

# Eaton House Belgravia Pre-Prep Supervision of Pupils Policy

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## Pupils' Arrival And Departure

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Pupils may arrive at school from 8.30 am, and are expected to go home after lessons finish, unless they are staying late for a club or activity. In Year 1 the day ends at 3.30 pm and in Years 2 and 3 the day ends at 3.45 pm. Pupils may arrive early from 8am but must be placed into the care of the early room staff.

Pupils may arrive at school from 8.30am and are delivered by parents or carers into the care of staff.

There is a direct handover at the end of the after school club at 5pm also by staff from the front door. At least one member of the teaching staff is always present in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. Duty rotas are prepared by the Assistant Head of Operations each term.

The main duty times are:

- Early morning duty (8.00am – 8.30am)
- Break duty
- Lunch-time duty
- Park Duty

## Registration

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Registration of pupils is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school, by telephone or email, if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. A child is only released at the end of the session into the care of a parent or other individual whose name has been notified to the school in writing in advance.

## Supervision During Lesson Times

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Staff remain with their class for the whole duration of the lesson. A teaching assistant may also be present during the lesson.

## Supervision During Breaktimes

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During the morning and afternoon breaks there are sufficient members of staff on duty. Morning break times are supervised by staff in their classrooms.

## Supervision During Mealtimes

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Teachers monitor what children are eating and feedback any concerns during staff meetings to staff, and at the end of the day to parents or carers. Behaviour and table manners are also monitored.

## Medical Support

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A number of members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are displayed around the school. A qualified paediatric first aider is on duty whenever our EYFS children are in school. First aid nags are with classes at all times. The office staff regularly check and replenish the first aid boxes. The Medical Room is located on the ground floor on the Number 3 side.

## Supervision Whilst Travelling To And From School

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Parents are responsible for ensuring that their children travel safely to and from school. Pupils using the school minibus service must wear seatbelts at all times. Pupils are supervised by a member of staff when travelling on the school buses and are expected to behave responsibly. Any rare complaints about poor behaviour are immediately investigated.

## Supervision During Educational Visits

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The arrangements for the supervision of pupils, including EYFS, during educational visits, and trips out of schools are described in our Trips policy.