



## St Michael's Prep School

### Supervision policy Pre-Prep

Date of Last Review	04-2018	Review Period	2 years
Date of Next Review	04 - 2020	Owner	ZL
Type of Policy	Welfare, Health and Safety	Governor's Approval Date	

Pupils in Reception, Y1 and Y2 may arrive at school from 8.00am, and are expected to go home by 4.00pm unless they have been booked into After School Club which operates until 7.00pm. Pupils in Kindergarten and Nursery may arrive from 8.15am.

Pupils are not allowed on site without supervision. There will always be two members of staff on duty in order to supervise pupils outside normal school hours. A member of the Senior Leadership Team remains on site until the last child has left. All members of staff are expected to take their share of break and lunchtime supervisory duties, as well as after school activity duties. Supervisory ratios are determined by the age of the children and nature of the activity adhering to best practice as well as statutory regulations for EYFS.

The main duty times are:

- Early morning playground duty (8.00am – 8.15 am)
- Bridge Drop Off Duty (8:15am – 8:30am)
- Break duty (10.30am– 11.00 am)
- Lunch-time duty (12:15pm – 1:25pm)
- After-school activity duty (3.30pm – 4.00pm)

After School Club and Breakfast Club runs outside of these core hours. They are staffed by designated members of staff. Breakfast club can be accessed from 7.30am and After School Club from 4.00pm until 7.00pm. These clubs are held in the Pre-Prep building in The Hive. Prep school children are supervised in the transition to and from school premises to these clubs by members of St Michael's staff.

#### **Bridge Drop Off**

Parents can drop their children in the designated area at the top of the Pre-Prep bridge, from 8:15am. Two members of staff are on duty to ensure the safety of the children as they walk down the bridge to the playground and Pre-Prep school building, where further members of staff are on duty.



### **Registration**

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school 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. Registration in the morning is at 8.40am for Reception, Year 1 and Year 2. Registration for Nursery and Kindergarten is at 9am.

### **Supervision whilst travelling to and from the Pre-Prep**

Parents are responsible for ensuring that their children travel safely to and from school. Parents are reminded that should they arrive after 8.30 then they should accompany their child to the Pre Prep office. Parents are also responsible for ensuring the safety of their children in the school car parks, for parking safely and using the dedicated pathways at all times. Older siblings in the Prep school are not allowed to deliver or collect Pre- Prep children.

When children are taken between the two parts of the school or onto the playing fields during the school day, children are accompanied by staff at all times. Children are expected to walk in pairs holding hands and a member of staff is present at the front and rear of each class group. A head count of children is taken before children leave the Pre-Prep and when they return.

Staff who take children on walks around the ground inform the Pre-Prep office before departure, conduct risk assessments in advance and always carry mobile phones and relevant medication.

### **Supervision during educational visits**

(See relevant policy)

### **Staff induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty.