Streatham and Clapham High School

Supervision of Pupils Policy

September 2026

Person(s) responsible for this policy		Assistant Head (Pastoral) & DSL Attendance Officer	
Last review by	**M.Furborough** **A.Smith** **A Aristidou**	**Review date**	**September 2026**
Date of next review		**September 2027**	

Senior School

The school office

The office is open from 7:30am until 6pm. 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 6pm.

Pupils' arrival

Any girl arriving **before 08:10** must sign in through **Reception using Inventory.** If they have a bike, they may wheel it through Reception to the bike shed. Girls who arrive early are encouraged to use the MDH. The morning bell will ring at 8:10am and at this point students on site should go to their lockers to prepare for morning lessons and registration.

The **Sports Gate** will open at **08:10** and remain open until **08:23**. Any students in Years 7-11 arriving between these times should enter via the Sports Gate (without the need to sign in at Reception using Inventory).

Pupils are expected to be in their tutor room, ready for the day and with all of their equipment, for a prompt 8:25am start. After **08:23**, the Sports Gate will be closed. All girls must then enter through **Reception** and will receive a late mark and a same-day late detention.

Anyone who has signed in using Inventory during the day will be block-signed out by a staff member at **15:45,** so they don't have to sign out.

Sixth Formers should enter through Reception and sign in using Inventory. Sixth Formers are allowed on site from 7:30am.

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 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

AM registration is carried out at 8:25am and PM registration is taken at 14:05 (the start of Period 5). Registers are open for 30minutes. Parents are responsible for notifying the school by 09:00 if their child is absent for any reason; 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 ClassCharts. If a pupil is marked as present in the previous lesson, but is absent for the current 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 the DSL, Head of Year and/or another member of SLT who 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 alert the School Nurse and Attendance Officer via ClassCharts. 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 for a short time-out using a purple wellbeing card; staff are aware of particular arrangements. In both instances, teachers will record this on ClassCharts.

If the pupil does not turn up to the medical room, the School 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, where reasonably possible, code the registers in advance 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 SLT.

At lunchtime staff are on duty patrolling the premises. 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 08:10 in the Madeleine Dring Hall have access to the receptionist or by the member of staff running the co-curricular activity
- Break duty 10:40-11:00
- Lunchtime duty 12:45 – 14:05pm
- 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 17:30. Heads of Year 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, copying in the Head of Year and DSL if the student is identified as vulnerable.
- 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 usually coded in advance by the Attendance Officer in the registers which can be viewed by all members of staff.

- If a student's absence from the lesson cannot be accounted for using any of the reasons above, and they are therefore considered to be missing, the Head of Year, DSL and other relevant members of the Senior Leadership Team (SLT) will be informed, if they have not already been.
- 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 Defibrillators
Qualified first aiders can be contacted at Reception between 07:30 and 18:00 and the 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 16:00 unless they are attending Homework Club or a co-curricular activity. Pupils should exit by the playground gate. Sixth Form students can use the 6th form area until 6 pm.

Any girl remaining on site **after 16:10** must sign in using **Inventory**, unless they are:

- attending a sports club or regular music rehearsal (e.g., Chamber Choir) that registers via SOCS
- in the Library, where Ms McGuiness will register you
- attending certain Music activities that use an iPad for Inventory Cloud during rehearsals, concerts, or late-running events

Year 13 students have the privilege to leave if they have a free during period 6, and only after they have sent their UCAS application. They are expected to stay in school until 15:00. We reserve the rights to remove this privilege. Year 12 students are expected to stay until the end of the school day. All Sixth Formers may leave the premises during the lunch break (12:45-14:05) and must sign in and out at reception.

Pupils who are not collected

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.

Pupils should leave the school premises by 5.30 pm unless they are in a supervised school activity. Sixth Formers may use the study centre until 6pm. 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 student body provides additional supervision for any pupils in 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 must 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 and Sixth Formers on site should wear a school lanyard which indicates they are either a member of staff (green), a Sixth Former (gold or purple) or that they have signed in at Reception as a visitor (red).

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 by 08:00 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. Staff should post their cover in their class Team as well as the dedicated cover Team, so that all staff have access.