

Pupil Supervision – Junior Prep School including EYFS

Reviewer: Nick Oakden, February 2026

Approved by SMT: February 2026

1. Reception to Year 2 including EYFS

We are fortunate that our Reception to Year 2 classrooms are located in a safe area away from the road. However, in the interest of child safety the following procedures will be adhered to:

- All the ground floor classrooms have exterior doors, which are unlocked whilst the classrooms are occupied. They provide each classroom's main fire exit.
- Access to the Reception to Year 2 classrooms is via the main Prep School entrance. The inner door providing access into the classrooms has a swipe card lock which prevents access during normal school hours.
- Visitors should register in the main Reception area before entering the school. A visitor badge is given and worn around the school.

No class should be left unsupervised for any reason. In case of emergency teachers might:

- Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;
- Call the School Office, Head of Year or Head of Junior Prep School.

Time	Activity	Staff Responsible
07:40 – 08:00	Early Room	Daily rota
08:00	Tutor time	Form tutors are in their form rooms at 8:00am. Children are supervised in their classrooms from this time.
08:30 – 08:45	Registration	Teachers are responsible for the supervision of their class. Registers are taken in the morning and in the afternoon.
08:45 – 10:35	Lessons	Teachers are responsible for the supervision of their class.
10:35 – 10:55	Playtime	Staff have a rota for weekly playtime duty. Two members of staff are on duty at a time, children are always within sight and hearing of staff". Other staff are available at all times.
10:55 – 11:45	Lesson	Teacher/Teaching Assistant are responsible for the supervision of their class.
11:45-12:55	Lunch/Playtime	The children are supervised at all times during lunch with one member of staff sitting per table & two members of staff on duty. Two members of staff are on duty
Afternoon 13:00 – 15:30	Lessons	Teacher/Teaching Assistant are responsible for the supervision of their class.
15:30 – 17:50	After School Care and Optional Activities	JPS and College staff

Staffing

After School Care

The first session of After School Care runs from 15.30 to 16.20. The second session runs from 16.20 to 17.15 and the third section from 17.15 – 17.50

- After School Care children are escorted upstairs to Seahorses classroom where they are encouraged to engage in child-initiated activities. A member of staff is always present.
- If a child is not collected by 17.50, The teacher escorts the child/ren to Reception to check for messages, prior to making contact with the parent. The child/ren will remain in the care of the teacher on duty or a member of SMT until he/she is collected.

Safeguarding – keeping of records

- Telephone numbers for contacting parents can be obtained from the main reception office.
- All children are listed in the After School Care and Activities folder. This information is provided by the receptionist. The child's name and class is written in as well as the session(s) which he/she will attend.
- The College staff are aware of relevant legislation and aim to be fully compliant in all areas.

2. Year 3 - 6

Duties and MoD (Member of Staff on Duty)

We ensure that a full and an appropriate level of supervision of all pupils occurs throughout the school day.

General supervision before school:

Parents remain responsible for their children before 07.40. Children may enter the school building from 07.40 but they must remain in the school foyer until the bell for registration is rung at 8.00am. The Head of Junior Prep (or member of staff with delegated responsibility) is responsible for any children entering the school from 07.40 until 08.00.

Lesson Time - Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency teachers might summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with or send the pupil with another accompanying pupil to the office.

The Duty Rota

A daily duty rota is implemented to ensure that adequate numbers of staff are deployed to ensure the proper supervision of pupils. A copy of which can be seen below:

DUTY	Staff on duty
07:40 – 08.00	Head of JPS (or appointed member of staff)
08:00 – 08.30	Tutors in Tutor rooms
10.35-11.00 1st Break	Two staff
12:00 -12.20 Lunch queue	One staff
12:00 -12.20 Dining Room (1)	One staff
12.20 -12.40 Dining Room (2)	One staff
12.00-12.25	At least one lunch supervisor
12.25-12.50	At least one lunch supervisor and three staff

14.00 – 14.25	Two staff
Prep 1 16.35-17.15 Prep 2 17.15-18.00	Prep duty rota
Activities 16.25-18.00	Activity register
16.25 – until all pupils have been collected	MoD (Member of Staff on Duty) duty rota (or member of staff responsible for activities or events that extend beyond 18:00)

The Head of JPS or a HoY is available throughout the day to support the duty team if required.

Signing out:

- At 16:30 all form tutors in Years 3 – 6 are responsible for signing out pupils in their form who are leaving school at this time.
- Form tutors collect a register from the school office and sign out the pupils by the main entrance.
- At 16:30 those pupils not collected are sent to the prep supervision room and the registers are returned to the school office.
- At 17:00 the school reception team are responsible for signing out any pupils who leave following the end of prep session 1 or activity session 1.

MoD Duty:

- The MoD takes place from 17:50 until they are satisfied that all pupils in Years 3 -6 have been collected safely from school.
- If a pupil has not been signed out on the registers then the MoD is responsible for contacting the parents or guardians of the child by telephone and/or email to check that they are safely home. Once staff have made a reasonable effort to contact parents and satisfied themselves that the school is empty, they may leave.
- If a child has not been collected then the MoD will contact the child's parents or guardian and will remain with the child until they are safely collected.
- Every day the school office will display the name of the member of staff on duty in the foyer so children and parents know who to turn to if they have a concern.

Activities and Prep supervision

Children who are arriving early or staying for an activity or prep are registered by the member of staff in charge of the session. The names of any children missing from prep or activities are emailed to the school office so that all of the children can be accounted for.

Wet weather

Should the weather be deemed to be too wet for the children to play outside during break or lunch times the following should take place:

- Wet weather signs are displayed in the foyer to signify to the children that there is a wet weather break.
- Children are to return to their form rooms. Form tutors should be based in their rooms to help supervise the children
- Members of staff on lunch duty and the lunchtime supervisors are responsible for patrolling the Prep School building.