



PUPIL SUPERVISION GUIDELINES

I. Pupils' Arrival and Departure

- a. Day pupils may arrive at school from 7.30am and are expected to go home by 5.40pm unless they are staying late for a pre-arranged function or at their parents' request and with the school's agreement.
- b. Pupils arriving between 7.30am and 8.00am must be registered for breakfast club. Pupils arriving after 8.00am may go straight to the form rooms.
- c. At least one member of staff is always present on duty between 7.30am and 5.45pm in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed on site outside normal hours without signing in and out. Staff organising events/rehearsals/revision classes outside of school hours or in the school holidays are required to write home and obtain parental permission and to organise a register of pupils. Pupils must sign in/out at reception or with the member of staff supervising the activity. If reception is closed, the list of pupils is added to the fire list kept in Boarding/with the Bursary.
- d. All members of the teaching staff are expected to take their share of break, lunchtime and prep supervisory duties, as well as late and weekend duties as required. A rota is produced by the Deputy Head. Absent staff are asked to swap with another member of staff or ask for cover, in an unplanned circumstance. This document should therefore be read in conjunction with the Staff Duty Rota.
- e. Staff are on duty in both boarding houses in the evenings and at weekends. Both boarding houses are covered for 24 hours a day. Pupils are able to call on a member of staff at any time if necessary.
- f. The main duty times are:
 - i. Huxley House boarding office open at: 7.30 – 8.30am, 1:10pm – 2:15pm
 - ii. School House office open at: 7.00am – 8.30am
 - iii. Early morning duty: 7.30am – 8.15am. At least one member of senior staff in school from 7.30am
 - iv. Break duty: 10.40am – 11.10am
 - v. Lunch-time duty: 1pm – 2.10pm
 - vi. Prep supervision for day girls: Mon – Thu 4.30pm – 5.30pm, supervised by staff in designated rooms. Girls are required to sign/out using registers based in each room. The Deputy Head is on duty on Friday afterschool until 5.45pm.
- g. First boarding prep supervision: 5.30pm – 6.15pm.
- h. Supper duty boarding staff: 6.15pm – 7.15pm
- i. Second boarding prep for third form in ICT or bedrooms is 6.45pm – 7.15pm, monitored by boarding staff.

- j. Fourth Form prep in bedrooms is 7.15pm – 9.00pm, monitored by boarding staff.
- k. Fifth Form prep in bedrooms is 7.00pm – 9.00pm, monitored by boarding staff.

2. Supervision after School

- a. We have a very busy and vibrant after school clubs and activities programme. This runs between 4.30 and 5.30pm. All clubs are registered and supervised by a member of staff or an external provider. Girls remaining in school for a club are required to sign in/out at reception or with the adult taking the club. All external providers will have been DBS checked as required. Staff ratios vary depending on the size of the club and the risks associated with it. All external clubs are risk assessed. The clubs and activities co-ordinator monitors the attendance registers, taken by club supervisors. Members of the PE Department supervise pupils on both home and away matches.
- b. If girls are taking part in Music or Drama activities after 5.30pm, the staff organising the activity will take responsibility for arrangements. For other whole school events, organising staff will liaise with boarding staff and the Deputy Head to put in place a supervision procedure.
- c. Girls are permitted to stay in school to study until 5.30pm, without taking part in an organised club or activity if they wish to do so but must sign in and out of the supervised prep room. There are specific areas which each year group are permitted to use. (See grid below). At 5.30pm, they are expected to sign in with boarding. Any girl staying longer should have a prior arrangement from their parent or guardian with the boarding staff.

All girls:	
<ul style="list-style-type: none"> - All girls must sign in and out in the designated supervised room if they are staying after school and are not involved in a registered activity. - After 4.30pm, girls who have not been involved in a registered activity, should be collected by parents. Girls should sign out at reception and wait outside the sports centre. 	
Firsts – Fourths	Fifth and Sixth Form
First to Fourth Form Girls must be in one of the designated supervised prep rooms doing prep or reading if they are not involved in a specific club or activity after school. These rooms are supervised by duty staff	Sixth Form - Girls are based in the Huxley House and sign in and out there. Fifth Form day pupils complete prep in the library, boarders may return to Huxley House and sign in on arrival

3. Boarding

- a. Huxley House boarding pupils are expected to return to the House for quiet time prep between 7.15pm to 9.15pm.
- b. School House Boarding pupils (First – Fourth Form) are expected to be in the main school or in the boarding house from 4.15pm onwards. They are not permitted to go out of school, unless on an agreed, supervised trip or activity or on a parental visit – with prior agreement from boarding staff.

- c. Fifth Form boarding pupils may be permitted to go to Godalming with the prior agreement of the boarding staff as the academic year progresses, this usually will start in January.
- d. Sixth Form boarders are permitted to go to Godalming after school with prior permission from boarding staff as long as their work is up to date. Parental permissions are gathered at the start of the year. Girls will usually be back in school by 6.30pm.
- e. Pupils below the Sixth Form are not allowed to leave the main school building after boarding prep unless they have been given prior permission by a member of the boarding staff and have signed out. If they are leaving the school buildings for any reason, they must have staff or parental supervision.
- f. Pupils in Lower and Upper Sixth may leave the Sixth Form House after prep to go to the main building; but are expected back by 10.00pm. All girls must sign out as they leave the Sixth Form house.

4. Sixth Form

Sixth Form students may leave the school after afternoon registration any day at the discretion of the Head of Sixth Form and/or Sixth Form Housemistress and assuming they are up to date with their work and have signed out. Pupils from other year groups are expected to remain on site throughout the school day.

5. Registration

To be read in conjunction with the 'Missing Pupils Guidelines'

- a. We take a register of pupils at 8.15am each morning and in the afternoon at 2.15pm at the beginning of Period 5 lesson, on ISAMs. These are our two statutory registrations. A register is also taken on ISAMs at the beginning of each period. Sixth Form not in lessons register in the afternoon in the sixth form house.
- b. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation. Any pupil leaving school within the school day must sign out at reception.
- c. The registers are checked regularly by the Deputy Head/Assistant Head (Pastoral). The Head of Boarding checks boarding registers. Attendance is overseen by the Deputy Head.
- d. We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding houses.

6. Missing Pupils

Should a pupil fail to report at any registration without permission to be absent, the missing pupil guidelines should be followed. [Please refer to the Missing Pupil Guidelines.]

7. Tennis Academy

Girls who are part of the Tennis Academy meet their tennis coaches for lessons on the tennis courts. The tennis coach is responsible for ensuring that girls are accounted for. In the event that a coach is late to school, they will phone reception to inform us. Pupils are expected to wait for 5 minutes only on the courts if their coach does not arrive before reporting to reception. Pupils will wait in the library and undertake private study if necessary.

8. Medical Support

There is a qualified nurse/medical staff on duty in the Medical Centre from 8.15am to 5.00pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on first aid notices that are displayed around the school. First aid boxes are in all potentially high risk areas, as well as in the School Office. The School Nurse regularly checks and replenishes the first aid boxes. Please refer to the First Aid policy.

9. Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. A member of the Maintenance team is on duty to supervise the traffic when the school buses arrive and depart.

10. Break/Lunch Supervision

- a. We encourage pupils to be outside during break and lunch time, assuming that the weather conditions are favourable. We regard the opportunity to spend time in beautiful surroundings, in fresh air, with the associated benefits of developing physical coordination, socialising, learning resilience and independence and so on are key to a good, all round education. For this reason, we would not want to discourage pupils from playing outside.
- b. It is not possible, nor desirable, to supervise all pupils in the outside areas of the ground. A member of staff is on patrolling duty during break and lunch time, and this will include outside spaces and the woods during the summer months or in good weather.
- c. Pupils are not permitted to be in the woods during the winter months and in the summer months they should be in groups of 3 or more. Pupils are never permitted outside the school grounds and are encouraged to behave in a responsible and mature manner when they are outside. The vast majority of outside areas in the school are overlooked by windows in the school building and all staff are encouraged to intervene speedily should any inappropriate, or potentially dangerous, behaviour be occurring.
- d. The medical centre is also close to all outside areas.
- e. The Deputy Head draws up a duty rota for break, lunchtime and afterschool duty each year. These duties are designed to ensure a suitable level of supervision. The rota is provided to staff at the start of each term. Details of each duty are contained on the rota.
- f. There is a prefect duty rota for lunchtimes, organised termly by the Head Girl and copied to the Deputy Head. Staff and prefects have copies of both rotas and are asked to ensure they know who they work with. Prefects assist the duty staff and meet weekly with the Head of Sixth Form. The Head Girl and deputies meet weekly with the Head.
- g. There is a break time duty rota termly, organised by the Assistant Head (Pastoral) and Head of Fifth Form and run by a group of Fifth Form; in the Summer Term, the Fourth Form undertake the duties. The duty staff and Deputy Head have a copy of the pupil rota. Pupils assist the duty staff.

11. Areas of Greater Risk

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. During lessons, the supervision of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason the physical state of the room is such that the teacher cannot accept this responsibility, they should discuss the matter immediately with their Head of Department. All flammables are kept securely locked in appropriate storage facilities.

12. Supervision during Education Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: “Educational Visits.” The policy includes guidance on supervision ratios for school trips and associated risk assessments.

13. Security

Our Security Workplace Safety and Lone Working Guidelines, describe the arrangements for safety of the entire school. The school is a relatively open site and our guidelines Access to School Premises by People Outside the School Community. Some areas of the school can pose a greater risk to pupils, these have been identified and measures taken to reduce these risks. Please see guidelines Pupil Access to Risky Areas of School Buildings and Grounds.

14. Staff Induction

All new members of the teaching staff receive an 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 outside normal lesson times, and is available in the staff handbook.

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