Streatham and Clapham High School

Supervision of Pupils Policy

September 2026

Person(s) responsible for this policy		Assistant Head (Pastoral) & DSL	
Last review by	A Nicholson	Review date	September 2026
Date of next review		September 2027	

Prep School

The school office
The office is open from 7:30am-5pm. Outside of these times the phone will be on answerphone**.** Parents needing to contact somebody in school should phone the ASC mobile number (07718 326455) which operates from 3.20pm until the last ASC pupil leaves (5.55pm).

Pupils' arrival
The school gates are opened at 8.10am.
Pupils in Years 3-6 congregate on the main playground and line up in classes ready for registration at 8.20am. The electronic register is taken at 08:20 on the playground ahead of the pupils entering into schools. Pupils in EYFS and Years 1-2 go through the EYFS playground to their classrooms. The electronic register is taken at 08:20. Registration closes at 08:30 and formal teaching starts at 08:40 depending on the day.

If a pupil arrives onsite before the gates open at 8:10. They must sign-in using InVentry at the front desk. Club providers external and internal are also to have printed club registers which they update as and when a pupil arrives onsite.

In the event of a fire or emergency evacuation, this is essential to knowing who is onsite before registers are taken at 8:20.

Pupils registered for before school Co-curricular activities
Pupils who are involved in an early morning club in school should arrive at the specified time at the main entrance. They are under the supervision of the teacher/coach taking the club who will take a register. In the event that the club has had to be cancelled on the morning the pupils will wait in the dining room with the Breakfast Club organiser until the wider school arrives (8.10am). Their names will be added to the Breakfast Club List.

Early arrivals and clubs

- Any child arriving on site before 08:10 must sign in using InVentry at the front desk.
- Children attending a morning club are recorded on the relevant paper club register by the club provider.
- Internal and external club providers must maintain a printed register and update it as children arrive.

- Children attending for a one-off meeting, appointment, session or other activity, rather than a regular club, must sign in through InVentry at the front desk.
- Paper club registers and InVentry records provide an accurate record of children on site before the main school register is taken.
- Teachers should enter N on the electronic register for any girl who is not present at registration.
- Any concerns regarding a girl who appears to have missed a significant amount of school should be brought promptly to the attention of the Head of Prep or Assistant Head (Pastoral).
- The School Office is responsible for following up and establishing the reasons for any unaccounted-for absences and ensuring that attendance information is appropriately recorded and followed up.

During the school day

Registration

A register is taken at the start of the morning and afternoon sessions at 8:20 and 1pm, 1:30 pm on days where there is an assembly. Parents are responsible for notifying the school office before 9am if their pupil is absent for any reason. After this time, a member of the office will phone the parents to find out why the pupil is not in school. We operate identical registration procedures to the rest of the school for pupils in the Early Years Foundation Stage (EYFS).

Parents are requested to sign the pupil in or out at the office if they arrive after registration or before the end of the session/day.

Early Years Foundation Stage Pupils

The adult to pupil ratio is specified by the Early Years Foundation Stage Regulations and the school complies with these at all times both during teaching sessions and at lunch and playtimes.

In class and moving around the building

Pupils are grouped in classes with their own form teacher. Pupils will generally be under the direct supervision of an adult. However, the level of supervision depends on the age of the pupil, the numbers of pupils and the activity. There are times when pupils may be asked to take a message or move from one part of the building to another. Staff will have assessed the level of supervision that is appropriate.

Break time and lunchtime

All members of the staff take their share of break and lunchtime supervisory duties according to a rota. A rota of staff on duty is available in the Teams Virtual Staffroom under Rotas and displayed around the school. Further information can be found on the Playtime Policy.

At morning break the pupils from Nursery/Reception mainly use the EYFS playground however to support transition Reception will also use the playground for Year 1-6 on dedicated days. Years 1-6 go outside to the playground unless the weather is inclement. If it is inclement, Nursery and Reception pupils stay in EYFS classrooms and the wider school are based within their own classrooms. There is a wet play rota attached to the duty rota to ensure adult supervision in all areas of the school.

At lunchtime staff are on duty in the dining room and in the playground. Pupils are called to lunch on rotation. When they are not eating, they can outside to play or use the library. Some pupils also take part in lunchtime clubs. Nursery/Reception pupils use the EYFS playground, and Years 1-6 go outside to the playground.

Nursery and Reception pupils are supervised at break time and lunchtime by a combination of the EYFS team and by other teachers on duty to maintain the appropriate ratios.

In line with the EYFS statutory framework, pupil's must always be within sight and hearing of a member of staff while eating. EYFS staff will be facing pupil's (either standing or sitting) whilst they are eating enabling staff to monitor that pupil's are eating safely, help prevent choking and food sharing, and remain alert to any unexpected allergic reactions. There must always be a member of staff with a valid full-course Paediatric First Aid (PFA) certificate in the room while pupils are eating. Staff must also ensure that food is prepared and served in a way that minimises the risk of choking and that pupils's individual allergies and dietary requirements are appropriately managed. Further guidance can be found in the EYFS Food and Hygiene policy.

The main duty times are:

- Breakfast club duty – 7.30am-8.10am
- Break duty 10.40am – 11.00am (EYFS to Y6)
- Lunch-time duty 11.50am – 1pm (EYFS – Y2)
- Lunch-time duty 12.00pm-1.00pm (Years 3-6)

First Aid and de-fibrillators

There are teaching and non-teaching staff who are qualified first aiders, as well as an onsite healthcare assistant. They are available throughout the day to administer first aid, deal with any accidents or emergencies and help if someone is taken ill. During the usual school day pupils report to the medical office. If the healthcare assistant is not available, then pupils can report to the office and first aiders will then be called. After school, pupils should report to club providers, ASC or a member of SLT.

There is always a qualified paediatric first aider available when the pupils in the Early Years Foundation Stage (EYFS) are on site.

First aid boxes and de-fibrillators are in all potentially high-risk areas(Sports Hall, Dining Hall and Main Reception), as well as in the EYFS classroom and the medical room. (The school Nurse regularly checks and replenishes the first aid boxes.)

Pupils' departure

At the end of the school day, all classes must be brought to the main playground or EYFS playground by their form teacher or an agreed member of staff. EYFS is dismissed from their classroom by their teacher.

Teachers should collect their class dismissal register from the basket by the playground entrance or, for EYFS, Years 1 and 2, from the EYFS entrance. Pupils should line up by their class sign, and the member of staff responsible for dismissal must complete the register as each pupil leaves. The register must clearly record where each pupil has gone at the end of the school day, including whether they have been collected by a parent or authorised carer, are travelling on the school bus, or are attending a club or after-school provision.

Staff responsible for dismissing a class must ensure that the dismissal register is completed accurately and that **there are no blank spaces**. Where a pupil is not dismissed in the usual way, the reason must be clearly recorded.

If a parent or carer needs to be contacted because a pupil has not been collected or there is any uncertainty regarding their dismissal arrangements, **staff must inform the Front Office**. The Front Office will contact the parent or carer as appropriate. Staff must ensure that the register is updated with the outcome of any contact or change to the pupil's dismissal arrangements.

Key:

- **Abs** – Absent
- **C** – Club (include the name of the club)
- **PU** – Picked up by parent/carer
- **B** – School Bus
- **WHE** – Went home early
- **ASC** – After-School Club

If there is any other reason why a pupil has not been dismissed, this must be clearly recorded on the register.

Once completed, registers must be returned to the designated basket so that they are available for cross-referencing and safeguarding purposes when required.

- EYFS pupils should be collected from the EYFS classroom at 3.15pm. PSLT or another member of staff are on the gate to support with and to oversee the dismissal process.

- Years 1-2 should be collected from the EYFS playground between 3.35-3.45pm.

- Years 3-6 should be collected from the playground at the back of the school between 3.35-3.45pm.

Pupils are expected to be collected at 3:15 or 3:45pm depending on year group by a parent/carer or an adult notified to the school.

All information regarding changes to after-school arrangements should be added to the after-school arrangements document by the main office or member of staff informed by the parent for whole school visibility.

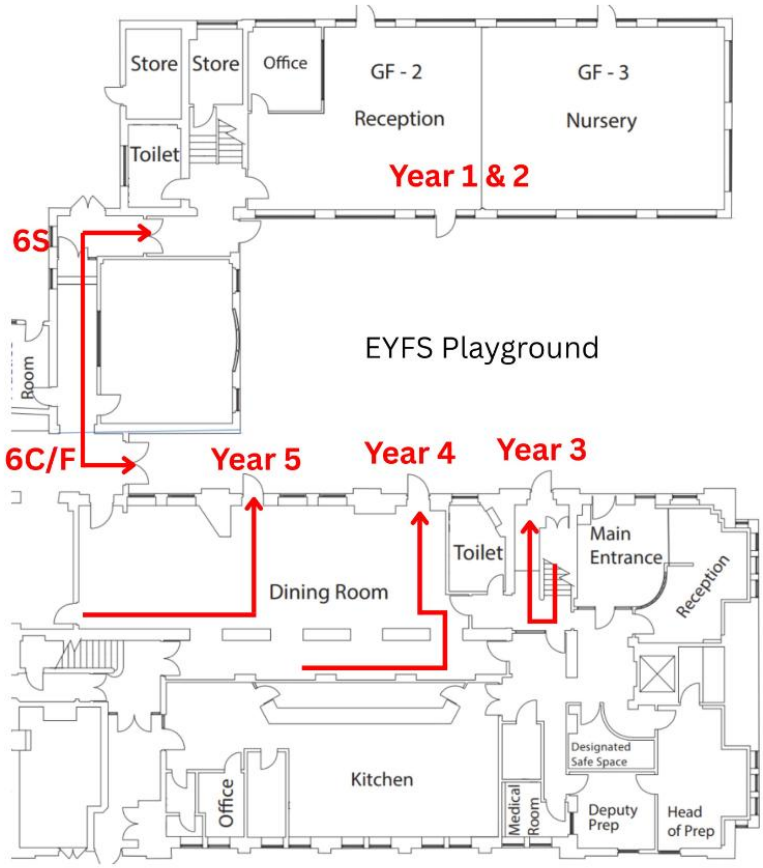
If the member of staff has not been notified of changes in pick up arrangements, the school will attempt to contact the parents. If they cannot be contacted, the member of staff should speak to the Head of Prep or member of SLT.

If parents feel that their child is mature enough to leave the school premises on their own (this is likely to be only for pupils in Year 5 and above) they should send a letter to the Head of the Prep. School giving their permission for their pupil to leave the school premises unaccompanied. Consent for pupils travelling alone is recorded on the central after school arrangements document on TEAMS.

Pupils in the EYFS and KS1 who have a sister who finishes at 3.35pm can be supervised in sisters waiting club in EYFS until pupils in Years 3-6 finish time to ease collection arrangements.

If the weather is inclement, all pupils should be collected from the EYFS playground following the arrangements below:

STREATHAM & CLAPHAM HIGH SCHOOL



Pupils registered for After School Care

After School Care runs from 3.15pm until 5.55pm. Pupils must be registered for ASC and a fee is payable. Correct ratios are adhered to. Pupils are based in the ASC room although they use the nursery playground, dining hall and ground floor toilets.

All teachers take pupils to ASC after dismissal of other students. A member of staff running ASC has a list of pupils who are registered to attend.

Pupils may be collected at any time by ringing the ASC bell by the double doors into the nursery playground. The ASC supervisor will record the pupils have left.

Pupils registered for After School Co-curricular Activities

The timings and collection arrangements for co-curricular activities are specified in the sign up/permission letter sent to parents.

Pupils in EYFS and Year 1 will be taken to their co-curricular activity. Pupils in Year 2 and above will make their way to the co-curricular activity at dismissal.

The co-curricular activity supervisor will have a list of pupils registered and who is allowed to collect them.

Pupils who are not collected on time:

The end of the session or day

Pupils who are not collected on time will be taken to the office after 10 minutes and parents will be contacted. If there is a place in ASC pupils may be sent there after 10 minutes and parents may be charged for the supervision. If not, they will sit outside the main office under the supervision of the class teacher or office staff until the parent arrives.

It is a welfare concern if pupils are regularly not collected on time and staff will raise this matter with parents and inform the Head of Prep.

After a Club

If pupils are not collected on time after a school club, the teacher running the club, office staff or a member of SLT will call the parents. If the pupil is in a club run by an external organisation, they will inform the office or a member of SLT to call parents, this may result in the pupil attending to ASC. and parents will be charged for the supervision. If there is no place, they will sit outside the main under the supervision of the teacher/club organiser/ office staff or member of SLT.

If pupils are regularly not collected on time the school reserves the right to prohibit a pupil from attending co-curricular activities.

Pupils who are not collected

The school closes at 6pm and if we have been unable to contact parents or the emergency contact, we will contact Pupils and Young People's Services.

Supervision whilst travelling to and from school

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

Pupils registered for the minibus

Parents can register their daughters for a place on the school minibus. The minibus drivers and premises team drive the vehicles, and a member of the Sixth Form or a chaperone provides additional supervision if needed for year 2 or under.

Pupils who are registered to take the minibus service to school will be dropped off outside the school through the delivery entrance in Wavertree Road and are escorted into school by senior school helpers or by the coach driver.

Pupils who are registered to take the minibus service home will meet on the playground and a member of staff will take the register to check that all are present, the pupils will follow their designated driver in a line and will be met by a member of staff on duty at the delivery door who will count the number of pupils embarking on the bus. The person on duty on the playground will confirm this number using a walkie-talkie. A record of which bus each pupil takes is kept using the after-school arrangements document and all pupils on the list must be accounted for before the last mini-bus leaves.

If a pupil on the bus list in unaccounted for, this must be checked using the end of day registers.

Supervision during Educational Visits

Pupils are supervised by school staff and sometimes with the addition of volunteers. The level of supervision will depend on the age of the pupils, the activity they are involved in, the number of pupils and the location of the activity. All trips are risk assessed.

Further details are found in the "Educational Visits policy" which also applies to pupils in the EYFS.

Areas pupils may not access

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

Pupils are not allowed to be in any room without an adult present.

Pupils must not use the lifts unaccompanied by an adult.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories, the boiler rooms, 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 should sign in and out when entering or leaving the premises. Visitors must sign in and out at reception on the Inventry system. Unless they have proved they have DBS clearance, all visitors and contractors will be accompanied when pupils are in the building. The doors to the building are manned at the beginning and end of day when pupils are arriving or being dismissed and are then closed so the only access is through the office or back door both of which have door codes which are periodically changed. 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 (red/ yellow)) with a visitor sticker. White lanyards identify visitors that are DSB checked.

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 within the staff handbook and during induction.