



EPSOM

COLLEGE

Supervision of Pupils Policy (Lower School)

This policy explains the supervision procedures in place in the School for pupils during the school day.

Legal requirements:

The Governing Body and the Head are required to ensure, as far as is practicable, adequate supervision of pupils throughout term time to ensure their health, safety and welfare.

Supervision during the School Day:

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| Before School | The Lower School building is open from 7:45am each morning. Pupils may come into the foyer and wait for access to the rest of the building under the supervision of the Head of Lower School. From 8am-8:20am, pupils are allowed into their form rooms and communal areas under the supervision of the Heads of Year. |
| Breakfast | Lower School pupils do not attend breakfast. |
| 8.25 | Registration for all pupils in form rooms with Form Tutor. |
| 8.30 – 9.00 Monday - Friday | All pupils attend Chapel, Lower School/Year Group Assembly or Tutor Period according to schedule. |
| 9.00 - 10.45 | Lessons |
| Break Time /Tea | Most pupils return to the Lower School to have a morning break snack, given out by the Graduate Assistants on the playground. Pupils may make use of the Library under the supervision of the Library staff. Pupils are allowed inside the Lower School building under the supervision of the members of Duty Staff (according to rota). The Head of Lower School and Heads of Year are also usually a presence in their offices. |
| Lesson Time | Teachers are responsible for the supervision of their classes (<i>The Common Room Handbook</i> gives detailed guidance on <i>Classroom Expectations</i> and <i>Health and Safety</i>). If a teacher feels that a pupil is disrupting a lesson and needs to be excluded, then he/she may be sent to the Head of Lower School or their Head of Year via the Lower School foyer. At the earliest opportunity, the teacher should inform the Lower School Receptionist, by email or in person, of the nature of the incident. It is the teacher's responsibility to check that the pupil went as directed. Such instances are exceptionally rare. |

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| Lunch Time | <p>From 12:00-12:25pm, pupils may go to the Lower School playground (supervised by a Lower School Assistant), Chapel Astro warm up area or the Volleyball Courts (supervised by a member of Duty Staff - Head of Lower School or Head of Year - according to a rota and Graduate Assistants), or the quiet break classroom (supervised by a Graduate Assistant).</p> <p>At 12:25pm, pupils head to the Dining Hall for lunch. The pupils queue briefly. The queue is managed with Graduate Assistants or HoY/ HLS according to rota. Pupil behaviour in the Dining Hall is managed by Graduate Assistants and HLS/ HoY according to a rota.</p> <p>At 12.45pm, pupils leave the dining hall and may come back to LS (supervised by Graduate Assistants and LS staff) to collect bags, or make their way to lessons.</p> <p>On Monday and Wednesday L4 pupils will change for sport before lunch at 12pm, supervised in LS (girls) by LS receptionist and Graduate Assistants and in Pavilion (boys) by Graduate Assistants.</p> |
| Lesson Time | Following lunch, Lower School pupils return to lessons at 1:00pm. Registration is taken at the start of the P4L by those teachers. |
| Games | <p>All sporting activities are supervised by academic members of staff and/or sports coaches. The levels of supervision are adequate to ensure the safety and welfare of the pupils involved.</p> <p>Lower School pupils who are off games will be either in the Lower School Computer Room (supervised by Lower School reception team), in the Medical Centre (supervised by the School Nurse) or they will be on the sports' field supervised by the teacher running the activity.</p> |
| Afternoon Break | <p>Pupils return to the Lower School to have an afternoon break snack, given out by the Graduate Assistants on the playground. Pupils may make use of the Playground or Lower School form rooms.</p> <p>The Lower School building is supervised by a member of the Duty Staff (Head of Lower School, Head of Year or Form Tutor) according to a rota.</p> |
| Activities | <p>Activities are supervised by the member(s) of staff running the particular activity. Absences are reported to the Lower School Receptionist at the earliest opportunity</p> <p>All activities that take place off-site have been suitably risk assessed.</p> |
| Supervised Prep | Once lessons, sports and activities have finished at 5:00pm, the Lower School pupils may depart for the day (exit via foyer). Many pupils stay for supervised prep from 5:05-6:00pm in a Lower School classroom. |

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| | <p>On Friday there is an early prep session 4.10-5pm, which is staffed on a rota organised by LRB. Each prep room is supervised by a member of academic staff according to a rota, and a register is taken via SOCS.</p> <p>All remaining pupils leave the Lower School at 6:00pm to either be collected or take one of the school bus routes home at 6.15pm</p> <p>Any pupil missing college transport or departing late will wait in main reception, supervised by Duty Staff.</p> <p>The Head of Lower School or one of the Heads of Year is responsible for ensuring that all Lower School pupils have left the College safely at the end of the day. If one of these members of staff is unable to undertake this task then they will deputise another member of the Senior Leadership Team.</p> |
| Saturday mornings | <p>Most pupils are engaged in fixtures under the supervision of their coaches and the teacher responsible for individual sports. Pupils engaged in activities are supervised by the teacher(s) responsible.</p> <p>Those pupils who arrive on college transport at 8am wait in the Mermaid café, supervised by staff there until their fixture begins.</p> |

Absence Cover

Details of the arrangements to cover staff absence for lessons and activities is given in *The Common Room Handbook*.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips, please see *The Common Room Handbook* with particular regard to the *External Visits Policy*.