Walhampton

SUPERVISION OF PUPILS POLICY

Drafted by:	Deputy Head (Pastoral)	Approved by:	Headmaster
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ISI Policy Nos.:	A12		

1. Pupils' Arrival & Departure

a. Pupils may arrive at the Pre- Prep and the Prep School from 0800. Day children may go home at several different times of the day.

i. Nursery (under 3's)1200
ii. Nursery (over 3's) and Kindergarten 1200 or 1530
iii. Reception, years 1 and 2 1530 or 1745
iv. Year Three: 1550, 1700 or 1745
v. Years Four – Eight: 1705 or 1745

b. When pupils arrive in the morning they go straight to their allocated Form/Tutor Rooms where they will be supervised by their Form Teacher/Tutor.
c. Pupils are expected to be in school by 0820 in the Prep and by 0845 in the Pre-Prep school when Registration takes place.

1. Attendance & Truancy

a. Walhampton is a happy school. Children learn best when they are happy and relaxed. All members of staff show concern and care about each child's welfare.
b. At Walhampton we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.
c. As attendance is crucial to effective learning and the continuity of learning experiences school places great emphasis on this in its communication with parents.

2. Communication

a. Information on lateness, illness and absence is given to parents in the School
b. At the pre-school induction meetings held each year for children about to enter the Pre-Prep the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left.

c. Parents are asked to share any worries their child might have in school. Sometimes little things upset children, who become unhappy, and may not want to come to school. Parents need to be aware of this.
d. Again at this initial meeting parents are asked to try to arrange their family holidays within the school holidays, rather than in term time so that their child's education is not disrupted. The Headmaster talks to those parents who persistently take their holidays in term time, reminding parents of the disruption to their child's education.
e. Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the Headmaster.
f. All parents are asked to contact school if their child is absent. This information is copied to form teachers for inclusion in the register. Parents can alternatively send a letter to school when their child returns explaining the absence. Parents can also call into school to see the form teacher to explain an absence. All information is used to inform teachers when filling in their registers.
g. The school Office or Head of the Pre-Prep contact parents daily in the event of an unexplained absence.
h. For longer, or regular, absences, permission should be sought from the Headmaster.

3. Concerns

a. If a child is regularly late for school or is often absent then the class teacher contacts the parent concerned to have an informal discussion about the situation.
b. If there is an urgent concern then the form teacher should talk to the Headmaster immediately.

4. Truancy

a. All the staff at Walhampton are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.
b. If truancy is suspected, the Headmaster is notified, who then contacts the parent, either by phone, or by home visiting if possible. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Headmaster talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.

5. Duties

a. In the Prep school, a comprehensive rota is produced at the start of each term by one of the Deputy Headmasters to ensure all pupils are supervised in all areas of the school during morning break, lunch break, in the evening (up to 1930) and at other times during the day.
b. All teaching staff takes their share of these duties.
c. In the Pre-Prep school, the Form Teacher is responsible for his/ her class throughout the day while two members of staff are on Morning Break duty and three supervise Lunch play.
d. One member of staff in the Pre-Prep is responsible for After School Club: 1530 - 1745.
e. Boarding staff have care of the pupils from 1930 - 0815.
f. For the Prep school, the main duty times during the day are as follows:

0800 - 0820	Early Morning Duty.
1035 - 1100	Morning Break Duty.
1300 – 1400	Lunch Break Duty
1550 – 1610	Afternoon Break Duty
1715 – 1930	Evening Duty

g. For the Pre-Prep school, the main duty times during the day are as follows:

1000 - 1030	Nursery and Kindergarten Morning Break.
1030 - 1100	Reception, Years One & Two Morning Break.
1245-1315	Lunch break

Separate arrangements are made in both the Prep and the Pre-Prep at all times during the day, and on occasions when small groups of pupils are in school outside normal school hours.

i. Members of the Games Department supervise pupils at home and away matches.
Members of the Games Department supervise pupils during changing times.

6. Registration

On arrival into the Pre-Prep parents sign their child in and note the time of arrival. They also sign their child out at the end of the school day.

a. Registration takes place twice a day in the Prep school from 0830 and at 1355: in the Pre-Prep at 0845 and 1330.
b. Parents are responsible for notifying the school if their child is absent for any reason. The School always contacts parents if a child fails to arrive at school without an explanation.
c. Day pupils are signed out from the Front Hall when the pupils finish for the day.
d. In the Pre-Prep pupils are released at the end of their session into the care of the known parent or other individual carer whose name has been notified in advance.
e. For pupils who are boarders a Daily Diary is kept in the Office to demonstrate which pupils are in or out and a list of weekend arrangements is circulated in advance to the weekend duty staff.
f. A register for the Boarders is taken at 1815 by the member of staff taking supper.

7. Medical Support

a. There is a qualified nurse on duty from 0900.until 1800 on Monday to Friday, available to administer first aid, to deal with accidents or emergencies and to help someone in the surgery who is taken ill.
b. Most members of teaching staff have been trained in First Aid and this is updated every three years. In the Pre-Prep three members of staff hold a paediatric first aid certificate
c. A list of the pupils present each day and of those with appointments and those who are off games is published at the beginning of each day after morning registration and can be found in the Senior common room.

8. Missing Children

a. Action:
   i. Use all staff and the children to help, particularly friends. The child's Tutor, House Parents and Form Teacher may have an idea as to the child's state of mind or intention.
   ii. Inform the Headmaster, or Deputy Heads, the School Office and Staff on Duty.
   iii. Send out an adult on foot with a mobile phone and an adult in a car again with a phone to search beyond the confines of the School if it seems likely that the child has left the grounds.
b. Areas to check initially include:
   i. The Off Games and Absence lists posted outside the sewing room.
   ii. The School Office (check the diary).
   iii. The Academic, Music and LSU timetables in the mosaic passage.
   iv. The White Board in the staff common room.
   v. The Signing-Out Boards in the Front Hall.
   vi. There are many nooks and crannies in the school so the search must be thorough.
   vii. Search the grounds using several people and with any necessary equipment such as a torch if needed. Remember to check in the sheds and stores.
c. After an initial search:
   i. Telephone the parent or guardian of the child, explaining the situation and warning them that the child may try to contact them or indeed turn up.
   ii. On the advice of the Headmaster contact the police.
d. As soon as the child has been found, call off the search and report to the staff on duty and to the Headmaster.

A missing child in the Pre-Prep

a. The Head of Pre-Prep will carry out a thorough search of the building and garden including Owl Corner.
b. The register is checked to make sure no other child has gone astray.
c. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out
d. Head of Pre-Prep talks to staff to establish what happened.
e. If the child is not found the parent is contacted and the missing child is reported to the police

9. Supervision of pupils whilst travelling to and from school

a. Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school minibuses but by the driver and they are instructed on how to behave responsibly.
b. Pupils travelling by train at Exeats and Half Terms are accompanied by the Houseparent and a Student Teacher and similarly they are met by a Student Teacher at Waterloo station to be accompanied back to school.
c. Those pupils who travel from the Isle of Wight on the WightLink ferries are accompanied by a Student Teacher, a parent of one of the children or by a full member of staff.

10. Supervision of pupils during Educational Visits

a. The arrangements for the supervision of pupils during Educational visits and trips are described in the Educational Visits policy.
b. Arrangements for the supervision of EYFS children on visits is described in the policy for Educational Visits by EYFS children.

11. Unsupervised access by pupils

a. Pupils are not allowed in the swimming pool enclosure or the sports hall without a member of staff present nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. There is a school plan of the In and Out of Bounds areas and the Homework Diary also clearly states what areas the pupils are allowed to access during the school day.
b. The school ensures pupils do not have unsupervised access to potentially dangerous areas such as the swimming pool, science laboratories, the Design Technology rooms and the shooting shed.
c. Doors to these rooms are kept locked at all times when not in use. Health and Safety and Risk Assessment folders give further guidance.

12. Staff Induction

- All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.
- Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside the normal lesson times and is available in the Staff Handbook.

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Next Review: August 2016