



NORTHAMPTON
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

NORTHAMPTON HIGH SCHOOL

SUPERVISION OF PUPILS POLICY

This policy relates to the whole school: EYFS, Junior, Senior and Sixth Form

1. Policy statement

1.1 Scope: This policy applies to staff (including volunteers) at Northampton High ("school").

This policy can be read with the school's Code of Conduct for staff and staff job descriptions.

1.2 Publication: This policy is provided to all staff in the policies folder which are available on the school's shared Google Drive called 'Information for all staff'.

1.3 Policy aims: Through the operation of this policy we aim to:

- protect the health and safety of pupils at the school; and
- ensure that staff at the school are aware of how staff are deployed to ensure the proper supervision of pupils.

2. Responsibility

2.1 All members of staff are responsible on a day to day basis for ensuring that pupils at the school are safe. schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

3. General supervision

Junior School

3.1 Supervision before and after school, including breakfast clubs

The school runs extended hours care for all pupils from 7.30am to 6.00pm.

Teaching staff should be in their rooms by 08.20 every day.

Supervision for EYFS children is always within sight or sound of an appropriate adult.

Pupils in EYFS, Year 1 and Year 2 who go to supervised breakfast club are escorted by staff to their classrooms for registration in the morning.

Pupils from Year 3 upwards who arrive prior to 8.25am go to supervised breakfast club and are sent round to classrooms at 8.30am. All Junior School pupils who go to breakfast club are registered on the iPad for evacuation purposes. Pupils who arrive after 8.25am are taken straight round to the exterior door of their classrooms by the parent/carer, where they are met by their teacher.

Any Junior School pupils who have a club or lesson before school starts should go to Breakfast Club where they are registered for fire reasons. A list of students should be provided to the Breakfast club team the day before by Reception/Admin.

During the school day junior school pupils are supervised by staff at all times. This includes a duty rota for playground and dining hall supervision.

Nursery pupils who are only attending morning sessions are collected by parents / carers from the Nursery area at 12.30pm.

At the end of the junior school day:

All pupils are collected at their classroom exterior door from the outside of the building where the teacher will hand over to the parents (ID may be requested until the teacher is familiar with the parent). If anyone else other than the parent is allowed to collect a pupil, then a 'Permission to collect' form must be completed in advance and emailed to the Admin/Reception team who will upload it into a shared folder that teachers can access. ID is required when the named individual on the 'Permission to collect' form comes to collect the pupil.

Pupils going home on the bus meet at Junior Reception, where the Cover Supervisor meets them and takes them out to the buses. A travel manifest is sent to Junior Reception at 3pm to confirm who is travelling on the buses each day.

If any pupils are not collected by 3.35pm, they are then taken to either Late Prep (Y3-6) or GAP club. The teacher should alert Junior reception who will phone the parents. Any time in GAP club until 4.00pm would not be charged for up to 3 one-off occasions in an academic year. (GAP Club to inform parents and note to Accounts, so a log can be kept).

Late buses – Any Junior School pupils travelling on the late buses will be taken out to the bus at the front of Junior School by a GAP club staff member as per the Late Bus protocol, and supervise them getting onto the bus. A travel manifest is emailed to the GAP club manager each day at 5.00pm to confirm if any Junior School pupils are travelling on the bus that day.

Junior School Pupils who have after-school swimming lessons with Northampton Swim Club at 4pm

Junior School Pupils who have after-school swimming lessons with Northampton Swim Club at 4pm, will go to GAP Club (Yr R-2) or Late Prep (Yr 3-6) at the end of the school day. They will be taken down to the sports centre by GAP club staff, in time to get changed ready for the start of their pre-booked lesson. For pupils who are required to go to GAP club (Yr R-2) between the end of the school day and their Swimming lesson at 4pm, there is a charge for this time until the start of the swimming lesson. Parents are expected to pick up their children at the end of the swimming lesson and supervise them getting changed. Any pupils who are booked into GAP club after swimming will be collected from the swimming pool and supervised back to Junior School GAP club, where they will be charged from the time the swimming lesson has ended. Where any parents do not arrive by the end of the swimming lesson, there will be a charge of a minimum of one half-hour, and once changed, pupils will be returned to GAP club.

After-School Teacher-Led Clubs within Junior School finishing at 4.30pm (Tues/Weds/Thurs)

All pupils are collected at their classroom exterior door from the outside of the building where the teacher will hand over to the parents (ID may be requested until the teacher is familiar with the parent). If anyone else other than the parent is allowed to collect a pupil, then a 'Permission to collect' form must be completed in advance and emailed to the Admin/Reception team who will upload it into a shared folder that teachers can access. ID is required when the named individual on the 'Permission to collect' form comes to collect the pupil.

If parents haven't arrived by 4.35pm, Junior reception will phone the parents, and inform them that the pupil would be taken to GAP club to be collected from there, and give the parents the GAP club mobile number if they need it. Anytime in GAP club until 4.45pm would not be charged for up to 3 one-off occasions in an academic year (including any occasions from afterschool above). (GAP Club to inform parents and note to Accounts, so a log can be kept). (Monday/Friday or in the absence of a Junior Receptionist the teacher will take the pupil to GAP club, and the GAP club manager will contact the parents).

After-School Clubs (excluding Sports) within Senior School (that have Junior School pupils attending) finishing at 4.45pm

All pupils will be collected from their classroom by the Club leader from 3.35pm-3.45pm, taking all their coats, bags and belongings with them. If they are unable to carry all of their belongings, these are to be left in Junior Reception, who will arrange for the site team to deliver them to the Senior School foyer.

At 4.45pm pupils will be collected from Senior Reception, where the club leader will hand over to the parents (ID may be requested until the club leader is familiar with the parent). If anyone else other than the parent is allowed to collect a pupil, then a 'Permission to collect' form must be completed in advance and emailed to the Admin/Reception team who will upload it into a shared folder that teachers can access. ID is required when the named individual on the 'Permission to collect' form comes to collect the pupil. Junior Reception will give details to the club leader of any children that have additional 'Permission to collect' forms when they come to collect the pupils at 3.35pm.

If parents haven't arrived by 4.50pm, Senior Reception will phone the parents and inform them that the pupil would be taken to GAP club to be collected from there, and give the parents the GAP club mobile number if they need it. Anytime in GAP club until 5.00pm would not be charged for up to 3 one-off occasions in an academic year (including any occasions mentioned above). (GAP Club to inform parents and note to Accounts, so a log can be kept).

After-School Clubs for Junior School provided by external coaches (eg Gymnastics/Tennis)

All pupils are collected outside the front entrance door to Junior School where the club leader will hand over to the parents (ID may be requested until the club leader is familiar with the parent) to ensure security within the building is maintained. If anyone else other than the parent is allowed to collect a pupil, then a 'Permission to collect' form must be completed in advance and emailed to the Admin/Reception team who will upload it into a shared folder that teachers can access. ID is required when the named individual on the 'Permission to collect' form comes to collect the pupil.

Junior Reception will provide a list of any children that have additional 'Permission to Collect' forms at the beginning of the session.

If a parent is 5 minutes late then the pupil will be taken to GAP club by the Club Leader via the outside of the building to be collected from the GAP club room. The GAP club leader would phone Senior reception (if Junior Reception is closed) to phone the parents and inform them that the pupil would need to be collected from GAP club, and give the parents the GAP club mobile number if they need it. Anytime in GAP club for first 10 minutes (15 minutes total, including the initial 5 minutes with club leader), would not be charged for up to 3 one-off occasions in an academic year (including occasions mentioned above). (GAP Club to inform parents and note to Accounts, so a log can be kept).

Sports Fixtures - and Sports/PE Clubs

All pupils are collected outside the front entrance door to Junior School where the PE staff member will hand over to the parents (ID may be requested until the club leader is familiar with the parent) to ensure security within the building is maintained. If anyone else other than the parent is allowed to collect a pupil, then a 'Permission to collect' form must be completed in advance and emailed to the Admin/Reception team who will upload it into a shared folder that teachers can access. ID is required when the named individual on the 'Permission to collect' form comes to collect the pupil.

Junior Reception will provide a list of any children that have additional 'Permission to Collect' forms if requested in advance by the PE staff.

If a parent is 5 minutes late then the pupil will be taken to GAP club by the PE staff member to be collected from there. The PE staff member would phone Senior Reception (if Junior Reception is closed) to phone the parents and inform them that the pupil would be taken to GAP club to be collected from there, and give the parents the GAP club mobile number if they need it. Anytime in GAP club for first 10 minutes (15 minutes total, including the initial 5 minutes with club leader), would not be charged for up to 3 one-off occasions in an academic year (including occasions mentioned above). (GAP Club to inform parents and note to Accounts, so a log can be kept).

Senior school

Senior school pupils are allowed to arrive at school from 7.45am. There is always at least one member of staff in the building from this time and reception is staffed from 7.00am to 6.00pm during term time.

Teaching staff should be in school by 08:20 on days when they are teaching or available for cover Period 1.

In cases of emergency the duty site supervisor's number is displayed prominently in the reception.

The site supervisor numbers are: early (06:00-14:00) - 07980 298187; late (14:00-22:00) - 07742 670912; weekend 07891 172028

3.2 Supervision during breaks and lunchtime

Staff are allocated a duty to supervise pupils at the following times: during registration/assembly; all school buildings during break; all school buildings during lunch time and after school (bus duty). Please see the relevant staff handbook for description of duties and rota.

3.3 Supervision during non-contact time and Private Study lessons (Ps) (KS3/4)

Any senior school pupils with non-contact time either go to the Library where they will be supervised by the librarian on duty or are supervised in a teaching room, during private study by a member of staff.

Students in KS3 are not generally allowed lessons for Private Study (Ps). Occasionally a native or fluent speaker of one of the taught MFL subjects may be given leave not to attend these lessons. It is the responsibility of the faculty head to make suitable arrangements for supervision in these cases in consultation with the Deputy Head Academic based on the age and experience of the pupil. Where a pupil is expected to work in an adjoining classroom rather than in a class with a teacher, or in the Library, the pupil must report to the teacher or Reception at the start of the lesson to ensure the register is correct.

In KS4 students are sometimes given Ps periods. These are generally for those who do not take the full range of subjects at GCSE and as a result have Ps periods available in the week. Where there are more than 16 students on Private Study at one time, the lessons are timetabled and students have a permanent supervisor with a timetabled room. Students may request to go to the Library during these lessons at the discretion of the supervisor, who should ensure the librarian is made aware of this and is present on the day. If the librarian is not there, students should return to the Ps room.

Where there are fewer than 16 students, Ps is timetabled in the Library and students should report to the librarian at the start of the lesson for registration. If the librarian is not at the desk (e.g. shelving books etc.) the students should go to reception to be registered and return to the Library, if the librarian is not there on return students must report this to Reception and a cover teacher will be found. If the librarian is away from school, a cover teacher will be provided via the cover system.

3.4 Supervision during non-contact time for Sixth Form

Sixth Form students are at liberty to study in the Library or Sixth Form Study Room/Common Room as desired when they do not have lessons. Students must register with Form Tutors in the am register slots and will be removed from class registers if they are taken out of a subject for any reason. Students who are given permission to study at home are registered as S.

Sixth Form students may leave the premises during the school day if they do not have lessons, provided their parents have given written permission and they comply with school policies. All Sixth Form students must sign in and out when not involved in standard am and pm registration periods. There is a book for this located in reception.

If Sixth Form students remain on site after 4pm they are required to sign the Sixth Form late study register and sign out on leaving. Sixth Form students are required to work in the Library or Quiet Room and must leave the site by 6pm unless they are in school for a specific event organised by staff.

3.5 Supervision after school in the senior school

Late supervision is provided by the Cover and Duty Supervisor until 6pm.

A charge of £5 per 15 minutes after 6pm may be made to parents if they are late collecting students.

A member of SLT is on duty until all pupils have been collected and s/he liaises with the Cover and Duty Supervisor to ensure that appropriate arrangements are in place and that pupils are safe. Patrols are carried out as necessary to ensure that all pupils are safe and under supervision. The Cover and Duty Supervisor is encouraged to report any areas of concern to the SLT member on duty.

The SLT team who carry out the late duty will discuss from time to time the supervision arrangements in SLT meetings to monitor the effectiveness of arrangements.

3.6 Supervision during school holidays

Occasionally teachers will arrange an extra class for students to attend in the holidays. Teachers should contact parents to let them know that the session is being run and ask for confirmation of who is planning to take part. A record of this must be kept by the teacher and shared with the head of faculty.

On arrival students must sign into school and with the member of staff giving the session and sign out of school at the end.

If any students who have agreed to attend do not turn up, the staff member must contact parents to see if there has been a problem of any sort.

The member of staff is responsible for students whilst on site and must inform the Deputy Heads, the premises team and reception in advance where the session is taking place and inform the duty caretaker when they leave. The member of staff must also check that all students have been collected before leaving.

Teachers running these sessions are responsible for the students attending in the same ways as during term time. This means that they should be aware of any medical issues pertaining to students involved and, in an emergency, have the site supervisor's phone number to hand for first aid.

These numbers are: Early (06:00-14:00) 07980 298187; Late (14:00-22:00) 07742 670912; Weekend 07891 172028

4. Supervision during curriculum time

All classes up to Sixth Form will be supervised by the relevant teacher or by a cover supervisor or teacher if necessary. In certain subjects, typically Art and Science, the classroom teacher may be supported by a technician who may also work with groups as required. Teachers may supervise classes or groups remotely around the school site as appropriate to programmes of study and for other curricular reasons. Normal class sizes are laid out in the curriculum policy.

Classes should be taught in the room as designated on the timetable. If a permanent change to the room is needed this should be raised with the SLT member responsible for the timetable so that it can be amended. For changes of rooming on an ad hoc basis, the teacher should leave a note on the door and inform reception so that the group can be located if needed.

4.1 Arrangements for cover of absent colleagues

The Deputy Head Academic in senior school and the Deputy Head of junior school ensure that lessons are covered if necessary and staff are aware of these procedures as published in the Staff Handbook.

Sixth Form students will be directed in private study by the teacher or subject leader as appropriate if a teacher is absent.

Where lessons are taken in junior school by senior school teachers (such as Sport, Music, Modern Languages etc.) it is a principle that the cover of these lessons be organised within the faculty concerned. This is because the lessons are generally used as part of junior teachers' PPA allowance and there is no spare capacity for cover. When absence is planned it is expected that senior colleagues will contact junior class teachers to discuss arrangements, either to swap times of lessons or to agree cover arrangements. Where absence is unplanned and cover cannot be organised by senior school colleagues, initially the junior school cover supervisor should be approached and failing that SLT should be informed to decide a course of action. It may be appropriate to instruct the cover supervisor from senior school to cover certain junior school classes.

Arrangements for returning/collecting pupils to/from junior school when supervised by senior school colleagues should be discussed in advance if possible to ensure arrangements for any minor timing issues are in place.

4.2 Supervision during PE lessons, including changing arrangements, both on and off site.

All pupils are supervised during PE lessons in accordance with other curriculum subjects. Staff are required to supervise students during changing both on and off site. (This takes place from an appropriate entrance/exit to the changing areas).

4.3 Supervision of pupils travelling to another venue for lessons

All pupil movement from one site to another for lessons are subject to the same staff: pupil ratios as other offsite trips or educational visits. These ratios are communicated in the Staff Handbook and in the educational visits policy.

4.4 Staffing ratios, to ensure that they meet legal requirements, especially in the Early Years and Foundation Stage.

In Late Stay the number of students supervised by a single supervisor will not exceed the accommodation available within the room being used. The supervisor will liaise with the SLT member on duty when the number of students in Late Stay is likely to reach a level where additional supervision is needed.

For EYFS in Reception the ratio is 1:30 if a qualified teacher is present. When a qualified teacher is not present the ratio is 1:8 with the adult being at least Level 3 qualified. There must always be at least two members of staff in the nursery with one being at least Level 3 qualified where no teacher is present. In Nursery the ratio is 1:13 with a level 6 qualified member of staff; with a Level 3 qualified member of staff it is 1:8, and for 2 year olds it is 1:4. There must always be at least two members of staff present, with one being at least Level 3 qualified.

4.5 Supervision of pupils attending lessons with peripatetic teachers

In Music peripatetic lessons a list of pupils who are taking peripatetic lessons is on the notice boards in the music corridor.

5. Supervision during extracurricular activities

Arrangements for keeping records of attendance

All extracurricular trips are subject to clear policy and procedures as stated in the Educational Visits Policy and Procedures. Registration must be taken before departure and a copy of this register given into reception for the updating of school registers and at key points as set out in the itinerary of a trip.

All after school activities are registered and registers kept for one academic year by the teacher responsible. The staff member running the club or activity is responsible for ensuring that all students are collected after the event and should liaise with the SLT member on duty if students are not picked up on time.

When senior school students have the choice to attend events during school holidays, the teacher involved must inform parents, SLT and reception in advance and maintain a register of who is expected (as per reply slips or emails received etc.), following up any non-attendance. Students must sign in and out on arrival, in addition to a register being kept. Where individual students have been given the option to attend school, but not as part of an organised session (for example, completion of Art projects), the staff member must inform SLT and reception of visits and supervise students throughout. No student should attend school without the permission of a supervising teacher. Students must always sign in and out of school.

5.1 Supervision of pupils travelling to matches and other venues.

Pupil: staff ratios are the same for travelling to matches and other venues as for all educational visits.

5.2 Supervision of pupils by older children in after school clubs

Only registered and trained staff are allowed to run after school clubs. Older children may act only as additional support and do not count in staffing ratios in junior school. Where Older Students (Yr 10 upwards) wish to run lunchtime/after-school events for senior school students, SLT must be aware and there must always be a sponsoring staff member available on site to support as appropriate and to ensure that students are supervised until they are collected by parents.

5.3 Supervision of pupils while waiting to be collected by parents after Late Prep or extracurricular clubs and activities/visits etc (where Late Stay has ended at 18:00).

On any school-organised visit which takes place off site, staff must wait with the pupils until all have been collected by parents. (Unless prior to 18:00 where pupils can go into Late Stay).

For all on site activities parents are made aware of dismissal times (on the fixtures lists, extracurricular timetables and letters home) and asked to collect their child promptly. For the junior school pupils are supervised by staff taking the activity until 4.45pm at which time the member of staff can arrange for the supervision of the Pupils to become the responsibility of the teacher on Late Duty.

Senior school Late Prep and stay runs from 4pm until 6pm. Students in Y7-11 must sign in to the Late Prep register and will be released by the supervisor. Sixth Form students who wish to remain on site after 4pm must indicate this in the Sixth Form late register held in reception and sign out of it when leaving (by 6pm unless involved in an activity organised by a staff member).

There is a member of SLT on duty every evening until the last pupil leaves Late Stay in senior school. The Late Stay supervisor will provide the SLT member with a list of any students remaining after 6pm so the time of collection can be noted. These students will wait in reception and must inform the SLT member on duty when parents arrive. If a club or activity/visit is due to run until 6pm or later, the organising staff member is responsible for ensuring students are collected and that the SLT member on duty is aware of the arrangements.

5.4 Supervision of pupils attending clubs organised by third parties, but which take place on site.

The school's robust letting procedures ensure that appropriate staff: child ratios are adhered to for all activities run by third parties on site. Child ratios may differ depending on the qualification of the member of staff for that particular activity.

5.5 Supervision of pupils attending organised events after school

The organising staff member must arrange for an SLT member to be present at all after school events held on the school site. This information should be included in the paperwork for the event. If the SLT member is not available for any reason an alternative SLT member must be arranged.

5.6 Supervision of pupils during privately arranged tuition by a teacher of the school

Teachers may arrange for private individual tuition of pupils of the school, with the Head's permission, where the arrangement is for a specific purpose and does not impact on any other provision offered by the teacher for the benefit of all students. In these cases, if the tuition is to take place in school, it should take place between the end of school and 6pm and the teacher's line manager is made aware of where/when it is taking place. If the student is not collected promptly at any time before 6pm she should sign into Late Stay and the usual arrangements will apply. If tutoring is due to finish at 6pm it is the teacher's responsibility to ensure safe collection of the pupil. (Please also see separate policy: Private tuition of students by teachers at the school).

5.7 Supervision during school visits

5.7.1 Arrangements for children on visits in the UK

All extracurricular trips are subject to clear policy and procedures as stated in the "Educational Visits Policy and Procedures". Registration must be taken before departure and a copy of this register given into reception for the updating of school registers and at key points as set out in the itinerary of a trip.

5.7.2 Arrangements for children on visits abroad.

All extracurricular trips are subject to clear policy and procedures as stated in the "Educational Visits Policy and Procedures". Registration must be taken before departure and at key points as set out in the itinerary of a trip.

6. A note on mobile device use during school hours

Student use of mobile devices is dealt with in the Mobile Devices Policy and the IT Code of Conduct. In general terms, students should not use their phones during the school day without the permission of teachers. Where devices are used after school, students must abide by the IT code of conduct. Sanctions including confiscation of mobile devices may be applicable when devices are not used in line with this guidance and teachers should report this using CPOMS. For repeat offenders, confiscation may be appropriate and should be arranged in consultation with SLT and by secure storage in Reception; teachers should not hold student devices themselves to avoid allegations of tampering or damage.

Policy reviewed by	Henry Rickman, Deputy Head - Academic
Signed off by SLT	Sept 2021
Reviewed by SLT	January 2022