



Pupil Supervision Policy inc EYFS

Policy Review & Update Process			
Member(s) of SLT responsible for update		Bursar	
Sub-Committee responsible for review		H & S	
ISBA template policy?		Y	
Last Updated	October 2025	Updated by	SP
Last review	November 2025	Next review	November 2026

CONTENTS

Arrival and Departure	1
Dropping Off	1
Breakfast Club	1
Collection	1
After School Provision	2
Registration	2
Supervision Whilst Travelling To and From School	3
Supervision During Breaktimes	3
Supervision During Educational Visits	3
Unsupervised Access by Pupils	3
Changing Rooms	3
Safety	4

Arrival and Departure

Dropping Off

Pupils can be brought to school from 8.00am Reception to Year 4 and 7.50am Years 5-8 where a member of staff will be on duty. Pupils remain the responsibility of their parents until this time.

Breakfast Club

Pupils can attend our Breakfast Club from 7.00am – 8.00am and this is supervised by fully qualified staff. Pupils attending this club are then released to the playground at Prep at 8.00am into the care of the member of staff on duty. Pupils in Pre-Prep, including in the EYFS, are walked down the road to the Pre-Prep wearing high-vis jackets and handed over to the relevant member of staff signing pupils in.

Collection

Pupils remain the responsibility of the School until collection time and are fully supervised during the handover period.

Children in Nursery leaving at the end of the normal school day are signed out at 12.00pm and 3.00pm.

Children in Reception leaving at the end of the normal school day are signed out at 3.00pm.

Y1 and 2 pupils leaving at the end of the normal school day are signed out at the front door of the Pre-Prep department at 3.10pm (Y1) and 3.20pm (Y2). They do not leave the school site until the person picking them up has been identified.

PUPIL SUPERVISION POLICY INC EYFS

Year 3 and 4 children are signed out from the Brandram gate in the Prep department between 3.20pm and 3.40pm. Children in Y5-8 leaving at the end of the normal school day, between 3.40pm and 4.00pm, are signed out from the gate by the sports hall in the Prep department. They do not leave the school site until the person picking them up has been identified. Prep Department pupils must exit the site from the pedestrian gate in the Woodlawn car park. A list of pupils who have permission to walk home is marked as a W on paper registers for the member of staff on sign out duty. At 3.40pm or 4.00pm, any pupils not picked up are sent to the relevant Prep Room.

After School Provision

After school care is run and organised by fully qualified members of staff. Parents need to sign out their child upon collection.

Children staying on for clubs in the Pre-Prep and Prep are signed out by the member of staff responsible for the club, or, in the case of Prep Department, the member of staff on gate duty at 4.20pm. The member of staff on duty at the end of club time must not finish their duty until all children are accounted for. Children not collected by 10 minutes after the club is due to end should be sent to ASC. The parents of any children not collected 10 minutes after the end of ASC (6.00pm in Pre-Prep and 6.00pm in Prep) should be contacted by a member of the ASC team. If there is no response after 20 minutes, the Head should be contacted.

Registration

Teaching Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to the guidelines. Completed registers must be entered into Engage before 8.45am and again before 1.30pm in the Pre-Prep and 1:50 pm in the Prep Departments. All registers must be taken and recorded in Engage by these deadlines without exception. The school office must be advised by teachers of any children marked as present in the morning and who are not present for afternoon registration.

Y3-8 registers will be checked by secretarial staff between 8.45am and 9.45 am and again the following morning. The Head of Music will ensure that weekly music timetables are published on school iPads for all staff to refer to. The school Secretaries already receive details of sports fixtures and school trips which may affect afternoon registration: they should also be informed of any other occasions when pupils will not be present for registration. The Prep Department Matron will inform the Secretaries of any children in their care at both registration times.

If, when the Secretarial staff are checking the registers, they find an unexplained absence, parents of the pupil concerned will be phoned to establish his/her whereabouts.

Prep Department parents must alert school via Engage if a child is absent, giving reasons why. This will automatically notify Form Tutors and Secretaries.

Pre-Prep registers will be checked by the Pre-Prep Secretary between 8.45 and 9.15am and between 1.15 and 1.45pm. If, when the Pre-Prep Secretary is checking the registers, she finds an unexplained absence, parents of the child concerned will be phoned to establish their whereabouts. Pre-Prep Department parents must alert school via Engage if a child is absent, giving reasons why. The Pre-Prep Secretary, who has access to this information via email, will inform the form tutors accordingly.

The EYFS Department operate identical registration procedures; but in addition, will only release a child at the end of their session into the care of a parent or other individual whose name has been

PUPIL SUPERVISION POLICY INC EYFS

notified to the School in advance and who has the correct password. The school has a password for all pupils in the Pre-Prep which will need to be used for a child to be released to an adult the school has not identified before.

Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their child travels safely to and from school. If, however, the school have provided transport arrangements, then it will be the responsibility of the person in charge of the transport provided.

Pupils travelling to and from school events and fixtures by private hire coach will always be supervised by a member of the staff or another adult authorised to do so by the School.

Supervision During Breaktimes

Duty staff should be on the playground by the time pupils come out. Duty staff may end their lesson up to two minutes early to achieve this. Pupils only play within designated areas.

External gates remain closed. Staff must patrol all areas in the playground throughout the session.

Staff must remain focused on their playground duties at all times and not in any circumstances use IPADS or view Mobile Phones whilst on duty. The use of these items is strictly forbidden. Six staff in Pre-Prep and SLT have permission to carry their mobile phones on their person at all times for use in a Fire or emergency situation.

If a member of staff cannot attend a playground duty it is their responsibility to arrange appropriate cover.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips away from school are described in the School's Educational visits policy.

Training fixtures and activities will usually be led and supervised by members of staff. However, on occasions, in order to give the pupils the best possible experience, the School will use specialist coaches and other volunteers. Such staff will always be suitably qualified to conduct activities safely and appropriately vetted by the School.

Unsupervised Access by Pupils

The School ensures by restricting access, i.e. locked doors, that pupils do not have unsupervised access to potentially dangerous areas.

Pupils do not have access to the maintenance, catering, and caretaking areas of the School.

Changing Rooms

Only staff and other personnel authorised by the School may enter school changing areas and toilets used by pupils.

Safety

Parents are responsible for their child before and after School whilst on the School premises.

No child is allowed on the climbing frame or other play equipment unless a member of staff is present.