

# **PREP SUPERVISION POLICY**

Including Early Years Foundation Stage

Last reviewed:	<b>September 2024</b>
Next review date:	<b>September 2025</b>
Responsibility:	<b>Head of Prep</b>
Governance:	<b>Education Committee</b>

## **Supervision of Prep pupils (including EYFS) during the day**

The purpose of this policy is to offer guidance to all staff who supervise Prep pupils during the school day (8am - 6pm) during term time.

Plymouth College will provide a safe, caring and secure environment with structured supervision, as far as it is practicable, throughout the day. Efforts should be made to eliminate or reduce anticipated risks. The policy ensures that a balance exists between keeping a structured and orderly school where pupils are happy and safe whilst encouraging independence, resourcefulness and self-reflection. Expectations of pupils' behaviour should remain high and supervision should be conducted with professionalism and responsibility.

It is an individual's responsibility to swap duties if they know that they are unable to fulfil a duty.

## **Start of the School Day**

### **8.00 School opens**

Staff should be in school ready to start welcoming pupils into the morning care room from 8am.

- All pupils (including EYFS) arrive via the main door between 8am and 8.30am 2 members of staff will be on duty between 8am and 8.15am and 3 after 8.15am.
- At 8.30am EYFS pupils will be escorted to the EYFS classrooms by a member of staff.
- Junior pupils should be supervised on the playground from 8.15 am (depending on weather)
- At 8.30am Year 3/4 class/form teachers should collect their tutor group from either the playground or morning care room. Year 5/6 pupils will make their own way to their form room at this time.

- In the event of bad weather, pupils should go to a designated classroom area with a designated member of staff.
- Registration in class/form rooms. Pupils should report directly to form rooms.
- Pupils prepare for the start of the school day or read quietly during this period.
- Pupils arriving after 8.30am should register in Reception

#### **8.40 First lesson**

- All pupils should be ready for the beginning of first lesson

Staff should supervise pupils at all times, ensuring that their behaviour and safety is monitored to provide a safe environment.

### **Break times and lunch times**

At break times and lunch times, duty staff should make sure they are on duty before pupils arrive. If you are teaching a class before your duty, please make sure you are prompt at finishing your lesson. As in our Playground risk assessment, duty staff should conduct a visual check of the playground, including gates to ensure the playground is safe and suitable for pupils to play.

Please make sure:

- Duty staff are spread out, so that all areas can be seen and are covered and supervised.
- Where possible, any problems are pre-empted and sorted before they escalate.
- Line the pupils up at the end of the break/lunch so that they will be in time for their next lesson.
- Report any incident to the form teacher at the earliest opportunity.
- Report any serious incident to the Head/Deputy Head immediately.

### **Lunch time**

Lunch timings:

EYFS - 1145 (in the morning care room)

KS1 - 1200 -1230 (in the dining room)

KS2 - 1230 - 1300 (in the dining room)

EYFS will have their lunch served to them in the morning care room. They will have a TA and a member of teaching staff with them as well as the catering team.

In the dining room for Years 1 and above, teaching staff will help supervise pupils in the lunch queues.

Infant and catering staff will help pupils make healthy choices and monitor table manners etc. KS2 staff will have 2 named staff on duty to help supervise pupils between 1230 and 1300. Staff on duty in the dining room are to ensure that pupils are sitting sensibly; remind them of manners; that noise is kept at a reasonable level and to go to pupils who have their hands raised. Older pupils are expected to sensibly clear their trays themselves. At a suitable time, one member of staff escorts the first pupils ready to the astro/field/playground. The other member of staff is to dismiss the pupils table by table when groups have finished eating. Pupils should leave in a quiet and orderly fashion once dismissed. The last remaining Y5/6 pupils may make their own way to the field/playground.

Following lunch the playgrounds and astro/field will be supervised by TAs and named teaching staff. (Please see rotas for further details).

Please make sure:

- Duty staff are spread out, so that all areas can be seen and are covered and supervised. It is encouraged that staff interact with pupils whilst keeping a good view of others.
- Where possible, any problems are preempted and sorted before they escalate. Please be aware of social dynamics and current pupil behaviour issues (form teachers to update as necessary)
- On the Prep playground, ball games are only allowed on the lower playground. Hard balls are not allowed.
- On the Astro/field, harder balls may be used, but pupils need to be aware of others and restrict their playing area.
- Line the pupils up at the end of the break/lunch so that they will be in time for their next lesson.
- Report any incident to the form teacher at the earliest opportunity.
- Report any serious incident to the Head/Deputy Head immediately.

Wet break/lunch

Pupils should be outside for break/lunch as much as possible. Should staff on duty decide that it is unsafe to take pupils outside then the pupils will be supervised in their four classroom areas (EYFS, Y1/2, Y3/4 and Y5/6) by 1) TAs 2) Duty staff and 3) Form tutors (if necessary). Please make sure that one named duty member of staff is in each area (Y1/2, Y3/4 or Y5/6) during wet duties.

## End of the School Day

**15.20** – End of last lesson for PS/R/Yr. 1 and Yr. 2

- Pupils to the EYFS side gate between 15.20 and 15.30 for collection.

**15.45** – End of last lesson for Yr. 3-6

- Pupils should return to class/form rooms to collect their belongings. This should be supervised by the class teacher. ***This includes subject specialist teachers.***
- Class/Form/subject specialist teachers will bring their class down to the playground for handover.
- Class/Form teachers to collect clipboard from Reception in order to sign pupils out.
- Year 5/6 form teachers to meet their class in the Playground and take over from subject specialist teachers where appropriate. Class/form teachers to be present at this point as a touch point with parents.
- Clipboards should be handed back into Reception once each pupil has been accounted for.
- No ball games during the handover period. Pupils stand with class/form teachers until their parents arrives.
- Club pupils wait on the racetrack (lower playground) until collected by duty staff.

Clubs/Activities

- Parents may choose to collect their children during the middle of a club/activity. This is fine and I am happy that we are flexible in our approach to supporting parents during after school clubs/activities.
- If you are running a session that is taking place away from the Prep School. Please ensure that Reception is aware of your location.
- Senior school staff will need to collect and return Prep aged pupils from Reception at the Prep.

## **17.00 End of Clubs/Activities**

- Teachers responsible for a club should handover pupils to either the bus or parents.
- Please can staff bring the pupils to the playground to handover – the Reception area needs to be left clear.
- If a parent has not arrived by 17.10, pupils should be handed over to the member of staff running aftercare.
- Teacher responsible for aftercare to stay until the last pupil has been collected.

## **17.00 Pupils on the bus**

- Pupils to meet duty staff promptly in reception at 1700 to register before being escorted to the buses in front of senior school reception. Pupils will then report to the drivers and register with them. SLT to wave the buses off at 17.15

## **Collection of Children**

Every parent is responsible for informing the school who will collect or drop off their child. All parents entering the building must report to the receptionist and state their intention. If a member of staff does not recognise the adult collecting a child, they have the right to check all arrangements with the receptionist or ring the parents before releasing the child. The School's Missing Child or Uncollected Child Policy is followed in case of a child not being collected.

**We undertake to look after the child safely throughout the time that they remain under our care.**