

LEICESTER HIGH SCHOOL FOR GIRLS

THE SUPERVISION OF PUPILS DURING THE SCHOOL DAY: JUNIOR DEPARTMENT Y1-Y5

Before School

The Before School Care Manager and the Before School Care Assistant are on duty from 7:30am – 8am. Between 8am and 8:25am, Pupils are escorted by two members of staff from the drop-off service into the Main Entrance, whilst other Y1-5 pupils arrive on foot.

Morning Break

Pupils are supervised in the cloakroom and onto the playground by two teachers from 10:05am – 10:25am. Any pupils who require the toilet during this time must request permission to use the facility at the rear of the hall. At the end of break time the two duty teachers accompany the pupils from the playground back to the cloakroom.

In the event of wet weather, the two teachers on duty supervise the pupils in their classrooms. The classroom doors are always kept open and pupils may use their permitted 'wet play' activities.

At Lunchtime

Y1-5 pupils are sent to wash their hands and then take their set places in the dining hall by 11:35am. -The teachers on duty will choose tables to go to collect their lunch from the counter. Once all pupils have collected their meal, a teacher on duty rings a hand bell to say grace. Pupils may earn the right to sit on a table of their choice on a Friday, if they have followed the lunchtime code of conduct from Monday to Thursday.

The teachers on duty in the hall dismiss tables of Y4-Y5 pupils and send them to the cloakroom, where two lunchtime assistants will supervise them and accompany the pupils onto the upper playground. Any pupils who require the toilet during outdoor playtime must request permission to use the facility at the rear of the hall. Any member of staff who runs a lunchtime club is responsible for collecting pupils from the playground and supervising them to the club location and for the duration of the lunch time. At the end, pupils line up in classes. They are supervised back to the cloakroom and then make their way to their classroom for afternoon registration.

In the event of wet weather, two lunchtime assistants supervise the pupils in their classrooms. The classroom doors are always kept open and pupils may use their permitted 'wet play' activities.

At the end of the day

Class teachers accompany their classes to the cloakroom (3:15pm for Y1-Y2 and 3.20pm for Y3-Y5). Pupils who are attending After School Care or an extra-curricular club -wait or change and the rest of the class go to the main entrance with their teacher. Pupils are dismissed to their parents or a person with parental permission to collect. If any pupils are not collected by 3:30pm, they are taken to After School Care by their teacher. Teachers and staff who run clubs after school are responsible for the supervision of pupils until they are collected by their parent or person with permission to collect or they go to After School Care.

After School Care

The After School Care Manager and the After School Care Assistants are on duty from 3:15 pm. The After Care Manager is on duty until 6:00pm. A member of the Leadership Team is also in school and contactable until the last pupil is collected. A rota for Late Duty is kept by the After School Care Manager, who rings the member of the Leadership Team on Late Duty to confirm all pupils have been collected.

Pupil Illness

If a pupil looks or feels unwell, a First Aider or the School Nurse should be contacted to make an assessment and/or medicate.

Pupils going home during the day

Only the School Nurse or a First Aider may give pupils permission to go home. Parents or another named person will be contacted by the Junior Administrator and arrangements made for the pupil to be collected.

Pupils are to wait, whilst supervised by a member of staff, and will then be handed over when the parents arrive.

Appendix 1 – Amendments to policy during Covid-19

Listed below are the amendments made whilst the School operates during Tiers 1-3 in line with the School's COVID Risk assessment.

Before School

The Before School Care Manager is on duty from 7:30am until 8:00am. At 8:00am, pupils in Before School Care are sent to their classrooms. Pupils have staggered arrival times, with Y1-2 asked to arrive between 8:10am-8:20am and Y3-5 between 8:20am-8:30am. A member of staff on duty escorts the pupils out of their cars to the Main Entrance, where they hang up their coat and head straight to their classrooms and for supervised hand-washing.

During the School Day

Y1-5 pupils are supervised to and from the playground for morning break. During break time the pupils are given designated areas to play in on a rota basis.

At Lunchtime

Y1-2 pupils follow the main Supervision Policy, with the addition of sitting as a 'bubble' to eat and having supervised handwashing after eating.

Y3-5 pupils are escorted to the playground to play from 11:35pm. When Y1-2 have left the Junior Hall (at 11:55am approximately) Y3-5 are taken for supervised handwashing before entering the Junior Hall, where they sit in 'bubble' tables. When finished, Y3-5 have supervised handwashing and spend the remainder of lunch in their classrooms.

At the end of the day

Pupils have staggered collection times, with Y1-2 parents asked to collect between 3:10pm-3:20pm and Y3-5 between 3:20pm-3:30pm. Members of staff escort pupils

to their cars and may open the car door, where the parents/carers are responsible to ensuring the girls are safely in their car seats. If any pupils are not collected at 3:30pm, they are escorted to After School Care in the Junior Hall.

After School Care

The After School Care Assistants supervise girls in their individual 'bubbles' from 3:15pm until 5:30pm. The After School Care Manager will supervise the remaining girls in their bubbles from 5:30pm-6:00pm, assisted by the member of the Leadership Team on Late Duty.

Pupil Illness

If a pupil in Y1-5 looks or feels unwell, a member of staff should immediately isolate the pupil from the class in the Junior Medical Room, contact the School Nurse to make an assessment and/or medicate.

Sponsor update	SD
School Committee review	Pastoral Committee January 2022
Leadership Team review	January 2022
Governor Committee review	Education Committee February 2022
Next Governor update	Annual February 2023