



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 is 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/guardian.

3. General supervision

Junior school

3.1 Supervision in junior school 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 a supervised breakfast club and are sent round to classrooms at 8.30am. All junior school pupils who go to the 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/guardian, where they are met by their teachers.

Any junior school pupils who have a club or lesson before school starts should go to the breakfast club where they are registered for fire reasons. A list of pupils 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/guardians 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/guardians (ID may be requested until the teacher is familiar with the parent/guardian). If anyone other than the parent/guardian 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 allocated driver of each route will meet the children. 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 the wraparound care club (WAC) (previously known as the GAP club - girls at play). The teacher should alert Junior Reception who will phone the parent/guardian. The WAC manager's mobile number is 07816 751456.

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 WAC staff member as per the late bus protocol, and supervise them getting onto the bus. A travel manifest is emailed to the WAC manager each day at 5.00pm to confirm if any junior school pupils are travelling on the bus that day.

Junior school pupils in senior school late prep (Year 6 only)

Where required Year 6 pupils may attend senior school late prep between 4:15-5pm if this assists parents with collection of a sibling in senior school. This is always by arrangement and year 6 pupils in this situation should make their way to the Library and sign in with the supervisor. On collection, parents should contact senior school reception to let the supervisor know they are available. Where attendance is required after 5pm parents should book Year 6 pupils into WAC as normal. Exceptionally, if a Year 6 pupil attending late prep in senior school is not collected by 5pm, the SLT member on duty will be informed and will monitor the Year 6 pupil until collection.

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 WAC (Year R-2) or late prep (Year 3-6) at the end of the school day. They will be taken to the sports centre by WAC staff, in time to get changed ready for the start of their pre-booked lesson. For pupils who are required to go to WAC (Year R-2) between the end of the school day and their swimming lesson at 4pm. Parents/guardians 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 WAC after swimming will be collected from the swimming pool and supervised back to junior school WAC.

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/guardians (ID may be requested until the teacher is familiar with the parent/guardian). If anyone

other than the parent/guardian 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/guardians haven't arrived by 4.35pm, Junior Reception will phone the parents/guardians, and inform them that the pupil would be taken to WAC to be collected from there, and give the parents/guardians the WAC mobile number if they need it. Monday/Friday, or in the absence of a Junior Receptionist, the teacher will take the pupil to WAC, and the WAC manager will contact the parent/guardian.

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, where the receptionist 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/guardians (ID may be requested until the club leader is familiar with the parent/guardian). If anyone other than the parent/guardian 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/guardians haven't arrived by 4.50pm, Senior Reception will phone the parents/guardians and inform them that the pupil would be taken to WAC to be collected from there, and give the parents/guardians the WAC mobile number if they need it (07816 751456).

After-school clubs for junior school provided by external coaches (e.g. Gymnastics/Tennis)

All pupils are collected outside the front entrance door to junior school where the club leader will hand over to the parents/guardians (ID may be requested until the club leader is familiar with the parent/guardian) to ensure security within the building is maintained. If anyone other than the parent/guardian 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/guardian is 5 minutes late then the pupil will be taken to WAC by the club leader via the outside of the building to be collected from the WAC room. The WAC leader would phone Senior Reception (if Junior Reception is closed) to phone the parents/guardians and inform them that the pupil would need to be collected from WAC, and give the parents the WAC mobile number if they need it (07816 751456).

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/guardians (ID may be requested until the club leader is familiar with the parent/guardian) to ensure security within the building is maintained. If anyone other than the parent/guardian 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/guardian is 5 minutes late then the pupil will be taken to WAC 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/guardians and inform them that the pupil would be taken to WAC to be collected from there, and give the parents the WAC mobile number if they need it (07816 751456).

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. See notes about late stay from 4-6pm below in section 3.5.

Teaching staff should be in school by 8.20am 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 (SLT duty). Please see the relevant staff handbook for description of duties and the annual rota.

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

Students in KS3 are not generally allowed lessons for Private Study. Occasionally a native or fluent speaker of one of the taught MFL subjects, or a pupil with SEND, may be given leave not to study certain subjects. It is the responsibility of the relevant 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. The pupil will still be timetabled to a lesson and may work in the same classroom on appropriate work as agreed with the faculty head. Where a pupil is expected to work in an adjoining classroom rather than in a class with a teacher, or in the Library (very rarely and with the agreement of the librarian and Deputy Heads), the pupil must report to the teacher at the start of the lesson to ensure the register is correct.

KS4 pupils are given Private Study periods if they do not take 10 GCSE subjects. These take place in the Library. Where there are more than 24 pupils on Private Study at one time, the lessons are timetabled and pupils 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, pupils should return to the Private Study room.

Where there are fewer than 24 pupils, pupils should report to the librarian at the start of the lesson for registration. Private Study pupils must sit at the desks by the ECR, or in the ECR with the agreement of the librarian. If the librarian is not at the main desk (e.g. shelving books etc.) the pupils should go to reception to be registered and return to the Library, if the librarian is not there on return, pupils 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 and after school for Sixth Form

Sixth Form pupils 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 according to the ARR policy.

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

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

3.5 Supervision after school

Late prep for Years 7-11 is provided in the Library from 4-5pm with the librarian liaising with the duty SLT member. Pupils sign into late prep in the Dining Hall between 3:40-3:55pm and then attend the Library, signing out when they leave.

Pupils may not wait in classrooms, break-out areas, front of school or foyers after 4pm. Instead they should sign into late prep and leave when they need to be collected. Discreet use of mobile phones during late prep is allowed for this purpose only.

Pupils are expected to work calmly and quietly in late prep, although quiet collaboration is allowed. If the number of pupils in late prep exceeds the accommodation available, the SLT duty member will arrange for a classroom to be provided for the additional pupils and will organise supervision for this arrangement as appropriate.

Pupils move to late stay after late prep and may remain until 6pm, they must sign out on the late prep register when they leave. The duty SLT member will facilitate supervision in the main Reception area, in liaison with the librarian and receptionist. A charge of £15 per 15 minutes after 6pm may be made to parents/guardians if they are late collecting pupils. A member of SLT is on duty until all pupils have been collected.

The junior school SLT duty is organised by the Head of juniors. The senior school SLT supervision team is made up of the Head, Deputy Head Academic, Deputy Head Pastoral and Director of Sixth Form. The Head normally takes two afternoons in the week. There is a back-up duty member for each day but this person is normally only expected to be available until around 5:20pm to support the transfer from late prep if required. The back-up duty person may be another SLT member or a member of the pastoral team, such as a head of year.

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

The **supervision rota** in senior school is as follows:

Day	SLT representative on duty	Reserve SLT representative on duty
Monday	Henry Rickman	Anton Viesel
Tuesday	Anton Viesel	Alex Hume

Wednesday	May Lee	Alex Hume
Thursday	Becky Kneen	Henry Rickman
Friday	May Lee	Becky Kneen

3.6 Supervision during school holidays

Occasionally teachers will arrange an extra class for pupils to attend in the holidays. Teachers should contact parents/guardians 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 pupils must sign into school and with the member of staff giving the session, and sign out of school at the end. If any pupils who have agreed to attend do not turn up, the staff member must contact parents/guardians to see if there has been a problem.

The member of staff is responsible for pupils whilst on site and must inform the Deputy Head, 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 pupils have been collected before leaving.

Teachers running these sessions are responsible for the pupils attending in the same ways as during term time. This means that they should be aware of any medical issues pertaining to pupils 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 Arts 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. In these cases the teacher will circulate regularly and pupils should have clear instructions for the required work and be aware of how/where to contact the teacher if needed. 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

Working with the Cover Manager, 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 relevant procedures as published in the Staff Handbook.

In Years 7-11, work for cover lessons should be made available in Google Classroom by the absent teacher (or line manager if absence is unexpected) and teachers covering are required to ensure that pupils know what is expected of them during the lesson. Supervision should be maintained throughout the lesson although there is no expectation that a teacher will actively teach the subject matter. Where absence is foreseen, however, it is expected that, where possible, cover can be provided within the subject specialism and therefore cover lessons will be taught.

Where the Cover Manager or a Learning Supervisor is involved in covering, the expectations of active involvement are different and may involve more direct interaction with pupils in line with the subject matter being taught, as appropriate and in discussion with subject staff.

Sixth Form pupils will be directed in private study by the teacher or subject leader as appropriate if a teacher is absent. Work should be provided through Google Classroom and the line manager included in the group so that monitoring can take place as required.

4.1.1 Arrangements for cover of junior school lessons normally taken by senior school teachers

Where lessons are taken in junior school by senior school teachers (such as Sport, Music, Modern Languages, Maths/English in Y6 etc.) it is a principle that the cover of these lessons be organised within the faculty concerned, if possible. This is because Junior School cover lessons generally require active teacher participation.

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, the Cover Manager should be approached and she will work with SLT and Junior School Assistant Heads to decide a course of action, this may involve the use of LSAs or herself, as appropriate.

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 pupils 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 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 pupils will not exceed the accommodation available within the room being used. The SLT member on duty will arrange additional accommodation if/when the number of pupils reaches a level where additional rooming 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. The Director of Music is responsible for peripatetic music teachers and monitors the schedule to ensure that pupils arrive on time and return to lessons promptly.

5. Supervision during extracurricular clubs/trips and other activities including after school clubs etc.

Responsibility for keeping records of attendance lies with the teacher organising the event (or the teacher sponsor in the case of a club run by a pupil). SOCS is used to record attendance at clubs. For information about trips and visits please refer to the educational visits policy in addition to this section.

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.

Regular after school activities are registered on SOCS. Ad hoc events should be registered by the teacher responsible and records kept for one year afterwards. The staff member running the club or activity is responsible for ensuring that all pupils are collected after the event and should liaise with the SLT member on duty if pupils are not picked up on time.

When senior school pupils have the choice to attend events during school holidays, the teacher involved must inform parents/guardians, 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 pupils 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 pupils throughout. No pupil 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 pupils (Y10 upwards) wish to run lunchtime or after-school events for senior school pupils, SLT must be aware and there must always be a sponsoring staff member available on site to support as appropriate and to ensure that pupils are supervised until they are collected by parents/guardians.

5.3 Supervision of pupils while waiting to be collected by parents/guardians 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/guardians. (Unless prior to 18:00 where pupils can go into late stay).

For all on site activities parents/guardians are made aware of dismissal times (on the fixtures lists, extracurricular timetables and letters home) and asked to collect their children promptly. For the Junior School, please see notes above.

Senior school late prep and stay runs from 4pm until 6pm. Pupils coming from other activities in Y7-11 must sign in to the late prep register and will be released by the supervisor or SLT duty member as normal. Sixth Form pupils 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. If a club or activity/visit is due to run until 6pm or later, the organising staff member is responsible for ensuring pupils 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, in line with the separate policy on this: private tuition of pupils by teachers at the school. 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 pupils are not collected promptly at any time before 6pm they 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(s).

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 phone use during school hours

Pupil use of mobile devices is dealt with in the Mobile Devices Policy and IT Acceptable Use agreements. As part of the 1 to 1 device arrangements, all pupils have access to a computer to be used in lessons and during the school day.

Pupils should not use their mobile phones during the school day without the express permission of teachers. It is not usually acceptable to use a phone simply because a pupil's device has run out of battery (charging stations are available in the Reception area of senior school). Mobile phones should not also be used in late prep, apart from to check messages about being collected. Where mobile phones are used before or after school, including in late stay, pupils must abide by the Mobile Device Policy and IT Acceptable Use agreement.

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 pupil devices themselves to avoid allegations of tampering or damage.

Policy Reviewed: Sept 2024
Policy Reviewed by: Henry Rickman, Deputy Head Academic
Next Review due: Jan 2025