

G D S T

POLICY - SUPERVISION OF PUPILS

Policy owner	Deputy Head Pastoral/Head of Prep
Policy last reviewed	September 2023
Policy next review date	September 2024
Policy audience	Staff and parents

Please read in conjunction with Rewards and Behaviour Policy, Safeguarding and Child Protection Policy, Equal Opportunities Policy, Health and Safety Policy, Educational Visits Policy and EYFS Mobile Phone Policy.

Norwich High School for Girls has a duty of care to all girls in the school. We are required to ensure that as far as practicable, adequate supervision of the girls throughout the school day to ensure their health, safety and welfare. It is the school's policy to provide adequate supervision for pupils at all times while on the school premises. It is recognised that the level of supervision will vary according to the age of the pupil.

EYFS

- Pupils may join the Nursery after their third birthday. The Nursery is located in Stafford House and girls are signed into Nursery and supervised in the Early Years playground from arrival at the earliest time of 8:00am. Pupils are formally registered on SIMS at 8:40 am.
- The Nursery manager has Early Years professional status which allows her to work with a 1:13 ratio. The Nursery assistant has a Level 3 NVQ qualification which allows her to work to 1:8 ratio. Both are paediatric first aiders and are supported by an on-site school nurse. Other teaching assistants who regularly work with the nursery girls have QTS or NVQ level 5.
- The Reception class is located in Stafford House, the Prep school. Reception pupils arrive between 8.00 and 8.30am and are handed over by their parents to the Reception teacher or a teaching assistant at the entrance to the Early Years playground. Registration takes place on SIMS at 8:40am.
- The Reception class is taught by a qualified teacher who is supported by a teaching assistant with NVQ Level 5 with paediatric first aid training.
- Before School Care is available for Early Years pupils from 7:30am-8:00am in Eaton Grove Dining Room. The girls are supervised by two members of staff, one of whom is the Nursery Manager, who takes responsibility for the Early Years girls. They are able to have breakfast and are then escorted to the Early Years playground at 8:00am..

- Early Years girls play in their designated play areas and are supervised by the Early Years Staff supported by other teaching assistants and teachers from the Prep School.
- Early Years girls are supervised by catering assistants at lunchtime with Early Years staff eating in close proximity.
- At various times during the school year, Early Years girls have clubs they can attend run by the Reception teacher, Nursery manager, teaching assistants and some external providers. Clubs run by external providers are supported by members of the EYFS team.
- Afternoon registration is taken prior to lessons starting.
- At the end of the school day, parents and carers of the Early Years girls collect their daughters from the Early Years playground from 3:00pm onwards. Girls who are not collected at 3:00pm are signed into the After School Club, where they are supervised by staff until collection by their parents or carers.

Prep School

- Before School Care is available for all pupils from 7:30am-8:00am in Eaton Grove Dining Room. The girls are supervised by two members of staff. They can have breakfast and are then escorted to the Prep School at 8:00am where they go to their classrooms.
- Prep pupils are allowed to enter the Prep School building through their designated entrance from 8:00am. They go straight to their form room where they are supervised by teaching assistants patrolling the corridors until their form teacher arrives at 8:20am. Pre-Prep pupils in Years 1 and 2 are more closely supervised at this time by teachers and teaching assistants.
- Pupils are registered on SIMS from 8:30am.
- During registration time pupils in Years 3 to 6 are required to inform their form teacher of their after school arrangements so these can be recorded on a daily basis for reference should a pupil need to be located at the end of the school day. This spreadsheet is located on the Prep Drive.
- Parents of pupils in Early Years and Pre-Prep communicate with form teachers about any clubs or different after school arrangements through a note in their daughter's planner or via email.
- Pupils arriving after 8:40am are brought to the Albemarle Road entrance and should be signed into school by the receptionist, Mrs Howard so the registers can be updated accordingly.
- Pupils are always supervised in the classrooms and are not allowed to enter specialised teaching rooms such as the Art room, STEM Lab and Food Tech Room without the permission of a member of staff. The STEM Lab and Food Tech rooms are kept locked when not in use.
- During breaks in the Prep School, members of staff are on duty in the playground on a rotational basis at all times. Pupils' playtime activities are beneficial not just for their enjoyment and health but also to encourage them to develop independence, social skills and the ability to learn to handle risks for themselves. A member of staff who is a first aider is on duty at break times. A member of the Prep leadership team is available at playtimes and lunchtimes if necessary.
- Parents may request permission to collect their daughters from the Prep School during the school day for medical appointments, music exams etc. They must use the

Albemarle Road entrance for this purpose and ensure their daughter is signed out by a member of staff.

- Visiting music teachers may collect a Prep School pupil from the Albemarle Road entrance for a music lesson in the Music school and they should take responsibility for signing the pupil out and back in on their return. No girl may leave the premises without permission.
- If a pupil feels ill she would speak to an adult, preferably her form teacher, who will make a decision about whether she is too ill to remain in school. In this case her parents will be called and she will be signed out at the Albemarle entrance before leaving with her parents.
- At the end of the school day pupils are taken to their designated exit by their form teacher or other allocated member of staff to meet their parents and will be supervised there until collected.
- Parents are asked to inform the school if anyone other than known family members are collecting their daughter. Staff will contact parents before letting a child leave with someone they do not recognise.
- Pupils using after school care will be signed into the After School Club by the supervising staff and will be signed out by their parents when collected.
- Pupils attending after school clubs will be registered by the club provider and collected at the end of the club session by their parents or signed in to after school care until their parents arrive.
- Pupils using the school minibus service can do so from Year 1. Pre-Prep pupils will be brought to the Prep School entrance by the minibus driver in the morning. Older pupils are able to make their own way across the site. At the end of the day all pupils using the minibus will gather at the bottom of the central staircase for registration by a member of staff and then will be taken to meet the buses.
- A member of PLT is always on duty until 6:00pm each evening and will ensure all Prep pupils have left the site before leaving.

Senior School

Pupils should always be supervised while in classrooms during lesson times and in particular pupils should always be supervised by a competent person, which in most cases will be a member of the teaching staff, in the following areas: Art rooms, the performing arts studio, DT rooms, science laboratories, the swimming pool, the sports hall. In other classrooms remote supervision might be considered acceptable for pupils from KS3 upwards at times, for instance while part of the group is working in an IT room. Before school, during breaks and after school; staff are on duty in relevant areas; before and after school girls below the sixth form are only allowed into classrooms after a certain time, otherwise they should remain in the dining hall in years 7-11.

- Senior school students who arrive early may go to their Form Rooms after 8.00am or Dining Hall from 7.30am for breakfast.
- Senior students must be in their form rooms for registration by 8.30 a.m.
- Senior School students arriving after 8.40 a.m. on an assembly day or after 9.00 am go immediately to the Eaton Grove reception to sign in appropriately.
- During breaks in the Senior School two members of staff are on duty at all times, but because of the age of the students and the size of the site, remote supervision is

deemed appropriate; if any student has an accident or needs help she knows that help may be called by visiting the school office or the staff room.

- No student may leave school without permission from a member of the Senior Leadership Team, Head of Year or School Nurse, who will inform the office.
- Any student with permission to leave school during the day must enter her name and time of leaving on the absence list at Eaton Grove Reception (Senior School). She must also sign in immediately on her return and state the time.
- No student should absent herself from any lessons. Senior School students should report to their teacher (or go directly to the Medical Centre during break or lunchtime).
- By 4.05pm, Senior students should have left the premises unless engaged in a supervised after school activity or working in the library or Hub. Students should not return to form rooms after 4.05 p.m. (The library in Eaton Grove and/or Hub are open every day until 6.00 p.m).

In the Senior School a member of SLT is on rota, staying on site every evening until 6pm, or until the final student has left from the Senior school library. This member of SLT has a school phone for emergencies. The member of staff name and number is posted on staffroom noticeboards. The number is also shared with after school visiting teachers.