



## Supervision of pupils

### SUPERVISION OF PUPILS

Rose Hill School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Pupils receive regular advice on safety issues.

#### Site Security

The main building, Pre-Prep building and Sports Hall are accessed by an entry coded key pad.

The perimeter of the site is fenced.

CCTV is in operation in key areas.

#### Playtime

##### Early Years

*Please refer to Early Years Handbook*

##### Years 1 and 2:

Playtimes occur between 10.15 - 10.45pm and 12.00 – 1.10pm  
Two Playground Supervisors support two teachers on duty.

##### Prep School:

Playtimes occur between 11.00 -11.25am and 1.00 – 1.55pm  
Two Playground Supervisors support two teachers on duty.

A qualified paediatric School Nurse is available between 8.30am and 4.00pm daily.

#### Off Site

The Trips and Outings Policy sets out procedures which are aimed at providing appropriate supervision of pupils who are off site.

Members of the Games Department supervise pupils on away matches.



## **Drop off Arrangements**

### **Pre-Prep**

Children are brought by parents to the outer classroom door for an 8.25am start. The Class Teacher and/or Teaching Assistant will receive the child.

By prior arrangement, parents may drop-off children at the Octagon between 8.00 and 8.15am where they will be supervised by a member of staff.

### **Prep**

Children may be dropped off outside the dining room from 8.00am where they are supervised by duty staff.

## **Pick Up Arrangements**

### **Pre-Prep**

Children are accompanied to the entrance of the Pre-Prep by a teacher. They are released only when parents/guardians are identified.

Late pick-ups (until 4.15pm) are supervised in the Octagon.

### **Prep**

Children walk down the rear path of the school (Year 8 may use the front path) and await pick-up with a duty teacher in front of the Pre-Prep.

### **Staffing**

A member of the Management Team is always on site from 8.00am until the last child has gone home.

### **During the Day**

Pre-Prep pupils are supervised at all times.

Prep School pupils are supervised for the majority of their day at school, but they are also expected to move around the school site without direct supervision although in reality an adult is never far away.



### **Visitors**

All visitors to the school are required to report to the School Office to sign in and collect a badge. Staff are encouraged to challenge anyone who is not recognised as having a legitimate reason to be at the school.

### **DUTIES (Prep School)**

*All teaching staff are required to carry out duties in accordance with their terms of contract.* The Deputy Head organises the duty rota. Duty Staff are assigned a set day each week for the term.

### **Day Duty**

Day Duty begins at 8.00am and finishes at 5.30pm. It is shared with another member of staff and a member of the Management Team is assigned duty each day. The duty will be on a particular day each week for the duration of the term. In normal rotation a member of staff will either 'do' an early or late duty each week. Timings will be arranged between the Duty Staff.

### **Responsibilities**

One member of the duty staff supervises the morning arrival of children in the Dining Room.

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|----------------|---|
| <b>8.25am</b>  | The children go to their classrooms to get themselves ready for the day. All children should be in their classroom with their Form Tutor.   |
| <b>8.40am</b>  | At 8.40am the bell for Assembly is rung and Form Tutors supervise the children's silent entry into the Theatre. The children remain silent and stand when the Headmaster enters the Theatre.<br>The Break bell rings and both duty staff and playground supervisors supervise the children outside on fine days on the fields (with tracksuits and boots) and on the courts (trainers only must be worn on the courts). When the weather is wet the duty staff supervise the children in their classrooms with the help of duty prefects and the playground supervisors. Duty prefects are assigned duty days on the same regular basis as the Staff. |
| <b>11.00am</b> | Children who wear tracksuits etc at break must be brought in to change for lessons before the rest of the children who come in for lessons when the end of break bell rings. An early whistle is recommended here.<br>The lunch bell sounds and duty staff supervise the children's orderly entrance into lunch. When children are out to play during the lunch hour, they must be supervised. It is important that the duty staff liaise with each other and the supervisors to ensure that the proper supervision of children is maintained.  |
| <b>1.00pm</b>  |   |



One member of duty staff has a lunch break from 1.00 – 1.25pm then goes back on duty until 1.55pm. The other supervises the lunch queue, checking clean hands, smart appearance etc, until 1.25pm then goes in for lunch break.

Lessons end. One member of duty staff supervises the safe dismissal of Years 3, 4 and 5 from outside the Octagon and is then free from duty at 4.15pm. The other has a break before doing Yr 7 and 8 prep.

**4.00pm**

**NB** The Duty member of staff should take the 'walkers and cyclists' list from the staff room to the Octagon dismissal point to check unaccompanied departures at **4.00pm, 4.45pm and 5.15pm.**

**4.15pm**

The bell rings and children go quietly to prep or go to their after school activity.

**5.15pm**

Prep and after school activities finish and the MT Duty Staff member dismisses the children from outside the Octagon.

**5.30pm**

Children waiting for collection after 5.30pm should wait in the Reception area supervised by the MT Duty Staff

**Prep Duty**

<b>4.15pm</b>	A bell rings for the end of tea break. Duty Staff should be in the assigned area of supervision (Library)
<b>4.45pm</b>	Dismissal after first session. Remaining pupils to start their second prep Children who are a continual problem during prep should be sent to the MT member of staff on duty
<b>5.15pm</b>	Prep finishes. Prep Duty Staff ensure that prep room is left tidy. Children should be dismissed in an orderly fashion and correctly dressed with a blazer ready to go home.

Prep is an occasion when pupils are expected to work independently. In order for preps to be successful and valuable.

**DUTIES (Pre-Prep)**

**Octagon Supervision**

Supervision is offered to Pre Prep children if they are not collected promptly from school. A member of staff supervises Pre-Prep children. Supervision in the Octagon begins from 3.30pm and it is anticipated that children are collected by 4.15pm. If a parent/carer is unavoidably delayed, school is notified and the duty teacher will supervise the child/children until the parent arrives. The duty teacher is also responsible for



checking all windows are closed, doors locked, toilets flushed and staff room cups are put in the dishwasher and set to wash. Also, the duty teacher ensures the Pre-Prep staff room is tidy.

### **Playtime Supervision**

All staff are required to take a number of playtime duties during the week. This is usually one morning break and one lunchtime break – but is at the discretion of the Head of Pre-Prep and dependent on the number of staff and assistants available and the clubs and activities being undertaken during the week.

Extracts from Early Years' Handbook

### **Arrival**

- On the **first day only**, children can arrive up to 9am. **Registration is by 8.40am on all other days.**
- External classroom doors open at 8.25 am (if you are not familiar with the building, please come to the front door of the Pre-Prep department.)

### **Collection**

- Kindergarten, pick up should be made from the external classroom doors at 12 noon.
- Reception children are released to the person collecting them at 3.30pm from in front of the Pre Prep.



## **THE SCHOOL DAY**

### **Arrivals**

Parents escort children to the appropriate entrance door and wait until the class teacher opens the door at 8.25 am. Registration is taken by 8.40 am. A facility is available for parents with a regular work commitment to leave their children between 8am and 8.15am to be supervised in the Octagon. (This arrangement needs to be made, in advance, with the Head of Pre-Prep.)

### **Collection**

For children in Kindergarten, pick up should be made from the external classroom doors at 12 noon. (During the summer term, on a Monday, Wednesday and Friday, Kindergarten children should be collected from the front door of the Pre- Prep at 3.30pm). Reception children are released to the person collecting them at 3.30pm from in front of the Pre Prep.

### **AFTER SCHOOL SUPERVISION**

Pre-Prep children who have an older sibling or whose parents are late may stay in the Octagon until 4.00pm.

### **AFTER SCHOOL CARE**

From Reception age, there is a facility for After School Care between 4.00pm and 5.15pm each day at a charge of £9.50 per session. Further details can be obtained from the school office.



## **ARRIVALS AND PICKING-UP**

### **Pre-Prep**

#### Arrivals

- Arrivals - parents are encouraged to escort children to appropriate entrance doors and wait until class teachers open the doors at 8.25am.
- Arrivals between 8.00 and 8.15 am are supervised in the Octagon until 8.25 am. This facility is available for parents with a regular work commitment and is arranged with the Head of Pre-Prep in advance.

#### Pick-Up should be made as follows:

- Kindergarten - from external classroom doors
- Reception - from the Pre-Prep Main Entrance
- Years 1 & 2 - from playground by Sports Hall

### **Prep School**

Arrivals from 8.00am (from 7.45am with prior approval from the Headmaster) are supervised in the dining-room until 8.25am. It is important that pupils do not arrive before 8.00am as the school cannot be responsible for them before this time.

Please drop off by the wall in front of the Main Entrance. For safety reasons, children must get out of the car on the school side. Prep School children with younger siblings should be dropped at the car park and walk up the path.

Late Arrival – Registration takes place at 8.35am followed by Assembly. Any latecomers must go immediately to the school office to register.

**Late Pick-Ups** - If you are going to be late to collect your child, please let the School Office know.

**Pick-Ups by someone who does not normally pick up** - The School Office should be informed in good time before pick up.