hall by the designated duty staff member/members. Year 6 peer mentors will assist the duty members of staff.

In Pre-Prep, Reception pupils are supervised in The Hive, Year 1 in Owls and Y2 in Kestrels.

## **After school arrangements**

### **EYFS**

Pupils in EYFS attend Nursery Tea or Reception Tea at the end of the school day via a pre booked arrangement.

Pupils are supervised at tea and only handed parents/guardians agreed by staff/parents. Signing will not be possible by parents to limit contact, however supervising staff must sign and record time when a pupil is collected – they should

indicate which adult collected the pupil. At the end of tea (5:50pm) the rooms in Little Grange and around The Hive are all checked and the register is counter signed by two adults on duty. At 5:50 pupils are brought to the collection points. Some pupils may be collected at 5:30pm with siblings. The registers are then brought to the front office along with any pupils not collected who will be supervised by the member of SMT on duty.

### **Pre-Prep and Prep**

- In Pre-Prep, form teachers must direct their children to the holding room for after school snack. At 4:10 pupils meeting siblings will meet on the playground. At 4:30 clubs begin.
- If you are taking an after school activity you are responsible for the children.
  - In Pre-Prep pupils are collected from their classroom for their club at 4:30. A register is taken at the start of club. The adult taking the club dismisses pupils to their parents and checks off their register.
  - In Prep School pupils are taken to the main playground where they are met by their club leader who stands next to a sign with their club name on it. A register is taken and the member of staff is responsible for dismissing the pupils on their register.
  - If a pupil is missing the office must be informed to try and find the child. The “Safeguarding - Missing Children Report” must be completed and given to the DSL.
- At the end of the activity, the member of staff of that club must walk the children to their pick-up point and witness children getting into their parents’ car. Staff are responsible for staying with their children until they are handed over.
- Break and lunch times are also part of our safeguarding duties. Some children are particularly vulnerable during these times and so having a proactive member of staff on duty is very important. Any issues must be brought to the attention of the form teacher and consistent messages must be given to the children. If an incident of poor behaviour occurs, staff may need to enter details onto Engage. You **MUST** acquaint yourself with expectations of duties for your school.

## Departure

As departure times vary the following procedures are in operation.

### EYFS

- **Little Grange Lunch time collection 1pm – end of day collection 4 -4:15 pm**

Pupils are brought to the playground for collection by member of the Little Grange Staff. Parents wait alongside the playground and the children are brought to the cars.

- **Reception end of day 3:35pm** pupils are collected from their form teacher in the drop off/collection area. Any child attending tea will remain in The Hive with those waiting for sibling collection. Tea is for pupils pre-booked in Reception and Little Grange and as per footnote 5 (paragraph 1.1) in Statutory Framework for EYFS we state this is a childcare only provision provided and not assessed against the learning and development requirements in the Early Years. At the end of tea the register is signed by 2 members of the supervising team to confirm all pupils have been collected, the register is then taken to the main office. At 4:10 any pupils meeting a sibling will be supervised to the playground to meet sibling for collection.
- **Year 1 (3:50 pm) and 2 (4:05pm)** In these year groups pupils are collected from drop off points. They will be brought to the collection point by one teacher. Other staff will remain in the class with pupils awaiting sibling meeting/clubs. At 4:10pm those pupils meeting siblings will be brought to the playground to meet sibling and go to parent collection. The children awaiting clubs will then have their snack and drink ready for club. At 4:30pm staff taking clubs will come to the class to take Year group clubs. Staff take the register at the start and end of clubs/chill out when pupils are returned to parents at 5:50pm at collection points. Staff supervising clubs/chill out will walk pupils to collection points. Some pupils will meet siblings at 5:30 for collection and these details will be forwarded, in the event that the majority of pupils are going at 5:30, all pupils will be brought to the collection point at 5:30pm.
- **Year 3-6 4:15pm** pupils are taken to their drop-off point. In Years 3 and 4 this is at the front of the school. They should line up on the playground with their form teacher at the front of the line. In Years 5 and 6 this is at the Cricket Pavilion and the same should occur. Pupils staying for a club or prep will stay in their classroom to have a snack and drink brought from home. At 4:30pm they are taken to the playground to start their club, or to the prep classrooms. Registers are managed by the school office and staff in charge of club takes

the register at the start and when witnessing pupils being picked up by parents at the end of club. Clubs usually end at 5:30 and Prep ends at either 5:30 or 5:50pm, when children from Prep will be escorted to the pickup point.

- **Year 7-11** students may depart from The Grange pick-up point or the rear bus shelter. Students staying for Prep or Clubs are supervised outside by duty staff until 4.30 pm. Any student not collected by 4:30pm must go to Prep and await parents. Staff take a register at the start of clubs.

### **School bus**

School buses run at 4:30pm and 5:30pm. Pupils are booked onto the bus and drivers keep a register of pupils who are expected. Parents are asked to contact school in advance if there are to be any changes to agreed bus attendance to ensure registers are accurate. The school bus service drops pupils to their homes or a delegated stop close to their home, with agreement by parents. Buses are operated by Holme Grange staff. Any pupil travelling by bus will wear a face mask. Staff driving the bus may wear a shield and/or mask.

### **MEDICAL SUPPORT**

The school has a full time member of staff who is the school matron and is based in the Main Office.

Teaching staff and non-teaching staff, are trained and qualified as First Aiders, they are able to give emergency first aid. We have paediatric trained first aiders in Pre-Prep. The current list of staff with First Aid qualifications is displayed on a staff notice board in the staffroom. We always make sure that a qualified paediatric first aider is on duty whilst our Early Years children are in school. All staff have access to First Aid kits which are practically placed in all potentially high risk areas, as well as in the School Office. Staff are expected to carry out timely and competent administration of First Aid and follow effective implementation of the school First Aid Policy.

Medical lists are updated and saved on staff share. All staff have a responsibility to make sure they are up to date on medical needs of pupils they teach and that they seek advice on anything they are unsure of.

### **SUPERVISION DURING EDUCATIONAL VISITS**

Educational visits are suspended until further guidance due to Covid 19. The following applies if there were to be a visit organised.

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

## **UNSUPERVISED ACCESS BY PUPILS**

The pool remains out of use while Covid -19 remains in circulation. This will be reviewed when more guidance is given.

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use athletic equipment, adventure playground and TLC equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, cookery room and the science laboratories. All flammables are kept securely locked in appropriate storage facilities. The Science laboratories and cookery room are kept locked when not supervised by an adult.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

## **EYFS PUPILS**

The arrangements for the supervision of EYFS pupils in Little Grange and Reception classes are communicated with parents in meetings held before starting Reception, newsletters and meet the teacher evenings for YR-Y2. The statutory framework for EYFS (3/4/17) states children must be kept safe, providers must assess the risks and identify steps to minimise and manage these. At least 1 person must have a current Paediatric First Aid Certificate and be on the premises with children or when on trips. Staff carry out daily risk assessments of EYFS areas both internal and external; a log is kept of these assessments.

### **Ratios on a School visit:**

- To ensure the ratio of leaders to children is appropriate for the needs of the group and the nature of the activity to be undertaken. The school guidelines are stated below:
  - **Foundation Stage**
    - Reception**            **1:5**
    - Little Grange**        **1:2**
  - **Years 1 – 3**            **1:6**
  - **Years 4 - 6**            **1:10 to 15**
  - **Years 7 – 11**         **1:15 to 20**
- In Years 1 and 2 and Reception there is one teacher and any necessary Learning Support Assistants.

- In the Little Grange there is a Nursery Manager NVQ level 4 qualification in Early Years Care and Education Early Years and Nursery Assistants with NVQ level 3 Qualification.

### **Visitors to school**

All visitors report to the office on arrival and sign in. They are given photographic ID to wear for their stay. All staff are expected to challenge strangers on the premises and report concerns to the office immediately. Any visitors delivering courses or educational sessions to the students will not be left with students unsupervised unless an up to date DBS certificate is evident.

### **Staff absence cover supervision**

Staff will be informed if they are to cover for absent colleagues as early as is practicable. If a member of staff is aware they will be absent on a day when they have supervision duties, it is their responsibility to ensure this is covered and to inform the Head of School of the arrangements made.

### **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 areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

### **Missing Children**

If you become aware that a child is missing from your lesson or club there are school procedures to follow in the MISSING CHILD PROCEDURE document.

Action should be taken in accordance with this policy if any absence of a pupil from the School gives rise to a concern about their welfare.

### **Record of incidents in school if children are not in attendance of where they should be eg Chill Out, Clubs, Prep, Lesson**

It is part of our safeguarding duty to ensure that our children are supervised throughout their school day. If there have been times when we are not completely sure where the children are or they have ended up somewhere different to where they should be and this is not acceptable. If a child is not where they should be this is counted as a "near miss" and therefore has to be documented and actioned.

You must complete the "Safeguarding - Missing Children Report" at the end of these incidents. Procedures which must be completed if a child has gone missing from your club, prep, etc. Heads of School must be informed and handed a completed report to bring to SMT to review these incidents.

### **Protocol for Staff**

It is part of our safeguarding duty to ensure that our children are supervised throughout their school day. If a child is not where they should be this is counted as a “near miss” and therefore has to be documented and actioned.

There will be a form “Safeguarding - Missing Children Report” at the end of these procedures which must be completed if a child has not been where they should and when from your club, prep, etc. This is to aid evaluation and reflection on procedures should amendments/reviews be required.

**The following form MUST be completed if an incident has happened during supervision of the children.**

**Safeguarding - Missing Children Report**

**Date -**

**After School activity -**

**Member of Staff -**

**Name of Child -**

**What happened?-**

**Who was informed? -**

**Actions –**

**Signed off by SMT -**

## Appendix 1

### Pre-Prep Duties and expectations

#### Pre-Prep School Duty Staff expectations

- All students and staff must wash hands, with soap, before entering the building, before eating and after toileting. This means that at the end of break and lunch time must be provided for the supervised washing of hands.
- be punctual
- walk around the duty area and observe children's behaviours
- be aware of out of bounds – back of sports hall, inside the buildings, on the road
- children must wear appropriate footwear they should change shoes to go onto fields, astro, showlawn or adventure playground
- if you are away on a course or appointment and are 'on duty' it is your responsibility to arrange a swap
- if you are ill, cover will be arranged
- no balls are allowed on the playground
- pre-prep school children must not visit animals without adult supervision
- ensure that poor behaviour is sanctioned and logged on Engage or My Concern, ensure form teacher is kept informed
- use first aid kit for minor injuries. Children may go to matron for more serious injuries but never alone or without adult permission.
- Follow the school Safeguarding policies.
- Play resources will not be used between Year Groups during Covid-19 outbreak
- Climbing wall will not be in use during Covid-19 outbreak

## **Drop Off and Morning Duty 8:15-8:35**

There will be staggered 'drop offs' for this term, at least.

Parents will not enter the school building and the majority of pupils will be dropped from the car to a known adult in school. (some will come from breakfast club)

Little Grange Morning drop off is by the playground where pupils will be met and brought to Little Grange.

Reception Drop off will be on gravel car park where TAs in YR will meet children and bring to Hive where teachers will be.

Year 1 drop off is the front of the school and Year 1 will enter the building via the front door met by TAs.

Year 2 drop off will be to the gates by Caudwell Hall where they will be met by TAs and brought to class.

All children should wash hands on arrival to school before the day commences.

**Break Time – main playground for Y1&2, The Hive for YR**

**2 members of staff for YR**

**2 members of staff for Y1 and Y2**

**Pupils with 1:1 will have staff on supervision duty as an additional support.**

**10:20-10:40**

**Children must wash hands at start and end of break.**

Two members of staff will cover break duty on a rota basis. Rotas are displayed on the Pre-Prep board in the staff.

Year 1 and 2 break is on the main playground. Staff bring a whistle and first aid bag. **Year 1 and Year 2 pupils will be separated on the**

**playground. Year 1 will use netball court area on playground and Y2 will use the rest.**

There is a drinks trolley for children to help themselves to milk or juice. Children will bring snacks with them. We are a healthy school and nut free. Snacks should be fruit.

At the end of break blow the whistle children should stop and stand still. Then call a class/year group at a time to line up.

Send House captains in first.

**Children will be walked back to class in Year groups by the adult on duty.**

Reception are on break at the same time as Year 1 and 2 but will remain in The Hive, there is a separate rota for this duty that the Reception team cover and is on the Staffroom notice board.

## **Lunch Duty in the Dining Hall**

2 members of staff per year group.

All children must wash hands before entering the dining hall, they should also use the hand sanitiser located outside The Grange. There are floor markings to aid social distancing for pupils in Year 1 and Year 2 when they queue for food.

Little Grange to Year 2 dine together. Each child will be allocated a seat that they will use each day. Please bear in mind those who need a little extra time when dining and consider placing these together.

Little Grange enter at 11:45

Reception at 11:50

Year 1 11:55

Year 2 12:00

Teachers should be aware of intolerances, allergies and food requirements. It is a good to bring these with you daily as a reminder.

Children are encouraged to try the main option and then can have the jacket or pasta as a second.

Once the last Year 2 has been served the bell is rung for Grace  
'Dear Lord, for what we have received may we be truly thankful Amen'

All children are expected to stop and put their hands together.

Staff may eat with the children and do so when on duty, if they wish.

Tables must be cleaned and floors swept at end of sitting. A different child should be allocated this responsibility each day.

When children have finished, plates should be piled and scraped for teachers to bring to the trolley. We need to be mindful of finding ways to avoid children congregating at the trolleys.

No child leaves the dining hall before 12:15.

With changes for supervision around Covid-19 guidance pre-prep should aim to be leaving dining room by 12:25.

## Adventure Playground Duty

12:15-1:00 – whistle and first aid kit required

2 members of staff on duty for YR, LG

2 member of staff on duty for Y1&2

Addition 1:1 supervision for appropriate pupil.

Staff should carry out a quick risk assessment and report any findings to the Estates Manager as soon as possible.

Rota is in the staff room

From 12:15 Year 1 and 2 gather on the showlawn if dry underfoot and astro by the The Hive if wet. Pupils must return their water bottle to their classroom, go to the toilet and collect coat if necessary.

Reception are taken back to The Hive by their teacher to prepare for lunch break.

At 12:30 the whistle is blown and children line up to be taken to the adventure playground. Year 1 and Year 2 will play in separate areas of the adventure playground, with Reception using area around The Hive.

Toilets are in The Hive for Reception use. Year 1 will have to use toilets in Year 1 classroom and Year 2 those by the Astro.

Pupils must change shoes if using the field or adventure playground.

At 12:55 blow whistle for pupils to line up, change shoes and wash hands with soap for at least 20 seconds.

Pupils should be walked back to classrooms at 1 pm

## **Wet Weather**

Little Grange are supervised by duty staff in Little grange  
Reception are supervised by duty staff in The Hive  
Year 1 are supervised in Owls classroom  
Year 2 are supervised in Kestrels classroom.

## **Holding**

### **3:30-4:30**

Usually holding would be in The Hive. However, for the Aut term 2020 each year group will have holding within their classroom. One member of staff will supervise the children for holding/meeting siblings/staying for clubs. At 4:10 those meeting siblings will be brought to the playground by a member of staff in their year group to meet the sibling. At 4:30 staff responsible for clubs will come to the classroom for Clubs.

## **Little Grange Tea**

### **From end of day to 6 pm**

Children in Reception and LG may be booked into EYFS Tea.

For Aut term tea will be in LG for LG and The Hive for Reception. There may be times when YR pupils will use LG for tea but they will be in a separate room.

The rotas to cover Tea are displayed in the staff room.

## **Monday Dance**

Dance lessons on a Monday are in the Caudwell Hall. Children should be brought to lesson and Miss Daisy will dismiss.

3:30-4:00 Ballet

4:15-5:00 Ballet

5:00-5:45 Modern

Juice and Biscuits – suspended for Autumn term. Pupils will use their water bottle and will have an opportunity to bring an extra snack.

Clubs/Chill Out for Aut term is in Year Groups.

On a rota in staff room

At the end of the day pupils staying for Chill Out/Clubs/Holding will gather in one of the Year Group rooms, while those going home gather in the other to be brought down at the end of the day.

The children will have their snack and drink in class. The teacher on Club rota will come to the class at 4:30. They will remain with the year group until end of day 6pm. At 5:50pm the staff member will bring children to collection points for pick up. A member of staff in the Main Building will have a walkie talkie for communication between the office and classroom, Reception and LG have their phones.

Any child not collected will be brought to the office at 6 pm where a member of SMT is on duty as per rota.

## Appendix 2

### **Prep School Duty Staff expectations**

#### **All duty staff must be:**

- be punctual to your duty
- walk around the duty area and observe children's behaviours
- be aware of out of bounds – back of sports hall, inside the buildings, on the road
- children must wear appropriate footwear on the astro and the field
- if you are away on a course/ appointment on duty day please arrange a swap
- if you are ill, cover will be arranged
- that all children go outside unless the weather is too bad
- no balls are allowed on the playground due to wall tiles
- only Eaton Grange are allowed on the trampoline – no flips
- know that prep school children must not visit animals on their own without specific permission from a member of staff, with a member of year 6 or the farm prefects.
- ensure that poor behaviour is sanctioned and logged with form teacher and Engage or My Concern
- toilets and changing rooms should be checked regularly
- use first aid kit for minor injuries. Only send child to matron for more serious injuries.
- follow the school Safeguarding policies.

## **Daily duties**

### **Before school 815-830am**

6 members of staff of duty. 3 helping to unload children at the drop-off points and three encouraging hand-washing and helping as children cross the playground.

### **Morning break 1010-1030m (1105-1125 Wednesday)**

7 members of staff on duty.

Two on the adventure playground, two on the playground and one on the astro, one on the field and one doing a 'loop' through the John Graves building and Scott Wing.

### **Wet Weather procedure**

Duty staff must patrol around the Scott Wing and John Graves Building as directed on the duty rota. Their roles transfer from break time duties to cover different areas of these buildings. The year 6 peer mentors will assist staff.

### **Lunchtime outside duty 1200-1300 pm**

Two members of staff on duty at each duty. The previous guidelines apply

### **Lunchtime inside duty 1200-1300 pm**

Form teachers are responsible for collecting their form from the playground and escorting them to the dining hall, washing their hands on the way.

Form teachers sit with their form and are responsible for ensuring their good behaviour and correct procedures whilst in the lunch hall.

Staff must ensure that children do not move around the dining hall unnecessarily. One pupil from each table must wipe the table, one must clear the plates and a third must wipe the floor.

A member of staff must ensure that Grace is read at each sitting.

### **Afternoon pause**

#### **300-310pm**

Two members of staff on duty on the playground.

No children are allowed on the field or astro.

### **End of school 415pm**

Prep School form teachers to escort their form to the pick-up point

Year 3 & 4 from the front of school

Year 5 & 6 from the Cricket pavilion

## **Appendix 3**

### **Eaton Grange Duty Expectations**

#### **Before school – 8.15 – 8.30**

The Grange Lockers and Eaton Grange Lockers.

Please supervise students preparing their books and equipment for the day.

Please ensure that uniform is correct.

Please ensure that no mobile phones are on show.

There should be no playing on the back field/aeroball/show lawn/back astro before school.

The Grange and Eaton Grange Entrances, Scott Wing Sinks:

Please ensure ALL students wash their hands, with soap, for at least 20 seconds before entering any building.

#### **Morning break**

**ALL** students should be outside at morning break, unless it is bad weather.

One member of staff patrol The Grange and Eaton Grange buildings to make sure students are outside. Please check the girls and boys toilets in both buildings the vending machine is out of use – please check there is no litter

Show Lawn – Year 11,

Main Field (no aeroball) – Years 9 and 10

Back Field – Years 7&8

Please ensure students are behaving sensibly and that there are NO mobile phone on show. Please check outdoor classrooms – no litter.

Monitor entrances to buildings at the end of break to ensure that all students wash their hands before entering the building.

#### **Lunch time – Homework club/Homework Detention**

Students might be sent with a demerit by a member of staff to complete an unfinished homework – the student must stay until the work is finished and then hand it in to the member of staff concerned.

Or, a student might choose to come to the club to do their homework. Please ensure that there are silent working conditions and that students are completing their own work.

#### **Lunch time - Dining Room duty**

Three members of staff are on duty in the Dining Room

One member of staff should be on line duty – please ensure that students come in to lunch at their designated time and not before. Please ensure that they wait quietly and then manage the queue so that it moves as quickly as possible – e.g. meat option/vegetarian option/pasta option.

One member of staff should supervise all tables to ensure good manners are being observed and that all tables are left clear and wiped clean before leaving. Floors should be swept if required. Tables should only be dismissed when they have been checked.

One member of staff to supervise waste bins to check that a minimal amount of food is wasted and to check that no food leaves the dining room. Students should finish eating before leaving.

All staff have a responsibility to check that good table manners are being observed and that the dining area is kept tidy, even when not on duty.

### **Lunch time – Outside duty**

**ALL** students should be outside unless it is bad weather.

Show Lawn – Year 11

Main Field (no aeroball) – Year 9&10

Back Field – Year 7&8

Please ensure that students are behaving sensibly and that there are NO mobile phones on show.

ALL staff to check that there are no students inside buildings.

Please check the girls and boys toilets in both buildings.

Monitor entrances at the end of break to ensure that all students wash hands.

### **After school 4.15 – 4.30**

**ALL** students should return to their form rooms for dismissal at 4:15 pm. No student should be at the locker area before 4:20.

The Grange locker area and Eaton Grange locker area – one member of staff for each.

Please ensure that students are packing away their books and equipment as soon as possible if they are not staying for an after school club.

Please ensure that the areas are completely cleared by 4:30, when students should either be off the premises or in an after school club. If for any reason, they haven't been collected by a parent they MUST go to Prep. There should be no student outside after 4:30. They are not allowed to play on the field/aeroball/showlawn etc.. or watch sports matches, which might be taking place without a member of staff supervising them directly.

### **Back Drive – 4.15 – 4.30**

Staff to supervise the bus shelter down the back drive. Ensure students are behaving sensibly. Ensure students cross the road safely. If any students have not been collected by 4.30 pm then they must be escorted to Prep. Older students may stay as long as they have received a message from parents to Monitor mobile phone use – only for messages to and from parents about collection.

### **Late stay – 6.00 pm**

All students should be off the premises by 6.00 pm. If they are not for any reason, they must go to the front office and the SMT late stay duty will take charge of them. Students must not be allowed to wander and wait for their parents anywhere on site as this can result in us not knowing where they are. It is important that we know where all students are at all times.