



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

Supervision Policy

Date Reviewed: October 2020
Next Review Date: Autumn 2021
Reviewed by: Head & SLT

SUPERVISION OF PUPILS

This Policy applies to the whole school from Form 1 to Form VI (EYFS has a separate policy)

At Seaton House School we live in a community and treat one another as we wish to be treated (both pupils and staff). It should be noted that teachers are always 'on duty' in this community and we are always looking after the pupils in our care. This is essential if our pastoral care is to be effective.

This is explained from the very first Induction meeting at the start of the academic year or throughout the year depending on their start date.

The Deputy Head publishes a duty rota each term, to ensure adequate supervision is in place. We are all responsible for the behaviour of pupils on the school premises. Throughout the day, staff should consistently exercise the School's Behaviour Policy.

Staff have a duty to:

1. Deal with inappropriate behaviour
2. Report it immediately to Form Tutor and or Deputy Head

The details of supervision below apply from Autumn 2020 and are different to our usual procedures due to COVID-19. They will stay in place until situation changes and policy will be updated.

Early Birds (8am-8.20) for Key Workers' children

All Senior House pupils enter the LRC Library door where their temperature is taken and hands are sanitised. A register of pupils is taken as pupils arrive.

Form III pupils then proceed to Form III where Mrs Smith supervises them until the arrival of the rest of the class. Form IV, V and VI pupils are supervised in the Art Room until the Form V and Form VI pupils join their classes at 8.15am and Form IV pupils join their class at 8.20am. They are then supervised by their Form Tutor or TA.

Playtimes

We try to have outdoor play whenever possible and this is supervised by a member of staff on each of the netball courts and grass area next to the netball courts. There is a duty rota for this. However, if it is particularly wet a decision whether it is indoor play will be communicated to all staff by the Deputy Head or Teacher on duty. The staff member on duty will then stand between two forms in Senior House and the member of lunchtime staff will supervise a class. Form tutors are responsible for establishing classroom rules/items available in their own rooms during wet breaks. In Junior House the girls will be supervised in their own classrooms if it is wet.

Lunchtimes

Forms I-VI have staggered lunches in their own classrooms supervised by a member of staff/a TA/a lunchtime supervisor (by rota).

Once pupils are dismissed and they go up to the netball courts/grass next to the courts for playtime, this is supervised by lunchtime staff /TA or teacher. In addition, there may be some lunchtime clubs which take place organised by teaching staff or an outside provider.

End of Day

All teachers are responsible for their own classes until they hand the pupils over to the adult collecting them or the person in charge of the Homework/After School Care. All pupils not going home with their parent (or named person) will need a note (or email) to that effect - if there is no note then telephone the parent for permission before the pupil is allowed to go and staff will check the password for the pupil if it is an unfamiliar adult collecting. Any pupil not collected at the end of the school day will be taken to the office and a phone call will be made to parents to ascertain when and whom will be collecting the pupil.

Prep/After School Care (ASC)

Prep for Forms III to VI runs from 3.30-4.30pm and is supervised by a member of staff in Senior House Art Room and LRC. All pupils are expected to stay for the full hour. Pupils will be collected from the LRC entrance at the end of Prep.

Pupils in Nursery and Reception can attend ASC until 4.30pm. This will be in the Early Years building and is supervised by a rota of staff at least one of whom will hold relevant childcare qualifications.

Pupils in Form I & II can attend ASC until 4.30pm and this will be in the Form I classroom and will be supervised by a member of staff. There is at least one other adult in the building for safety and at least one member of staff who holds relevant childcare qualifications.

Any pupil not collected by 4.30pm will be taken to the office. An additional charge is made of any late collections.

REVIEW

This policy will be reviewed every two years.

Reviewed October 2020

Judith Evans
Chair of Governors

Ruth Darvill
Headteacher