



REIGATE GRAMMAR SCHOOL

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## Supervision of Pupils Policy

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<b>ISI Code:</b>	I4a Supervision of Pupils Policy
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<b>Date Reviewed By Author:</b>	June 2021
<b>Next Review Due:</b>	June 2023
<b>Date Approved By Governing Body:</b>	21 June 2021
<b>Next Review by Governing Body Due:</b>	June 2023

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## Introduction

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms. This policy applies to all staff (including volunteers).

Our aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

## Students are supervised outside of lessons according to the following rotas:

### Main School Playground/Swimming Pool

**One member of staff at each morning break; at lunchtime, two staff from 1.10-1.40pm; and two from 1.40-2.10pm**

- Active patrol of the playground, particularly the area at the bottom end and round the back of the Geography block.
- Patrol past the Hamlin Building to the patio below the Swimming Pool.
- (At lunch) patrol inside the main building, particularly the Food & Nutrition/MFL foyer and the classrooms off the English corridor. If it is not raining, encourage students to play outside.
- At the end of break/lunch make sure students move on to their next lesson.

### PMH

**Break – two members of staff at each break**

- Control the queue at the entrance to the PMH and at the entrance to the servery, until the arrival of prefects: make sure they are in control of the queue.
- Thereafter, one member of staff in the Servery, controlling numbers and as a deterrent to non-payment, the other in the dining area, making sure pupils sit down to eat and that they clear away.
- Make sure pupils leave in time to reach lessons on time.
- Please liaise with prefects and report their absence to the Head of Sixth Form.

**Lunch – two members of staff from 1.10-1.40pm**

- Take over the supervision of queue from teachers of First Form who will have accompanied their classes to the PMH.
- Hand over supervision of the queue to prefects when they arrive and are in control.
- Thereafter, one member of staff in the Servery, controlling numbers and as a deterrent to non-payment, the other in the dining area, making sure pupils sit down to eat and that they clear away.
- The Sixth Form have permission to use the staff queue from 12.30-1.10pm. Thereafter they will use a filtering queue alongside the normal student queue. Duty staff and prefects will control the flow in a fair manner.
- Please liaise with prefects and report their absence to the Head of Sixth Form.

### Drama Studio Café (1.10-2.15pm)

**Two members of staff from 1.10-1.40pm, and one to remain from 1.40-2.10pm.**

- One member of staff to help control the queue (and numbers inside) at the entrance to the DSC. To check the mezzanine after the queue has subsided.
- One member of staff to act as a deterrent to non-payment, be in the dining area, making sure pupils sit down to eat and that they clear away.
- No hot food can be taken upstairs. Hot drinks with lids are permitted.

- Ensure the café is use by only Upper School students.
- Make sure pupils leave in time for the beginning of their lessons.
- Music is allowed to be played during lunch time but must be kept to a level that ensures it does not disturb nearby study areas.

## Broadfield and Courts

### ***Broadfield (one member of staff from 10.35-10.55am; and another from 11.15-11.40am)***

- Active patrol of Broadfield Lawn, Leckhampstead Gardens and the Music School area.
- Ball games are permitted only on Broadfield Lawn.
- Students should be reminded to be careful near the drop towards the ~~the~~ science block.
- If the surface becomes too slippery, stop hazardous activities.
- Report miscreants to their tutor and Head of Year. Be vigilant for instances of bullying.
- Students are allowed to use the shelters and seating areas outside the MUGA but they are not allowed to use the netball hut during break and lunch.
- Please note students are not allowed to use the MUGA during break.

### ***Broadfield and MUGA (one member of staff at each venue from 1.10-1.40pm; and another from 1.40-2.10pm)***

- Active patrol of Broadfield Lawn, Leckhampstead Gardens, the MUGA and the Music School area.
- Ball games are permitted only on Broadfield Lawn and the MUGA. Students using the MUGA must wear trainers for safety reasons.
- Students should be reminded to be careful near the drop towards the Science block.
- If the surface becomes too slippery, stop hazardous activities.
- Report miscreants to their tutor and Head of Year. Be vigilant for instances of bullying.
- Students are allowed to use the shelters and seating areas outside the MUGA but they are not allowed to use the Netball hut during break and lunch.

## Ballance Building

### ***One member of staff from 1.10-1.40pm; and another from 1.40-2.10pm***

- Patrol the Science corridor from the Sixth Form Centre, and particularly the Science foyer, and upstairs in the Ballance Building.
- Ask students to leave if their behaviour is unruly.
- Get all students to pick up litter: make them understand that it is their collective responsibility even if they have not dropped it.
- Please note that the Studio Café has its own supervision.

## Harrison Centre (HC)

- Students are to be supervised by the Sixth Form pastoral team and SLT members according to the rota. Duty staff will monitor all spaces in the HC excluding those under the immediate supervision of the library staff, this includes the top floor of the library.
- Students are allowed to eat and socialise in the Sixth Form social space area of the HC throughout the day but students are responsible for tidying up and retaining the good care of the environment. No food or drink is to be consumed at any of the ICT units.
- No food or drink is to be consumed beyond the Sixth Form social space area of the HC, particularly in classrooms, the Library and the Sixth Form resource areas, including the Careers Library.
- Music is allowed to be played during break and lunch time but must be kept to a level that ensures it does not disturb nearby study areas.
- Noise is to be kept to a minimum during lessons to ensure that the space is a conducive work environment.

## Library

The library is open from 8.00am until 5.45pm and pupils are supervised there. There are also clubs and activities, as well as academic clinics which run before and after school and are supervised by staff.

## Pedestrian Crossing

### **One member of staff at the end of the day**

- Ensure students use the pedestrian crossing and that they cross the road safely.

## Coach Duty

### **Two members of senior staff and a porter at the end of the day**

- The teaching staff members should wait at the open large gate adjacent to the entrance of the Ballance Building ensuring that students remain on the pavement. Students will not be permitted to enter the coach park area unless directed to do so by staff in order to board their coach. Pupils should remain behind the barriers by the PMH.
- Another member of staff will help monitor the crossing from outside the PMH to the Harrison Centre.
- A porter will oversee the whole departure process working closely with the Assistant Estates Manager and coach drivers and acting as a walking safety guide to all students moving in the coach park area prior to boarding.

## Breakfast Provision

Breakfast is available in the PMH from 7.45am and this is supervised by staff.

## Prefects

- During duties in PMH, Broadfield, Playground and Ballance Building staff will be accompanied by either a Prefect (Upper Sixth Form) or Provisional Prefect (Lower Sixth Form). Staff to engage with the student(s) and ensure they are briefed on expectations.
- The Prefect duty rota will change on a half-termly basis and will be issued at the start of each half-term by the relevant Head of Year.
- If a Prefect fails to attend or does not perform his/her duty to a satisfactory standard, this will be reported to the Senior Prefect on duty, the Form Tutor and Head of Year.
- It is not acceptable for a Prefect or student to be left on duty without the supervision of a member of staff.

## Hartswood

Students are taken by coach to our sports grounds at Hartswood. There is a rota of Games staff who supervise the boarding of coaches at the end of the session and wait with students who travel home directly until they are collected by parents. If a student is not collected by 4.30pm they are brought back to school. Similarly, a member of staff will wait with students until they are collected after matches.

Hartswood is classified as a remote part of the school site and it is essential that all staff have access to a phone in case of any emergency. This could be the use of a school or a personal mobile or the landline extension in the kitchen of the main pavilion (**01737 243296**).

## Cover duties

- Staff may be needed to cover a registration or a lesson for absent colleagues. It is expected that all teaching staff will check the cover notice and their emails before 8.30am each day.
- Students are reminded that if a member of staff does not arrive within **five minutes** of the start of the lesson, one student should go to the school office from where a replacement cover teacher will be contacted.

## The Library

The library is open from 8am until 5.45pm and pupils are supervised there. There are also clubs and activities, as well as academic clinics which run before and after school and are supervised by staff.

## Protective Measures

We also have the following measures in place to protect pupils:

- All pupils are registered at 8.35am and then at 2.15pm as afternoon lessons begin (compliance registrations).
- Parents inform reception of absence from school which is recorded as authorised absence with an appropriate code. Pupils are assigned as “Out of School” for authorised absences.
- If any pupil fails to arrive or sign in for the morning compliance registration without satisfactory explanation, a call is made to the pupil’s home by the School Office to establish whereabouts.
- iSAMS registration in period 1 acts as a safety net to cover any late arrivals who have failed to sign in at reception or register in house.

Use of the registration system is tracked by SLT.

*See the Registration Procedure for further information.*

- Members of staff are asked to register all pupils in lessons using iSAMS.
- All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises.
- If a pupil cannot be found following the protocol stipulated in the Registration Procedure, the School will instigate a search and if necessary contact parents.
- Pupils in the First to Fifth Forms are not permitted to leave school premises without prior permission.
- Pupils in the Lower Sixth and Upper Sixth may leave during lunch hour.
- Copies of pupil timetables are live on the School’s iSAMS system.
- If a pupil has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian is aware of the situation. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

**The effectiveness of these procedures is monitored by the SLT.**