



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

Applies to:	Pupils – Senior Year 6 - 13
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Committee Responsible	Education Committee



1. Purpose and Principles of Supervision

The school is committed to ensuring that pupils are **appropriately supervised at all times** during the school day and while on the school premises. Supervision arrangements are designed to be **active, visible, and effective**, supporting pupils' safety, wellbeing, and orderly conduct.

At all times, responsibility for supervision is clearly allocated, and staff on duty are expected to **monitor behaviour proactively, intervene where necessary, and act in accordance with the school's safeguarding procedures.**

2. Registration

Morning registration: 8.25am–8.45am

Form staff must attend their form rooms promptly and take an active role in ensuring pupils are present, settled, and ready to learn.

Any pupil in Years 6–13 arriving after registration has closed (for example due to a medical appointment or transport difficulties) must sign in at Main Reception.

Any pupil leaving the school premises before the end of the day must sign out at Main Reception prior to departure.

These procedures ensure the school has **accurate knowledge of pupil whereabouts at all times**, particularly in the event of an emergency.

3. Break Time

During break, pupils may remain inside the school buildings. Staff on duty maintain a visible presence and actively supervise pupil movement and behaviour to ensure a safe and orderly environment.

4. Lunch Break

Pupils may take a school lunch or bring a packed lunch. Food is also available from the Dining Room/Tuck Shop.

- **From 12.25pm:**
 - Years 6–9 dine in the Junior Hall
 - Years 10–11 use their Common Room spaces.
 - Sixth Form pupils use the Sixth Form Common Room



In suitable weather, pupils may also use the outdoor seating areas.

From **1.00pm–1.30pm**, pupils are encouraged to take part in supervised extracurricular activities. Staff on duty actively encourage engagement and maintain oversight of pupils across the site.

No pupil in Years 6–11 may leave the school premises during lunch without explicit permission from the Deputy Head, Assistant Head, or relevant Head of Year. Permission is granted only in exceptional circumstances.

5. Staff Duties and Accountability

A senior member of staff retains overall responsibility for supervision during key transition periods, including arrival, lunch, and dismissal.

Morning Supervision

- The Headteacher and/or Deputy Head is on duty from **7.30am**.
- A senior member of staff is on duty at the top of the drive from **8.00am–8.20am** (rota basis).

Break Duty (9.55am–10.15am)

Staff ensure orderly behaviour, maintain visibility, and intervene promptly where concerns arise.

Lunch Supervision

- Pupils in dining areas are supervised at all times. Behaviour and noise levels are actively managed.
- From **1.00pm–1.30pm**, staff patrol buildings and grounds, including informal spaces such as corridors, outdoor areas, and the Prayer Room.
- Duty staff check for litter, ensure bins are emptied, and maintain an identifiable presence to support pupils and respond quickly to any concerns.

Female staff on lunch duty carry out routine checks of pupil cloakrooms and toilet areas at least once during the lunch period. These checks are **preventative in nature** and form part of the school's safeguarding culture.

ICT Duty (1.00pm–1.30pm)

Staff supervise the computer room (Room 8) to ensure:

- Appropriate and safe use of ICT systems



- Monitoring of internet access
- Support for pupils completing academic work.
- Supervision of any lunchtime detentions

6. End of Day and Gate Duty

A member of staff is on duty in the Foyer from **3.45pm**, supervising pupil dismissal until approximately **4.00pm**.

Correct school uniform or PE kit must be worn when leaving the premises.

7. Pupil Illness

If a pupil appears unwell or reports feeling unwell, a qualified First Aider must be contacted promptly to assess the situation and take appropriate action.

8. After-School Supervision

All pupils remaining on the school premises after **3.45pm** are supervised at all times.

- A member of staff is on duty at the top of the drive from **3.45pm–4.00pm**.
- Pupils awaiting collection or who have missed transport must report to **Late Supervision in the Library** and may not wait elsewhere on site.
- Pupils must sign in and out of Late Supervision to ensure accurate records of attendance.

Pupils may leave the premises after **4.00pm**, unless parents have informed the school otherwise.

9. Sixth Form Supervision

Sixth Form pupils are granted a degree of independence appropriate to their age and maturity; however, they remain **within the school's overall supervision and safeguarding framework**.

All Sixth Form pupils on site after **3.45pm** must sign in at Late Supervision and may:

- Remain under staff supervision there.
- Work quietly in designated Sixth Form tutor rooms.
- Use the Sixth Form Common Room

Staff remain responsible for oversight at all times.

10. Late Supervision

Late Supervision operates from **3.45pm–6.00pm**.



Contact:

- Telephone: 0116 274 6018
- Internal extension: 2022