

PUPIL SUPERVISION POLICY

THIS POLICY APPLIES TO ALL PUPILS IN THE SCHOOL, INCLUDING THOSE IN THE EYFS.



BELVEDERE
PREPARATORY SCHOOL

SEPTEMBER 2020

**MISS C BURNHAM (HEADMISTRESS)
MRS E FOREMAN (DEPUTY HEAD TEACHER)
MS A JONES (DEPUTY HEAD TEACHER)
BPS MANAGEMENT BOARD**

UPDATED: SEPTEMBER 2020
ANNUAL REVIEW: SEPTEMBER 2021

This policy should be read in conjunction with the school’s Safeguarding Policy, AntiBullying Policy, Missing Child Policy and Behaviour Policy. It sets out the expectations for supervision of pupils at The Belvedere Preparatory School, where we are committed to Safeguarding and promoting the welfare of pupils’ in our care. The Headmistress (Miss C. Burnham) is responsible for ensuring that appropriate levels of supervision are in place.

The Belvedere Prep Board and the Headmistress (Miss C. Burnham) are required to ensure that adequate supervision of pupils takes place throughout the school day, and that the school is a safe place for both pupils and staff. All members of staff at Belvedere Prep have a duty of care for all pupils, and this includes ensuring that pupils behave in an appropriate and in an acceptable way throughout the school day.

AIMS

The aim of this policy is to maximize the safety of pupils whilst they are in our care. The purpose of this policy is to offer guidance about the expectations and levels of supervision of all pupils.

PUPIL ARRIVAL

Pupils are not allowed on the school site without supervision.

YEAR GROUP	DROP OFF	PICK UP
NURSERY	8.30-8.45am Nursery door	3.15pm Nursery door
RECEPTION	8.30-8.45am Nursery door	3.00pm Nursery door
Year 1	8.30-8.45am main front door	3.15pm main front door
Year 2	8.20-8.45am playground gates (side door)	3.15pm playground gates (side door)
Year 3	8.20-8.45am playground gates (side door)	3.15pm playground gates (side door)
Year 4	8.20-8.45am playground gates (side door)	3.30pm main front door
Year 5	8.20-8.45am playground gates (hall door)	3.30pm playground gates (Hall door)
Year 6	8.20-8.45am playground gates (hall door)	3.30pm playground gates (Hall door)

Breakfast Club (Nursery – Y6)	7.30am to start of school day	Enter via playground gates (school hall)
After School Care (Nursery – Y6)	End of school day to 5.45pm	Enter via playground gates (school hall)

SCHOOL DAY

NURSERY AND RECEPTION
<ul style="list-style-type: none"> • Pupils may arrive from 7.30am when Before School Care is available (charges apply before 8.30am) • Pupils may be brought to the classroom between 8.30 and 8.45am • Registration is at 8.50am • There is a 30 minute morning break • Part-time Nursery children must be collected before lunch (12.30pm) • After School Care is available on all days (Mon-Fri) – collection is from hall door

YEAR 1

- Pupils may arrive from 7.30am when Before School Care is available (charges apply before 8.30am)
- Pupils may be brought to main front door, from 8.30 – 8.45am
- Registration is at 8.50am
- There is a 30 minute morning break
- After School Care is available on all days (Mon-Fri) – collection is from hall door

YEARS 2-6

- Pupils may arrive from 7.30am when Before School Care is available (charges apply before 8.20am)
- Pupils may be brought to the playground (where supervision is available) from 8.20am
- Registration is at 8.50am
- There is a 30 minute morning break
- After School Care is available on all days (Mon-Fri) – collection is from hall door

AFTER-SCHOOL CARE IS AVAILABLE ON ALL DAYS UNTIL 5.45PM (NURSERY – YEAR 6)

REGISTRATION

Registration takes place at 08:50. The register is also taken at the start of the afternoon session (13:50). Parents are responsible for notifying the school by telephone or email, if their child is absent for any reason. The school will always contact the parent if their child fails to arrive at school without an explanation.

PUPIL DISMISSAL AT THE END OF THE DAY

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance and who hold the family 'password'.

Teachers taking After School Clubs (enrichment) dismiss the pupils when their club finishes. A timetable of club start and finish times is provided to parents as well as specific arrangements for pick-up.

STAFF DUTIES

Duty rotas are in place for morning break, lunch time and wet days. These are sent to staff in advance of the new academic year and are displayed in the staff room and on the shared area of the intranet.

The Head Teacher or Deputy Head are on duty at the school gate from 08.15 each morning; Mrs A Vovnik & Miss Armstrong (on duty on the Nursery and Reception entrance each morning, 08:30 -08:45)

MORNING BREAK

- All members of staff in are involved in supervision during morning break-times. A duty rota is prepared each term.

LUNCH BREAK

- Pupils are supervised by class teachers and/or teaching assistants whilst they eat their lunch. Members of staff are timetabled to supervise lunch time breaks.

The duty rotas ensure that all pupils are adequately supervised at all times.

MOVEMENT WITHIN THE SCHOOL

- At the end of morning break, classes are lined up by the duty teacher and/or teaching assistant and walk from the playground back to class.
- At the end of the school day, pupils are dismissed by their class teacher.

MEDICAL SUPPORT

The school has also provided paediatric and first aid training for teachers and teaching assistants, enabling them to administer first aid. The names of all staff able to administer first aid are listed in the First Aid Policy. First aid boxes are located around the school.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils, including EYFS, during educational visits outside school is described in our Educational Visits Policy.