



GRACE DIEU MANOR SCHOOL

This is the policy of Grace Dieu Manor School, incorporating the Early Years Foundation Stage, Pre-Prep and Junior Prep.

Supervision of Children Policy

School Mission Statement:

***“Learning and growing in
the light of the gospel”***

WITHIN THE POLICY:

- Junior Prep Department (3-6 Years)
- Pre-Prep Department: Cygnets – Year 2

SUPERVISION OF CHILDREN IN SCHOOL (JUNIOR PREP: YEARS (3-6))

TIME	LOCATION	YEAR. GROUPS	SUPERVISION
7.30-8.25	Mini- Bus Scheduled Routes	1-6	<ul style="list-style-type: none"> Designated Mini-Bus drivers ensure safe arrival and “drop-off” of Years 3-6 children in the Car Park at the front of the former 3 & 4 block. Pre-Prep children stay on Mini-Bus and are driven round to Pre-Prep Car Park, then handed over to Duty Teacher.
8.00 – 8.15	Year 3 Classroom & Playground	3 & 4	<ul style="list-style-type: none"> Reception is manned from 8.00. (SLT are on site from 7.45am) Member of Staff “On Duty” from 8.00 (Rota). He/she “signs in” children as parents drop them off. Children are supervised in Year 3 Classroom or on Year 3 & 4 Chapel Playground (designated area).
8.00 - 8.15	The Hub	5 & 6	<ul style="list-style-type: none"> Reception is manned from 8.00. Member of Staff is “On Duty” from 8.00 (Rota). Children sign themselves in on Class Lists by The Hub door. Staff to keep a check on children signing in.
8.15 – 8.30	Year 3 Classroom & Playground	3 & 4	<ul style="list-style-type: none"> Member of Staff (Rota) is “On Duty”, based on Chapel Playground. Children may play on Playground, or remain in Year 3 Classroom in poor weather.
8.15 – 8.30	The Hub & Chapel Playground	5 & 6	<ul style="list-style-type: none"> Member of Staff (Rota) is “On Duty”, based outside The Hub. Children may play on Chapel Playground (designated area), or remain in The Hub. Pupils stay in The Hub if wet.
8.30 – 9.00	Class/Form Rooms. Assembly Locations. Learning Support/ Music as per timetable.	3 - 6	<ul style="list-style-type: none"> Morning Registration with Class/Form Tutor. Children follow School Pattern as per Form Time/ Assembly Rota. Some children may have lessons during this time (e.g. Learning Support/ Music Tuition). A prayer should be said with those pupils not able to attend ‘formal’ Registration. Absences are recorded by Class/Form Tutor - reasons for absence are recorded in Register (if known). ALL REGISTERS COMPLETED BY 8.45AM. Late pupils “sign in” in the Late Book in Reception. Reception to check and update registers, “following-up” any absences where necessary by ringing parents.
9.00 – 10.00	Lessons Commence	3 – 6	<ul style="list-style-type: none"> Staff check attendance in lessons Absences are noted Reception/Deputy Head are informed of any concerns regarding a pupil’s whereabouts.
10.00-10.30	Morning Break. Refectory & Chapel Playground	3 & 4	<ul style="list-style-type: none"> Member of Staff “On Duty” (Rota). Children have supervised snack/drink in Refectory (10.00 – 10.15) Member of Staff escorts children to Chapel Playground for supervised play. (10.15-10.30). Children line-up at 10.25 prior to returning to lessons. In the event of a “Wet Break”, children are supervised in the Year 3 Classrooms.

10.00-10.30	Morning Break. Chapel Playground & Refectory.	5 & 6	<ul style="list-style-type: none"> Member of Staff "On Duty". (Rota) Children are escorted to the Chapel Playground 10-10.15am. Children are escorted to Refectory for snack/drink. (10.15) At 10.25, children are dismissed "Table-by-Table" from Refectory and return to lessons. In the event of a "Wet Break", children are supervised in the The Hub. Deputy Head will aim to assist with supervision during "Wet Breaks".
10.30--12.30	Lessons Continue	3 – 6	<ul style="list-style-type: none"> As for Period 1
12.30 – 1.25	Refectory & Chapel Playground (3 & 4) Chapel Playground. The Hub. Refectory (5 & 6)	3 - 6	<ul style="list-style-type: none"> 2 Members of Staff (Duty Rota) supervise children in the Refectory (12.30-1.00pm) ensuring that they eat a balanced meal. Years 3 & 4 will go in first whilst Years 5 & 6 will go on to the Chapel Playground for 15minutes until called in. They will be supervised during this time by the Deputy or Senior Teacher (Duty Rota). Once lunch is complete children go to the Chapel Playground when Lunchtime Supervisors will be in place. In good weather they may use the field. During wet break Years 3 & 4 will return to classrooms and Years 5 & 6 will use The Hub and the Year 6 Common Room. Lunchtime supervisors will be assisted by staff where necessary.
1.30 – 1.45	Form Rooms	3 - 6	<ul style="list-style-type: none"> Afternoon Registration. Procedure as for Morning Registration. ALL REGISTERS ARE TO BE COMPLETED PRIOR TO LESSONS STARTING.
1.45-2.45	Lessons continue	3 - 6	<ul style="list-style-type: none"> Afternoon Lessons.
2.45 – 3.00	Chapel Playground	3 - 6	<ul style="list-style-type: none"> Short Afternoon Break; children supervised by Member of Staff (Duty Rota) (No Afternoon Break on WEDNESDAY (Years 5&6) THURSDAY (Years 3&4); children go straight to Games Lessons)
3.00 – 4.00	Class Rooms/Form Rooms Lessons continue Period 5	3 - 6	<ul style="list-style-type: none"> Afternoon Lessons
4.00 – 4.15	Year 3 & 4 The Hub Refectory	3 & 4	<ul style="list-style-type: none"> Children going home at 4pm "sign out" with Duty Teacher in The Courtyard (The Hub after half-term). Snack and drink in the Refectory for all children going to Activities or Prep, supervised by Duty Staff (1). On Thursdays, children having Tea Break in Refectory are supervised by Games Staff. Activity Registers, giving details of children going home at 4pm or at an activity are compiled by Year 3 & 4 Lead Teacher at start of each term and issued to staff.
4.00 – 4.15	The Hub. Refectory	5 & 6	<ul style="list-style-type: none"> Children going home at 4pm sign themselves out as they leave from The Hub. Teacher on duty to monitor this. Children not going home have snack/drink in Refectory; they then go to Prep or Activities. Staff supervision as above and per Duty Rota. Activity Registers, giving details of children going home at 4pm/in Prep/ at an activity are compiled by Activities Co-

			Ordinator (HB) at the start of each term and issued to staff.
4.15 – 5.00	Designated Prep rooms Activity areas as per Activity Programme	3 & 4	<ul style="list-style-type: none"> Children are collected by Activity Staff at 4.15, taken to Activity Area and returned to The Hub at 5.00. Children staying for Prep are supervised in designated Prep rooms (Year 4 or Year 6 room). Registers giving details of children's whereabouts at this time are compiled by Year 3 & 4 Lead Teacher and issued to Staff.
4.15 – 5.00	Designated Prep Rooms. Activity Areas.	5 & 6	<ul style="list-style-type: none"> Children staying for Prep are supervised in designated Prep rooms (Year 4 or Year 6 room). Children going to Activities are supervised by Activity Staff in designated areas. Registers giving details of children's whereabouts at this time are compiled by Activities Co-Ordinator (HB) and issued to Staff.
5.00 – 5.15	The Hub	3 & 4	<ul style="list-style-type: none"> Children are "signed out" by Member of Staff (Duty Rota) in The Courtyard (after half-term in The Hub). Children still in School at 5.00 go to The Hub until collected.
5.00 - 5.15	The Hub.	5 & 6	<ul style="list-style-type: none"> Years 5 & 6 children leave Prep at 5pm. Years 5 & 6 "Activity children" return to The Hub at 5pm. Children going home "sign out".

5.00 – 6.00	The Hub. Chapel Playground.	3 – 6	<ul style="list-style-type: none"> SLT Member "On Duty" (Rota). Phone in The Hub for parental contact. Remaining children are received by SLT Member together with "Signing out" Sheet. He/she signs out children as they are collected. Children are supervised in The Hub during "winter months", but may go on to Chapel Playground in warmer months with permission of staff on duty. Children going home are "signed out"; Years 5-6 sign themselves out. Parents of children not picked up by 6pm are contacted by SLT staff "on duty", who is then responsible for their safety and hand over to parents.
6pm	The Hub	Cygnets – Year 2	<ul style="list-style-type: none"> Children who are not picked up by 6pm are taken to the Main School and are handed over to a member of the SLT who will contact parents and wait with them until they are collected. Parents can phone the Tiffin mobile if they know they are going to be late.

SUPERVISION OF CHILDREN IN SCHOOL (PRE-PREP: CYGNETS – YEAR 2)

TIME	LOCATION	YEAR GROUPS	SUPERVISION
7.30-8.25	Mini- Bus Scheduled Routes	1-6	<ul style="list-style-type: none"> Designated Mini-Bus drivers ensure safe arrival and "drop-off" of Years 3-6 children in the Car Park at the front of the former 3 & 4 block. Pre-Prep children stay on Mini-Bus and are driven round to Pre-Prep Car Park, then handed over to Duty Teacher.

8:00-8:30	Pre-Prep Dept	Swans-Year 2	<ul style="list-style-type: none"> Member of staff on duty. Children sign in, in the foyer. Staff hold registers.
8:00-10:00	Pre-Prep Dept	Cygnets	<ul style="list-style-type: none"> Children are signed in with their Keyworker in their room and the time of arrival recorded. (Ratio 1:8) Morning Registration is taken at 8:50 and absences recorded. Late pupils recorded by Sister. Reception are informed about any concerns regarding attendance.
8:30-8:50	Pre-Prep Dept	Swans – Year 2	<ul style="list-style-type: none"> Member of staff on duty (Rota x2) Children on the playground, weather dependent. If not in a Pre-Prep classroom.
8:50 – 9:00	Pre-Prep Dept	Swans – Year 2	<ul style="list-style-type: none"> Morning Registration with class teacher. Absences recorded. Late pupils recorded by Sister. Reception are informed about any concerns regarding attendance.
9:00 – 10:00	Pre-Prep Dept	Swans – Year 2	<ul style="list-style-type: none"> Lessons commence in classrooms/music/PE – staff collect.
10:00-10:30	Pre-Prep Playground	Cygnets – Year 2	<ul style="list-style-type: none"> Member of staff on duty (x2 Rota) First Aider on duty (Rota) Year 1&2 children take snack outside. Children line up outside dept. when the whistle blows. In the event of 'wet break' staff on duty will have the children in their classroom.
12:00-13:00	Refectory	Cygnets	<ul style="list-style-type: none"> Lunchtime Supervisors help children in Cygnets/Swans toilet, put on coats and help them to the Refectory. Assist with choosing lunch, carrying trays and cutting up. Walk them back to the playground and supervise playtime Swan/Cygnets member of staff out from 12:45-1:00pm with LT Supervisor.
12:00-13:00	Refectory	Swans	
12:00-13:00	Refectory	Years 1 & 2	<ul style="list-style-type: none"> Year 1/2 staff walk children to the Ref, assist with lunch. Lunchtime Supervisors supervise walking them back and be on duty until 1:00pm. During wet playtimes, staff/supervisors look after children in the classrooms (rota).
13:00	Pre-Prep Playground	Cygnets – Year 2	<ul style="list-style-type: none"> Staff blow whistle at given times: Cygnets - 1:00 Swans - 1:00 Years 1 & 2 - 1:00 children line up in front of the department and file into their classrooms.
13:00-6:00	Classroom	Cygnets Registration	<ul style="list-style-type: none"> In classrooms, afternoon lessons begin. Tea is served in classrooms. Parents sign children out with their Keyworker.
13:00	Classroom	Swans Registration	<ul style="list-style-type: none"> In classrooms, afternoon lessons begin
13:00	Classroom	Y1&2 Registration	<ul style="list-style-type: none"> In classrooms, afternoon lessons begin

2:15 – 2:30	Pre-Prep Playground	Swans – Year 2	<ul style="list-style-type: none"> • Staff from the department to supervise (on a rota x2 staff) • Paediatric First Aider inside
2:30 – 3:30	Classrooms	Swans – Year 2	<ul style="list-style-type: none"> • Children in lessons in classrooms
3:30 – 4:00	Pre-Prep Playground	Swans – Year 2	<ul style="list-style-type: none"> • Playtime outside (x2 staff on a rota) • First Aider out from 3:30-3:45pm • Activities in the department (3-4pm) • Children sign out in the foyer.
4:00	Pre-Prep Playground	Swans-Year 2	<ul style="list-style-type: none"> • Staff blow whistle – children line up • Swans/Cygnets are taken to the Tiffin Room. Year 1 & 2 line up with the duty staff member and go to their classroom. • Registers are taken.
4:00 – 6:00	Pre-Prep Department	Swans – Year 2	<ul style="list-style-type: none"> • Children are supervised in the classrooms and served tea. Parents collect and sign their child out. • In the winter, the children spend most of their time in the classrooms. On a nice evening the children will play outside.
6pm	The Hub	Cygnets – Year 2	<ul style="list-style-type: none"> • Children who are not picked up by 6pm are taken to the Main School and are handed over to a member of the SLT who will contact parents and wait with them until they are collected. • Parents can phone the Tiffin mobile if they know they are going to be late.

Reviewed MK (Sept. 2019)