

## **LEICESTER HIGH SCHOOL FOR GIRLS**

### **THE SUPERVISION OF PUPILS OUT OF NORMAL SCHOOL HOURS**

#### **Before School Care**

The session is from 7.30am until 8.15am when School opens. A small charge is made for Junior Department pupils who use this facility.

The Senior School opens at 7.30am. Pupils should go to their form rooms and wait quietly.

The Junior Department is open at 8.15 am. Pupils should go to their classrooms where their teacher will be waiting for them.

The Headmaster and/or the Deputy Head is the designated member of staff on duty from 7.30am.

Pupils who have arrived at School should not leave the premises and go to the local shops either before school or during the day, without permission of the Deputy Head.

#### **After 3.30pm – Junior Department**

All pupils on the premises after 3.30pm are supervised by a member of staff at all times.

Junior Department pupils taking part in activities and after-school clubs will be supervised by a member of staff. Children will be handed over by staff to parents / authorised persons who come to collect them or taken to After School Care.

#### **After School Care**

This is located in the Junior Hall and the sessions are 3.30 - 4.00pm, 4.00 - 4.30pm, 4.30 - 5.00pm, 5.00 - 5.30pm, 5.30-6.00pm. A small charge is made. Contact can be made on 07720 421800.

A member of the Leadership Team is the designated member of staff on duty until 6pm for the Junior Department and Senior School.

#### **After 3.45 pm – Senior School**

All pupils on the premises after 3.45pm are to be supervised by a member of staff at all times.

Pupils in the Senior School taking part in clubs and in other after-school activities must be properly supervised by a member of staff. The Main Reception Office and the School Bursar must be informed of all such events taking place. The Deputy Head must be included in activities going off-site eg matches. At the end of any after School activity, the supervising member of staff is responsible for ensuring that the pupils either go home, or go to Late Supervision in the library. Pupils waiting to be collected by car must wait for a maximum of 10 minutes in the Pupil Foyer entrance if it is dark, or the weather inclement.

Senior School pupils awaiting collection by parents, or who have missed a bus, must work quietly in Late Supervision. They should sign in and sign out when they leave/parents collect them. Parental permission is needed if parents want their daughter to leave the library and be picked up away from the School premises, or go home on their own.

All Sixth Form pupils on the premises after 3.45pm should sign in at Late Supervision and either be supervised by a member of staff there, or work quietly in one of the Sixth Form tutor rooms, or in the Common Room.

A senior member of staff (Deputy Head, Assistant Head, Head of the Junior Department, School Bursar, Head of Marketing) is the designated member of staff on duty in the Senior School until 6pm.

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Sponsor update	DW
School Committee review	Pastoral Committee November 2018
Leadership Team review	February 2018
Governor Committee review	Education Committee February 2019
Next update	Annual February 2020