



Supervision of Students Policy

This policy applies to:

Senior School pupils

Person responsible for the policy:

Senior Deputy Head

Review dates:

Last review Sept 2024

Next review Sept 2025

Breakfast

All pupils are supervised by members of staff at breakfast.

Before School

Boarders: the HoMM or AHoMM is responsible for callover and the supervision of boarders in the House.

Day Pupils: the HoMM or AHoMM or designated tutor takes responsibility for registering the pupil once they have arrived at College.

Pupils are registered in House by the HoMM or AHoMM or tutor and recorded on iSAMs. Parents of day pupils are responsible for notifying the College Office and HoMM if their child is absent for any reason. The College contacts parents if a child fails to arrive at College without an explanation.

Lessons

Should a member of staff have to leave the room for an emergency, they should alert a colleague in a neighbouring classroom who should then contact the Senior Deputy Head. Staff register pupils on ISAMS every lesson and then follow the **Missing Student Policy** if a pupil is unaccounted for.

Break

Houses are supervised by tutors and HoMMs, matrons/House supervisors are also present in boarding and day houses, and the main College campus is covered by duty staff. Pupils may not leave the campus without permission.

Lunch time

The Dining Hall is supervised by duty staff and prefects.

Callover is taken in House by HoMMs, AHoMMs or a tutor.

Activities & Games

Those doing an activity or games are under the supervision of the member of staff in charge until its conclusion. Those off-games are supervised in a designated classroom, the Library or Health & Wellbeing Centre.

Some activities occur across the main road. Students and staff must cross at the designated crossing point at all times.

Study Periods & Free time

Pupils in the Sixth Form may return to their House during study periods. There may be adult cover in House: a matron, cleaner, Tutor or HoMM. Free time is supervised by the HoMM, AHoMM or designated member of the boarding staff. The name of the member of staff on duty is displayed in the House. Matrons/House supervisors are also present in boarding houses until 6pm and day houses until 2pm. This responsibility continues until pupils go to supper, resuming immediately after they have left the Dining Hall. The Dining Hall is supervised by duty and catering staff.

Evening School & Overnight

All boarders should be in House by 6.30pm to start evening school at 6.45pm. Day Houses are open until 7.00pm. Day pupils are accommodated in the Library, which is staffed by the Librarian, if they are

required to stay in College after the House has been closed, and then in a boarding house by agreement with the HoMM.

Pupils are not allowed to leave their boarding houses during or after evening school unless they have signed out of the House to an official event.

Pupils in Fifth or above may meet on the Burse or visit other Houses after evening school; Shell and Remove pupils are granted this privilege in the Trinity Term.

Lower School boarders will be in House and registered by 21:00. Shell to Lower Sixth boarding students must be in their House for callover by 21.30 (Saturdays 22:00) and all Shell to Lower Sixth day pupils must have gone home by these times.

For Upper Sixth pupils in Woodard, the times are 22:00 during weekdays and Sunday, and 23:00 on Saturdays.

A security patrol secures the College between 21:30-05:00. Overnight supervision of boarders is the responsibility of the HoMM.

Staff Duties

Staff expectations and commitments are outlined in the **Staff Handbook**. The member of staff on day duty will patrol the Café area at break as well as assist those staff and prefects on lunch and supper duty. They are responsible for ensuring all pupils are in House at the end of supper/start of evening school. New staff are not placed on duties until the second half of their first term.

All new members of the teaching staff receive a thorough induction into the College's expectations of the appropriate levels of supervision.

Medical Support

There is a qualified nurse on duty in the Health & Wellbeing Centre during term time, able to deal with accidents or to help if someone is taken ill. A number of the teaching staff and non-teaching staff are trained first aiders.

This policy should be read in conjunction with the following additional College policies:

- **Missing Student Policy**
- **Staff Handbook**
- **Risky Areas Policy**
- **Supervision of Pupils on School Journeys Policy**