



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

King Edward VI High School for Girls Pupil Supervision Policy

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PUPIL SUPERVISION POLICY

PUPILS' ARRIVAL AND DEPARTURE

There is no formal supervision in school before 8.45 but members of support, facilities and teaching staff are always on hand. Pupils may arrive at School from 7.30 and can attend breakfast in the KES dining hall or go to the Library, Computer Room, social space or form room until registration time. Girls are not permitted to leave the site, for example to go to the University Campus, and then return back to School.

The school day ends at 16.00 (except on a Friday when it ends at 15.20), although many girls remain later to take part in extra-curricular activities under the supervision of a member of staff. Girls who are not in a supervised activity are expected to leave within 15 minutes of their last lesson, unless they choose to stay in school to do homework. Girls who choose to stay to do homework must sign in with the supervising member of staff, in the library; all other areas are out of bounds after 16.15. Pupils must sign out with the supervising member of staff when they leave. All girls must leave the school site by 17.45 on Monday – Thursday and by 17.00 on Friday. Girls, other than Sixth Form, are not permitted to leave the site, for example to go to the University Campus, and then return to school. Pupils who have stayed for private study but who have not been collected by 17.45 will be brought down to sit on the benches in Reception until they are collected.

Except for pupils in the Sixth Form, girls are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip, visit or a sporting fixture, the dates of which will have been notified to parents in advance. Girls in the Sixth Form can leave school at the end of period 5, or at any time during the afternoon if they have no other commitments that day and if school has received written consent from parents. We expect Sixth Formers to use the time to pursue independent study. **All** girls are required to sign out when they leave school. After these times there is a porter on site who will stay until the last girl has been collected and who will contact a senior member of staff if assistance is required.

Members of the teaching staff are expected to take their share of recess and lunchtime supervisory duties as appropriate.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

REGISTRATION

We take a register of pupils at the start of the morning (Form Tutor) and afternoon sessions (period 6 teacher). Parents are responsible for notifying school if their child is absent for any reason. School will always contact parents if a child fails to arrive in the morning or afternoon without an explanation. Pupils in the Sixth Form are registered at the start of each lesson. If they are free period 6 they report to the member of staff registering in the Common Room.

MEDICAL SUPPORT

The School Nurse is on duty from 8.15 to 16.15 every day. She is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Several members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and can give emergency first aid. The names of First Aiders are located in the Medical Room and at Reception. First Aid boxes are kept in all potentially high-risk areas, as well as in the Medical Room. The School Nurse regularly checks and replenishes these boxes. See the First Aid Policy for further details.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff whilst travelling on the public buses on designated school routes. All pupils are expected to behave responsibly whilst travelling. We always investigate complaints about poor behaviour or issues around pupil safety. A member of staff is on duty to supervise when the school buses depart in the afternoon.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of school will vary according to the nature of the trip and are overseen by the Director of Enrichment. Full details will be communicated to parents.

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders during adventurous activities, including outdoor pursuits.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories. Doors to these areas are always locked when not in use. All flammables are kept securely locked in appropriate storage facilities.

HEALTH AND SAFETY

The Health and Safety Policy describes the arrangements for the safety of all members of the school community.

STAFF INDUCTION

As part of their induction, all new members of the teaching staff are advised of the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.