Eaton House Belgravia Pre-Prep Supervision of Pupils Policy

Table of Contents

Pupils' Arrival And Departure 3
Registration 3
One-to-One and Small Group Sessions, Including Peripatetic Music Lessons 3
Supervision During Lesson Times 4
Supervision Outside of Lesson Times inc. Toileting 4
Supervision During Breaktimes inc. Snack 5
Supervision During Mealtimes 5
Medical Support 5
Supervision During Educational Visits 5

Pupils' Arrival And Departure

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

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 pupil is absent for any reason. The school will always contact the parent if a pupil fails to arrive at school without an explanation. A pupil 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.

Any unexplained or concerning absence is followed up promptly in line with the Attendance Policy. Patterns of absence, prolonged absence or any associated welfare concern are escalated to the Designated Safeguarding Lead (DSL), Mariam Asadi, so that safeguarding action can be considered where appropriate.

One-to-One and Small Group Sessions, Including Peripatetic Music Lessons

Throughout school life, pupils may attend sessions that take place outside of their usual classroom routine. These include pre-registration academic sessions, pre-registration early bird drop-off sessions, one-to-one pastoral or academic sessions post-registration and a range of

interventions. Pupils may also attend peripatetic music lessons or be invited to meet with a Head of House.

To ensure safe and consistent supervision, the following expectations apply:

Movement around the school

- Pupils in Year 1 must not move around the school unsupervised at any time, regardless of group size.
- Pupils in Years 2 and 3 must not move around the school individually. Where movement is required, pupils should travel in groups of two or more.

Escorting and handover after sessions

- After any intervention session, one-to-one session or peripatetic music lesson, pupils in Year 1 must be escorted back to their class and handed over directly to the class teacher or designated member of staff.
- For pupils in Years 2 and 3, return to class may be independent only when pupils are in a group of two or more. Staff must ensure pupils know the route and the expected time of return.

No pupils in isolation

- Pupils must not walk around the school in isolation. This expectation applies to all year groups.

Staff responsibility

The member of staff leading the session, or the visiting peripatetic teacher where applicable, is responsible for ensuring that pupils are safely escorted and appropriately handed over in line with the guidance above.

Supervision During Lesson Times

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

Supervision Outside of Lesson Times inc. Toileting

Pupils in Year 1 must not move around the school unsupervised at any time, regardless of group size. This will affect routines such as collecting snack, delivering messages to the office and toileting. For toileting in Year 1, pupils should go in pairs and staff must maintain clear awareness of who has gone and for how long. Where possible, encourage use of the toilets at break times.

Supervision During Breaktimes inc. Snack

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

AM and PM snack for Year 1 must be collected by a member of staff. In Years 2 and 3, pupils must not move around the school individually; if collecting snack, pupils must travel in pairs.

Supervision During Mealtimes

Teachers monitor what pupils 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

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 pupils 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

Parents are responsible for ensuring that their pupils travel safely to and from school. Pupils using the school minibus service must wear seatbelts at all times. When travelling on the school buses Pupils are expected to behave responsibly. Any rare complaints about poor behaviour are immediately investigated.

Supervision During Educational Visits

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