



# STREATHAM & CLAPHAM HIGH SCHOOL

## POLICY FOR THE SUPERVISION OF PUPILS (Senior School)

<b>Person(s) responsible for this policy</b>			
<b>Last review by</b>	<b>A Smith A Aristidou</b>	<b>Review date</b>	<b>Sept 2024</b>
<b>Date of next review</b>		<b>Sept 2025</b>	

## Senior School

### The school office

The office is open from 7:30 am till 6 pm. Outside of these times, the phone will be on answerphone. Parents who need to contact somebody in school should phone the office, which is open until 6 pm.

### Pupils' arrival

The gates are open from 7.30 am until 8.25 am but pupils are not expected to arrive before 7.45am unless they have a morning practice. Pupils are expected to be at their tutor room for an 8.25am start. If they arrive in school before this time, they are permitted to use the MDH from 7.45 am. A member of reception staff is available to assist. The bell will ring at 8.10 am and pupils should go to their lockers to prepare for morning lessons and registration. Sixth Formers, and anyone arriving after 8.25 am, should enter by the reception and sign in.

### Pupils attending before and after school co-curricular activities, including off-site fixtures

Pupils who are involved in co-curricular activities in school should arrive at the specified time and entrance. They are under the supervision of the teacher taking the activity who will have a list of the pupils registered for the activity. The Club Captains or the teacher in charge will maintain the registers and the teacher will keep copies of the attendance records using Evolve and SOCS. In the event that an activity has to be cancelled on the morning, the supervision arrangements above should be followed.

The timings and collection arrangements for co-curricular activities are specified in the sign-up / permission letter sent to parents. Pupils are given the facility to inform parents of any last-minute changes e.g., cancellation of fixtures and the school will communicate with parents via text message and email using the school communication system. If a parent is late collecting their daughter either the member of staff running the activity or the school office will supervise the pupil until the parent can collect their daughter. The school will attempt to make contact with the parent(s) to determine an estimated time of collection. If the parent is unable to collect their daughter, the school will discuss with the parent appropriate arrangements for their daughter to travel home.

If an activity takes place off-site, it will be organised with staff ratios appropriate for the ages of the pupils and transport will be provided by an approved external coach provider or by using a school vehicle, if using school transport.

### During the school day

### Registration

We take a register of pupils at the start of the morning and after lunch. Parents are responsible for notifying the school if their child is absent for any reason by 9 am; any pupils not accounted for by this time will be subject to a call or a follow-up email to the parents/carers to confirm their absence.

If pupils are late arriving to school they should sign in at Reception before joining their classes, unless Assembly is taking place when they should go the Ellis Hall.

Attendance should be taken at the start of every lesson using Class charts. If a pupil is marked as present prior to the lesson, the member of staff should inform the Attendance Officer or the School Office who will check whether the pupil has signed out to attend an appointment or if they are with a peripatetic teacher. If neither of these is the case, the Attendance officer/ Office will inform a member of the SLT immediately who will coordinate a search of the school (see pupil missing below)

### In class and moving around the building

Pupils wishing to leave a lesson for any reason must ask permission; if they need to see medical staff the teacher will email the nurse via Class charts. Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson. In certain medical situations girls may be allowed to leave the classroom at will using a purple wellbeing card; staff are aware of particular arrangements. Teachers will record this on classcharts.

If the pupil does not turn up to the medical room, the nurse will notify the teacher concerned, the Attendance Officer and the Office to begin a search for the Pupil.

Schedules for peripatetic lessons will be published each term on SOCS. Any external staff that supervises peripatetic lessons or co-curricular activities will have undergone appropriate checks as detailed in the safer recruiting policy and are expected to follow the school's code of conduct for staff. Lessons will be conducted in designated areas of the school in rooms where pupils and staff are visible to the normal movement of people around the school.

The Attendance Officer will in advance where reasonably possible, code the registers to indicate if a pupil is in Lamda, Counselling, a Peripatetic lesson on an Educational Visit/Sporting Fixture or at an appointment,

### Break Time and Lunch Time

All members of the teaching staff take their share of break and lunchtime supervisory duties according to a rota that covers all areas of the school and is prepared by the Deputy Head Academic.

At lunchtime staff are on duty patrolling the premises. Lunchtime supervisors supervise the dining room. After eating lunch Year 7 will have compulsory lunchtime activities, which are supervised by a teacher, a Year 12 student or member of the support staff. Activities and clubs are provided for other year groups and are run by members of the teaching and support staff.

All classroom doors must remain opened during break and lunchtimes so staff on duty can supervise rooms while patrolling.

The main duty times are:

- Pupils arriving before 8.10am are supervised in the Madeleine Dring Hall or by the member of staff running the co-curricular activity
- Break duty 10.40am – 11 am
- Lunchtime duty 12.45pm – 2.05pm
- After 4pm, pupils attending clubs are supervised by the staff running sessions, any other pupils who remain on site are supervised in the library until 5.30 pm. SLT supervise the departure of pupils at the end of the school day.

### **Missing Pupil Within the School Day:**

If a pupil is missing at any point in the school day the following procedure should be followed:

- The member of staff concerned should immediately notify the Attendance Officer and the Office.
- The Attendance Officer will check to see if the student has signed out and will also check whether the student is in a Peripatetic lesson, a Lamda lesson, in counselling, with the nurse, in Learning Support or in the library - these are coded in advance where possible, by the Attendance Officer in the registers which can be viewed by all members of staff.
- The Head or a member of SLT will be informed.
- If appropriate friends of the student will be spoken to confirm whereabouts.
- A search of the school premises will be undertaken by as many staff as possible.
- If the pupil cannot be located within approximately 30 minutes a member of SLT/ HOY or Attendance Officer will contact home.
- If the pupil's whereabouts is still unknown, the Head or a member of SLT will contact the police.
- A record is kept by the school of any instances in which a pupil has been missing without permission and will be recorded on CPOMS.

### **First Aid and De-fibrillators**

Qualified first aiders can be contacted at Reception between 8.15 am and 4 pm and a school nurse is available in the medical room. First aiders will be available for clubs as appropriate.

First aid boxes and defibrillators are in all potentially high-risk areas, as well as in the medical room.

### **Pupils' departure**

Pupils are expected to leave the premises at 4 pm unless they are attending Homework Club or a co-curricular activity. Pupils should exit by the playground gate.

If pupils are not collected as expected, we will attempt to contact the parents and if we cannot do this, we will use our best judgement as to whether to keep the child in school or allow them to leave.

Year 13 students are expected to stay in school until 14.05 when they should register with their Head of Year; they are then welcome to leave the premises if they do not have a timetabled lesson. However, we reserve the rights to remove this privilege. Year 12 students are expected to stay until the end of the school day; this will be revised after the Easter holidays when students will be allowed to leave after registration at 14.05, subject to earning this privilege.

### **Pupils who are not collected**

Pupils should leave the school premises by 5.30 pm unless they are in a supervised school activity. The school site closes at 6.30 pm and activity staff should wait with girls if they are to be collected after this time. Staff should inform the premises team if they are on-site beyond 6.30 pm.

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

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

### **Pupils registered for the school minibus**

Parents can register their daughters for a place on school vehicles. The Minibus drivers and premises team drive the vehicles and a member of the Sixth Form provides additional supervision for any pupil's year 2 or younger. Pupils who are registered to take the minibus service to school will be dropped off at the school in Abbotswood Road. Pupils using the service to go home are responsible for meeting at the minibus on time – departure will not be delayed and pupils arriving too late will be expected to organise their own journey home, with the assistance of the office staff if necessary.

### **Supervision during educational visits**

Pupils are supervised by school staff and sometimes with the addition of volunteers. All trips are risk assessed and pupils who misbehave whilst on a trip may be prevented from joining future trips if appropriate.

Further details are found in the “Educational Visits policy”.

### **Areas pupils may not access**

Pupils are not allowed into the sports hall without an adult being present. They are not allowed to use fitness, gymnastic, athletic or climbing equipment without supervision. Similarly, they may not use specialist science, art or DT equipment without permission. Pupils are expected to follow all reasonable instructions given to them by school staff.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the boiler rooms, and the kitchens. Clear signs are displayed where pupils may not enter a room and where possible doors to these areas are kept locked when not in use. All flammables are kept securely locked in appropriate storage facilities.

### **Security and access control**

All staff sign in and out when entering or leaving the premises. Visitors are requested to sign in and out at Reception; contractors will be accompanied if necessary. All outside doors to the premises are protected by numerical codes and pupils are responsible for keeping this information secure. Entry to the building is via Main Reception only with intercom connection. All adults on site should wear a school lanyard which indicates they are either a member of staff (green) or that they have signed in at Reception as a visitor (white).

### **Staff induction**

All new members of school staff with relevant responsibilities receive induction into the school’s expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times.

### **Staff absence**

Lessons are covered using cover supervisors or members of staff who have a non-contact period. A list will be emailed and posted on Teams by 8am each day. Where the absence is planned, staff should make arrangements to swap break time or lunchtime duty with another colleague. Where the absence is unexpected, any supervision duty will be covered from within the daily rota and SLT.

