

## **LEICESTER HIGH SCHOOL FOR GIRLS**

### **THE SUPERVISION OF PUPILS DURING THE SCHOOL DAY: SENIOR SCHOOL**

A senior member of staff (the Headmaster and/or the Deputy Head) is on duty from 7.30am daily. A member of the Leadership Team is on duty each day from 3.45-6pm.

Heads of Year/Key Stage is on duty in a rota at the top of the drive, from 8am-8.20am.

#### **Registration**

In the mornings, registration begins at 8.25am and closes at 8.45am. Afternoon registration lasts from 3.40pm until 3.45pm. Form staff should go promptly to their form rooms at these times. Any pupil (Y6-13) who arrives after registration has closed, owing to a medical appointment or transport problems, for example, should sign in at Main Reception. Similarly, if a pupil has to leave School early for any reason, she should sign out at the same place before leaving the premises.

#### **Break**

All pupils are allowed to remain in the building.

#### **Lunch Break**

Pupils have the option of a School lunch, or bringing their own packed lunch. Food can also be purchased from the School Dining Room/Tuck Shop each day from 12.45pm. From 1.15-1.45pm, pupils are encouraged to be outside, or take part in an extracurricular activity.

No pupil in Years 6-11 may leave the School premises without permission from the Deputy Head/Assistant Head/School Nurse. This will only be granted in exceptional circumstances.

#### **Staff Duties**

The Headmaster and/or the Deputy Head is the senior member of staff on duty from 7.30am onwards. A senior member of staff (the School Bursar, Deputy Head, Assistant Head, Head of the Junior Department, Head of Marketing on a rota basis) is on duty until 6pm each day.

#### **Break Duty 10.05 – 10.25 a.m.**

Staff should ensure orderly behaviour and be a **presence around the School** from 10.05 until 10.25 am.

#### **Hot Lunch**

Pupils should wait outside the Junior Department hall until the teacher on duty arrives. Pupils should be supervised whilst purchasing food. Noise and behaviour should be kept at an acceptable level. Staff on duty should wait until all pupils have left the room before having their own lunch.

#### **First Dinner Duty\*, including packed lunch**

Duty staff on patrol should ensure that the pupils are behaving in an orderly manner while eating their lunch. Pupils should not be eating lunch in their form rooms. Staff

should check that the rooms are left tidy at 1.15pm, and the bins are emptied by the end of lunch. An obvious presence should be maintained throughout the half hour, so that the member of staff on duty can be found easily in an emergency.

### **Second Dinner Duty\*, including the grounds**

Staff should encourage all pupils to be outside, or take part in an extracurricular activity.

\* Female staff who are doing these duties should make a point of going to the pupils' cloakrooms and toilet areas at least once. This will mean two different people will make spot checks during the lunch hour which should discourage any bad behaviour.

The buildings and grounds are patrolled from 1.15pm until 1.45pm, including the Prayer/Quiet Room. Duty staff should check for litter etc and that the waste paper bins are emptied. An obvious staff presence should be maintained throughout the half hour, so that the member of staff on duty can be found easily in an emergency.

### **ICT duty 1.15 – 1.45 pm**

Staff supervise the computer room (Room 8) to ensure correct use of the computers and network and give assistance if necessary. They also supervise any lunchtime detentions there. Pupils may access the internet, but the sites are monitored for suitability, and priority given to those wishing to complete homework and assignments.

### **Gate Duty**

The Head of Key Stage on duty should be visible outside Main Reception promptly at 3.45pm and supervise the pupils as they leave School until approximately 4.00pm. Correct uniform or PE kit must be worn.

### **Pupil Illness**

If a pupil looks or feels unwell, the School Nurse should be contacted to make an assessment .

### **After School**

All pupils on the premises after 3.45pm are supervised by a member of staff at all times in Late Supervision. A member of staff is on duty (on a rota basis) at the top of the drive from 3.45pm to 4pm daily. Pupils awaiting collection by parents, or who have missed a bus, must go to Late Supervision in the library. They may not wait for parents elsewhere on the School premises.

Pupils should sign in and sign out when parents collect them. Parental permission is needed in writing if parents want their daughter to leave the library and be picked up off the School premises.

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.

### **Late Supervision**

This is available from 3.45pm – 6pm. Contact can be made on 0116 274 6018, or via the internal telephone 222.

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