



PUPIL SUPERVISION POLICY

This policy should be reviewed annually and as required by legislation.

Action	Reviewer	Date	Completed
Review		Sep 2018	✓
Approved by Governors		Sep 2016	✓
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Notes:

Review policy to be published:	
On website	
On portal	✓
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CITY OF LONDON SCHOOL FOR GIRLS

PUPIL SUPERVISION POLICY

1. INTRODUCTION

City of London School for Girls is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the school, both on and off the school site.

2. CONTACTING THE SCHOOL DURING THE SCHOOL DAY

The school's reception desk and switchboard is manned from 8.00am till 6.00pm in term time during the school day. The receptionists will answer phone calls, respond to emails, pass on messages to pupils and staff and deal with inquiries from visitors during this time. At other times, messages may be left on the school answer phone. The reception telephone number is 0207 847 5500.

3. PUPILS' ARRIVAL

The school opens at 8.15am. Pupils may not enter the school before this time unless they are participating in an activity organised and supervised by a member of staff. Pupils participating in activities must sign in with the duty member of the premises staff at reception and the organising member of staff must leave a list of the names of those participating at Reception.

At 8.15am, a member of staff is on early morning duty, and other pupils can then enter the school site.

6th Formers and pupils who have a front door pass, for example because they have a medical condition, can enter via reception.

All other pupils must enter via the Prep Roof Gate from the Podium. This gate opens between 8.15 and 8.40am and is manned by a member of the premises staff who monitors entry and provides security. Prep girls should wait on the Prep roof to be brought to their classes by staff. Prep parents should not wait on the Prep roof or come into Prep in the morning unless by prior arrangement with Miss Rogers.

4. DURING THE SCHOOL DAY

4.1 REGISTRATION

All pupils in Years 7 – 13 are registered at 8.40am and 1.50pm. Prep are registered at 8.40am and 1.20pm.

Instructions for parents about informing the school of a child's absence before morning registration are set out in the Parents' Handbook and Prep Parents' Handbook.

If a pupil is absent without explanation, their parents will be contacted to ascertain the reason for their absence. If the school is unable to contact the missing child's parents, we will follow the Procedures set out in our Missing Child Policy.

If pupils are late arriving to school they should sign in at Reception before joining their classes, unless assembly is taking place in which case they should wait in Reception until it has finished. Year 3 pupils should wait in reception until they can be escorted to Prep by a member of the Prep staff.

4.2 IN CLASS AND MOVING AROUND THE BUILDING

Pupils wishing to leave a lesson for any reason must ask permission. If they need to see the School Nurse, in the case of younger pupils, the teacher may arrange for them to be escorted, either by another pupil or in the case of Prep girls by a Classroom Assistant.

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; staff are made aware of particular arrangements.

It is not normal practice for a pupil to be sent out of class for bad behaviour. Very rarely, it may be in a pupil's best interest or in the interest of the rest of the class for a pupil to be sent out of a lesson because they are interrupting the learning of others or because they are upset.

When this occurs, the teacher will always send the pupil to wait in the Deputy Head's (Pastoral) office or outside the Headmistress's office, where there is always an adult presence and will take steps to inform the Deputy Head (Pastoral) as soon as possible that the pupil has been sent out of class.

Some girls in the Senior School with complex pastoral needs may be issued with a 'time out card'. This enables them to leave lessons without explanation. The girls must report to reception who will alert members of the pastoral team. One of these will come and assist the girl concerned. Reception keeps a log of girls using the time out system.

In the case of teacher absence, lessons in the Prep and in Years 7 – 10 are always covered by another teacher. Year 11 lessons are not usually covered for short term teacher absence unless they are timetabled in a laboratory or some room where pupils are only admitted under supervision. Instead, Year 11 classes are trusted to undertake work unsupervised.

Year 12 and 13 lessons are also not normally covered by another teacher for short term staff absence and most 6th formers have regular private study periods. 6th formers are expected to use their private study time profitably, working in the 6th centre or the library. 6th formers who have no lessons after lunch and whose work is of an appropriate standard may be granted a private study afternoon, for which they may sign out and leave school. 6th formers use of non-contact time is

monitored by their tutors and the Head and Assistant Head of 6th Form as part of the overall monitoring of their academic progress.

4.3 OUTSIDE LESSON TIME

All members of the teaching staff take their share of supervisory duties according to a rota.

At break and lunchtime members of staff are on duty in the Dining Room and patrolling the premises.

Prep girls are supervised by the Classroom Assistants and there is one member of the Prep teaching staff on duty on each day.

4.4 MEDICAL ASSISTANCE

The School Nurse is on duty throughout the school day. If she cannot be found in the medical room, for example because she is attending to someone elsewhere in the building, she can be contacted by radio via Reception or the Deputy Head's (Pastoral) office.

First aid boxes are in all potentially high risk areas, as well as in the Medical Room.

A number of members of the teaching and support staff are First Aid trained and can also assist sick or injured pupils when necessary. Lists of First Aiders are posted on the medical room door and in the staffroom. The receptionists can also contact First Aiders if necessary.

5. PUPILS' DEPARTURE AT THE END OF THE SCHOOL DAY

Year 3 and 4 pupils in the Prep Department leave school at 3.45pm, Year 5 and 6 Prep pupils leave at 4.00pm Monday to Thursday and at 3.45pm on Friday unless they are participating in an activity organised and supervised by a member of staff. They may also stay late if they are attending After School Club. This is supervised by a dedicated supervisor, takes place in the Library and runs until 6.00pm. There is a charge for attendance at After School Club.

All Prep girls are signed out as they leave Prep at the end of the day. Prep parents must enter and leave the school by the Prep roof gate and they are not permitted to enter the Senior School without specific permission. See appendix 1 for details of Prep procedures on leaving school.

For Years 7 – 13, the regulations for departure at the end of the school day are as follows:

Unless they are participating in a staff led after school activity, all students must leave the school premises at 4.15pm, except in the circumstances set out below:

- 6th Formers may work in the 6th Form Centre or Library until 5.30pm, provided that they have notified the 6th Form office and Reception by email that they are doing so
- Girls in Years 7 – 11 who need to collaborate on project work or who have some other exceptional work-related need to study in school, may go to the library, sign in with the Assistant Librarian and work there until 5.15pm
- Girls in Years 7 – 11 who are remaining in school because they are attending a play or concert here later in the evening may go to B9 or B11 to work in the interval between the end of lessons and the beginning of the performance

6. PUPILS WHO ARE NOT COLLECTED FOLLOWING AFTER SCHOOL ACTIVITIES

It is our expectation that girls in Years 7 and above will make their own way home following after school activities, unless a parental request to the contrary has been made.

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.

The school site closes at 6.30pm and activity staff will wait with girls if they are to be collected after this time if it is not deemed safe for them to go home alone.

7. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

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

8. SUPERVISION DURING EDUCATIONAL VISITS

Details of supervision of pupils on educational visits are set out in the school's Educational Visits Policy. The ratio of supervising adults to participating pupils will always accord with DFE guidelines.

9. AREAS PUPILS MAY NOT ACCESS

Areas which pupils must not enter unsupervised and equipment they may not use except under adult supervision are set out in the Pupil Code of Conduct.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories, the gym, the pool 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 and chemicals are kept securely locked in appropriate storage facilities.

Pupils are expected to follow all reasonable instructions given to them by school staff.

10. SECURITY AND ACCESS CONTROL

All staff and 6th Formers sign in and out when entering or leaving the premises. Visitors are required to sign in and students who leave the school site during the school day are required to sign in and out at Reception; contractors will be accompanied if necessary. During the school day entry to the building is via Reception only and automatic doors prevent anyone going beyond reception until their entry has been approved and recorded.

Regulations regarding security and lone working are set out in the school's Health and Safety Policy.

11. 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 and on educational visits.

REFERENCES

- Educational Visits Policy
- Health and Safety Policy
- Pupil Code of Conduct
- Parents' Handbook
- Prep Parents' Handbook
- Staff Handbook
- First Aid Policy and School Nurse Guidelines
- Missing Child Policy

APPENDIX 1

PREP PROCEDURES ON LEAVING SCHOOL

All girls must be collected from the Prep corridor by a parent/nanny or designated adult or older sister (in the senior school).

Please let us know if your daughter is going home with someone else e.g. for a play date. The best way to inform us of any changes is to phone the Prep staff room on 0207 847 5554, leaving a message. These messages should be left before mid-day as late messages left after 3pm cannot be processed before the end of the school day. The answer-machine is checked very regularly. Please avoid emailing or phoning Miss Rogers or other form teachers with this information. Prep teaching staff cannot access emails when they are teaching and we cannot guarantee that messages will be passed to your children in time.

All changes to normal arrangements are written in the 'home book' by a member of Prep staff.

If you are running slightly late you do not need to phone us. Your daughter will be kept safely with us and sent to After School Club.

After School Club runs until 6pm. Girls must be picked up no later than 6pm. Parents will be invoiced for After School Club sessions attended.

All girls must sign out with one of the classroom assistants from their classroom at the end of the school day. This includes signing out before attending after school, extracurricular activities. Please ensure that Prep, PE staff and any coach company chaperones are clear about whether you wish your daughter to attend an after school PE activity to avoid delay and confusion.

School ends at 3.45 for all girls on Friday. For Lower One and Upper One school ends at 3.45 Monday to Friday. Lower and Upper Two school ends at 4pm Monday to Thursday. Please pick up your daughter promptly.

Girls who are going home on a coach will be collected from their form room by the coach driver/chaperone. Mrs Stokes will collect any girls who have not been collected by parents/carers or girls who are attending After School Club from their classes in the same way.

Girls who are waiting for their parents to arrive should wait in their form room. Please ensure that you and daughter leave the Prep corridor promptly as staff need to attend after school meetings.

We are responsible for the girls' safety while they are on school premises. Girls may not meet parents in reception, where they will be unsupervised and uncertainty could be caused by late arrivals or outside school. The junction of Fore and Wood Street is particularly dangerous at the end of the day. As well as the through traffic there are cars picking up girls and driving off, many older girls crossing the road and the buses loading girls for home.

When they are in Year 6, after discussion with us and the agreement of parents, girls are allowed to travel home unaccompanied in their last half term in Prep. However, we would like this to be something that the girls can work towards after safety lessons with us, Transport for London and the City of London Police and also to coincide with the lighter evenings from the summer half term onwards only. We ask that this information and your permission for girls to travel home in this way be given to us in letter form with a signature. Email notification is not sufficient. We will also ensure that the girls are clear about their route, know what to do if there is an unexpected cancellation or delay and that wherever possible they travel by the safest possible route e.g. using the high walk wherever possible rather than crossing roads.