



Walhampton

## **Supervision of Pupils Policy including EYFS**

Drafted by: SLT

Approved by: Head

Approval date: September 2018

Next review date: September 2019

### **References:**

- A. Keeping Children Safe in Education – DfE guidance dated September 2018.
- B. Statutory Framework for the Early Years Foundation Stage 2018, DfE.
- C. National Minimum Standards for Boarding Schools dated September 2014.

### **Introduction**

The welfare of all of our children at Walhampton school is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care, whilst providing freedom and opportunity for recreation on the school campus. The following policy shows the supervision of children at Walhampton but does not include the school's Missing Pupil Policy.

### **Pupils arrival and departure**

- a. Pupils may arrive at the Prep School from 0800 and in the Pre-Prep from 0800.
- b. Day children may go home at several different times of the day:
  - i. Nursery and Kindergarten: 1145, 1315 or 1530. After school club 1745 (KG)
  - ii. Reception, Years One & Two: 1530 or 1745
  - iii. Year Three: 1545, 1645 or 1745
  - iv. Years Four – Eight: 1655 or 1745
- c. 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.

- d. Prep pupils are expected to be in school by registration at 0820. Pre-Prep pupils by 0830 as registration takes place at 0835.

## **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 how to communicate a child's lateness, illness or absence is given to parents by the school
- b. In the Pre-Prep 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 Head 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 Head.
- 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 in both Pre-Prep and Prep departments contact parents daily in the event of an unexplained absence.
- h. For longer, or regular, absences, permission should be sought from the Head.

### **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 Head 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 is 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 Head 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. Further information is available in the school's Admissions, Attendance and Children Missing from Education Policy.

### **5. Duties**

- a. In the Prep school, a comprehensive rota is produced at the start of each term by the Head of Boarding to ensure all pupils are supervised in all areas of the school during morning break, lunch break, in the evening (up to 2015) 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 the class throughout the day while three members of staff are on Morning Break and Lunch duties.
- d. Two members of staff in the Pre-Prep are responsible for After School Club: 1530 - 1745.
- e. Boarding staff have care of the pupils from 1800 – 0820.
- 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.
  - 1245 – 1400 - Lunch Break Duty
  - 1550 – 1610 - Afternoon Break Duty
  - 1745 – 2015 - 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 1 & 2 Morning Break.
  - 1300 – 1330      Afternoon Break.

- h. 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.
- i. Members of the Games Department supervise pupils during changing times.

## **6. Registration**

- a. Registration takes place twice a day in the Prep school at 0820 and at 1345: in the Pre- Prep at 0830 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 or form rooms 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 0830 until 1900 on Monday to Friday, available to administer first aid, to deal with accidents or emergencies and administer medication.
- b. Qualified night shift nurses are on duty from 1900 until 0700 and are based in Bradfield House during this time.
- c. The majority teaching staff have been trained in First Aid and this is updated every three years.
- d. Pre-Prep and EYFS pupils are able to access the medical at all times in the school working day.
- e. A list of the pupils present each day and of those with appointments and those who are off games is published by email at the beginning of each day after morning registration.
- f. There are two sick bays within the school that are supervised by the medical team. If a boarder is ill, supervision is provided by the medical and boarding team
- g. Additional information about Medical supervision is available in the school's Medical Policy

## **8. Missing Children**

*Please refer to Missing Child Policy*

## **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 Student Teacher or Gap Student and similarly they are met by a Student Teacher or Gap Student 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 Gap student or by a member of staff.

## **10. Supervision of pupils during Educational Visits**

*Please refer to the Educational Visits Off Site Policy*

## **11. Unsupervised access by pupils**

- a. Pupils are not allowed in the swimming pool enclosure 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**

- a. All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.
- b. 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.