



## **Pupil Supervision Policy**

All Leicester Grammar School teachers are required to maintain good order and discipline among pupils and to safeguard their health and safety whenever they are authorised to be on school premises or engaged in authorised activities elsewhere.

The extent of supervision will be affected by:

- the ages and numbers of children supervised
- whether they suffer any physical or mental disability
- the environment of the school, i.e. particular dangers or risks at that location or off-site.
- the need to support and not undermine fundamental British values

### **Supervision of pupils before and after school**

It has been established in the courts that the presence of a child on school premises does not mean that there is necessarily a duty to supervise. If a child arrives at school in the morning before supervision could reasonably be expected, the child is there at his or her own risk.

Pupils will be allowed into the school buildings from 7.45am:

- Pupils in Sixth Form may go to their lockers or any of the Sixth Form areas, but not classrooms.
- Pupils in Years 10 and 11 will be supervised in the refectory from 7.45am but may leave at 8am to go to their lockers.
- Pupils in Years 7 to 9 will be supervised in the refectory from 7.45am but may leave at 8.20am to go to their lockers.
- Pupils in Year 6 will be supervised in the refectory from 7.45am but may leave when the teacher in charge of Year 6 arranges this.

A member of staff will be on duty in the refectory from 7.45am with a second member of staff in the foyer from the same time. From 8am a second member of staff will be in the refectory with another circulating within the building.

Pupils should visit their lockers and make their way to the area outside their form room in time to register between 8.25 and 8.40.am.

Pupils will then be accompanied to the whole-school assembly on Monday morning, the section assemblies from Tuesday to Thursday or House assemblies on a Friday. If there is no assembly the pupils will remain in their registration room.

At the end of the school teaching day, which is 3.55 pm, teachers will supervise the orderly dismissal of their pupils to maintain discipline and ensure safety. Pupils in the Sixth Form should sign out if they leave school at any stage of the day. It is expected that pupils other

than those staying behind for specific reasons should generally be off the premises promptly so that problems of supervision of late leavers do not arise. Following the end of the formal teaching day pupils may go to the refectory until 4.15 pm if they wish to buy a snack. If they are staying beyond this time, pupils should either:

- Go to the homework room (normally the library) and register there. Supervision will be provided by the duty staff until 5.20pm. Parents of pupils in Years 6-8 should report to reception (in person or by phone) before collecting their children after 4.15pm. Pupils in Year 9 and above may sign out without their parents collecting them from reception
- Go to an organised co-curricular activity where they will be supervised by a teacher, until released to go to the homework room or to go home.
- Sixth Form pupils may stay after school in order to work in the library or in another appropriate place.

Any students who for some reason are waiting for their parents after 5.20 pm must remain in the foyer under the supervision of the security guard.

### **Supervision of pupils during the day**

Pupils will be supervised during the morning break and lunchtime (see duty rota for details). They may be outside in the playground areas or within the building in such areas as the refectory. A duty rota for staff is published to allow for supervision of the outside and inside areas of the school. Some duties are also supported by prefects.

Pupils will be registered in the afternoon by teachers prior to the start of the afternoon lessons. This includes Games afternoons when the relevant teachers will take a register before the start of the session.

### **Supervision of pupils leaving school premises during the day**

There will be occasions when individual children have to leave the school during the day, e.g. for medical treatment. A child may leave the Senior School unaccompanied if their parents have emailed in to request this, or have written a note in their planner. Pupils should sign the book at Reception to indicate they are leaving the school.

### **Supervision of pupils whilst boarding the buses**

Boarding of the school buses at 3.55 pm will be supervised by senior staff. No bus will leave until 4.10pm.

### **Supervision of pupils during school trips and journeys**

Supervision of pupils on school trips is covered in detail in the 'Organising School Trips And Visits' policy