



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

Applies to:	Junior Pupils – Year 1 to 5
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Other related policies and documents	



## **Before School**

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

## **Registration**

In the morning, registration begins at 8.00am; pupils are marked as 'Late from 8.25am and as 'Absent' from 8.45am. Afternoon registration is completed after lunchtime break. Any pupil who arrives after registration has closed, (eg owing to a medical appointment or transport problems) should be signed in at the Junior Office. Similarly, if a pupil has to leave School early for any reason, she should be signed out at the Junior Office before leaving the premises.

## **Morning Break**

Pupils are supervised in the cloakroom and onto the playground by two members of staff 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 staff accompany the pupils from the playground back to the cloakroom.

In the event of wet weather, the two staff 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 teacher on duty will choose year groups 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.

The teacher on duty in the hall dismisses tables of Y1-Y5 pupils and sends 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–wait 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 a 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 contactable until the last pupil is collected.

### **Pupil Illness**

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

### **Pupils going home during the day**

Only a First Aider and the Head of the Junior Department 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 wait, supervised by a member of staff, and will then be handed over when the parents arrive.