SUPERVISION

OF

PUPILS

POLICY

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Registration

Each class must be registered by 8.40am by the Form Tutor or Class Teacher, and again before the afternoon session begins by the teacher who has the class immediately after lunch. Absentees should be clearly marked on the Engage System.

Pupils who arrive after registration has been completed must notify the School PA's of their arrival so that the registration page on the Engage System can be amended accordingly. In the event of a fire the Head Teacher's PA will be bring a set of class lists and the names of all absentees to the Assembly Point and distribute to the Class Teachers and Form Tutors who must then take a roll-call.

Pupil Behaviour

All staff are responsible for ensuring that the pupils at Eaton House the Manor conduct themselves in a courteous and disciplined way. Staff should try and deal with any poor behaviour as it occurs, but if they feel that further action needs to be taken then they should refer the pupil to the form tutor/class teacher, Housemaster/Housemistress or a member of the Senior Management Team.

Duties

All staff are required to perform duties in a supervisory capacity. The duties may be at any of the following stages of the school day:

8.25 – 8.40 am	Cloakroom Duty
9.40 - 10.00 am	Morning break / Cloakroom Duty
12.45 - 1.20 pm	Outdoor Lunch break (on Clapham Common)
1.20 – 1.50 pm	Indoor Lunch break
4.00 pm	Cloakroom Duty / Gate Duty
4.00 - 5.00 pm	Homework class
5.00 pm	Gate Duty

Pupils are able to call on a member of staff at any time if necessary.

Arrangements are made to ensure pupils are supervised during clubs, 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.

Playground / Common

Careful supervision is necessary in the playground and on Clapham Common at all times. Boys **must not** be left unattended. If taking a class to Break staff must remain with the group until the duty staff arrive to take over. Staff must ensure that they move around the play area and the Common in order that all pupils are visible to at least one member of staff at all times.

Playground Rules

a) No boys are allowed inside school during break or lunch without prior permission unless they are going to the library where a member of staff will be on duty.

b) Soft foam balls only may be used at break times. If they are lost over one of the walls of neighbouring houses they are not to be recovered by a pupil unless accompanied by an adult after school.

c) If a pupil needs to use the lavatory, then he is to use the facilities in the basement after seeking permission from staff on duty. He must return immediately to the playground.

d) All boys are expected to stand still when a whistle is blown or the bell is rung, either at the end of break or in an emergency.

e) All boys can be sent up to their form rooms to prepare for their next classes.

Lunch Duty

Lunch is supervised by five members of duty staff, and two or three dinner ladies, who are to eat before or after their duty so that they can remain standing while supervising the pupils. One member of staff should remain with each line in order to supervise the boys while they are queuing.

After-School Duties

a) 4.00pm Gate Duty

Each afternoon at 4.00pm the Head Teacher, the Deputy Head Teacher, or a member of the SMT stands by the main gate to dismiss all of the pupils as they leave the school. Boys must not be allowed to leave the premises with someone who is unknown to the member of staff on duty without prior consultation with:

the boy's Class Teacher or Form Tutor;
the Main Office;
the Head Teacher.

If there is any doubt at all as to the identity of the person collecting the pupil then he is **not** to leave with them. If a taxi cab is to be used, then the school must have been previously informed and the driver must know the name of the pupil he/she is taking and the boy's destination. The name of the driver and the number of the cab must be recorded.

b) Homework Class

Each weekday from 4.00 to 5.00 pm the boys are allowed to stay for the Homework Class. It is supervised by a member of staff and he/she is responsible for monitoring their work and should ensure that the room is left in a neat and tidy condition. Pupils should work in silence during this period. At 5.00pm the boys should be dismissed as above.

c) 5.00pm Gate Duty

The Head Teacher, the Deputy Head Teacher, or a member of the SMT should do this duty in the same way as the 4.00 pm Gate Duty.

d) Boys going home alone

Boys are permitted to go home alone. They can only do so with parental written permission. Once this has been received, the boy is given a yellow badge, which he wears on his lapel denoting that permission has been given. If a pupil asks to go home on his own without a yellow badge this must be refused until the situation has been clarified.

School Bus

All boys who take either the 4.00 or 5.00 pm School Bus gather at the steps outside the Headmistress's study where a register is taken. The Head Teacher's PA will accompany the pupils to the bus when they are all assembled.