



## THE SUPERVISION OF PUPILS OUT OF NORMAL SCHOOL HOURS

Applies to:	All pupils
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Other related policies and documents	



## **Before the start of the School Day**

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

Before School Care is from 7.30am until 8am and a small charge is made for Junior Department pupils who use this facility. The Junior Department is open at 8am. Pupils should go to their classrooms where their teacher will be waiting for them.

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

Pupils who have arrived at School should not leave the premises during the day, without permission of the Deputy Head/Assistant Head/Head of Year.

## **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 Y2 classroom, Junior Library and Junior IT Suite 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 for every 30-minute session is made. Contact can be made on 0116 274 6015.

## **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 Deputy Head must be informed of in activities going off-site e.g. 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, including Sixth Form students. Students can leave the premises and be collected at any time after 4pm, unless parents notify the school otherwise.



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 charge is incurred for pupils who are not collected by 6pm.