

Pupil Supervision – Senior School

Reviewer: Owain Jones and Brian Schofield, Feb 2026

Approved by SMT: Feb 2026

Session	Boarders	Day Pupils	6 th Formers
Minibuses coming into school	Pupils are collected from their designated stop and are then supervised by the driver until delivered to the dropping-off point in the College grounds. Pupils below year 5 are only allowed to travel on the College buses if travelling with an older sibling.		
07:00 – 08:30 Supervision during the College Day, before the timetable starts	The HoM or designated member of House staff on duty is responsible for the supervision of boarders in the House.	The HoM or designated member of House staff on duty takes responsibility for the pupil once they have arrived at the House. Houses will be open from 07:45.	As Boarders/Day
07:30 – 08:10 Breakfast	All pupils are supervised by a member of one of the duty teams, who undertake breakfast duties on a rota basis.		
08:45 – 09:30 Congo / Head's Assemblies	On certain days, pupils will have Chapel/Congo. This is supervised and all pupils are expected to attend.		
10:35 – 11:00 Break Time	All pupils go back to their own Houses for morning break. The Houses are supervised by house tutors/matron who undertake break duties on a rota basis.		
Lesson Time			For 6th-formers undertaking private study sessions the responsible staff are: Library – Supervision rota and Librarian Boarding – matrons Day – no formal cover
	Teachers are responsible for the supervision of their class and registers should be taken. No class should be left unsupervised. 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 Lodge, or one of the SMT		

Session	Boarders	Day Pupils	6 th Formers
	Send the pupil with another accompanying pupil to the Medical Centre, having informed them first if necessary.		
12:30 – 14:00 Lunch Time	A staff duty rota is in place for the supervision of the Dining Hall, Muga and Astros during lunchtime. All pupils on lunchtime activities will be supervised by the member of staff running that activity, who will ensure that adequate supervision and care is in place. If activities are run by 6th-formers, a designated member of staff must be easily accessible.		
	A member of the duty/house teams, will be on duty in the House 13:00 – 14:00		
Afternoon/evening/weekend activities (sporting/outdoor/creative education)	All directors of activities will ensure that the correct risk assessments for their activity will be in place. As well as considering this assessment, teachers/instructors/student directors should consider: - barring access to equipment without direct teacher supervision - the safety of any apparatus/equipment being used - the suitability of the pupils' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment e.g. mouth guards - teaching methods being used On Service afternoon Yr 10-13 are supervised by CCF/activity staff from 2 – 3.50pm. Pupils taking part in the activity programmes will be supervised by staff running their activity. All teachers involved in such activities must be aware of the Health and Safety policies and procedures in place in the relevant department. All teachers or directors of activities should exercise adequate care and ensure that appropriate supervision takes place e.g.: - direct supervision of potentially hazardous activities e.g. games, dance, drama etc. for all students under Yr 11. - Yrs 11-13 students: at the very least remote supervision e.g. teacher next door, who has been told they are in charge and pupils aware. This should be limited to 30 minute spans of time and pupils should be dropped in on regularly. - if pupils are supervised by Sixth Formers, staff must be readily available and easy to access (within ten minutes). There may be short stretches of time during the afternoon when a student is 'between activities'. Day Houses do not always have a member of staff present, so if a pupil in years 9 - 11 is due to be in house for any significant length of time, they should go to the library.		
Pupils who are off games, or not engaged in activities	Pupils who are off games will be either: - at the pitch side, supervised by the member of staff running the activity - in the designated 'Off games' room – staffed according to a rota. - in the Library (only if the 'Off games' room is unavailable		

Session	Boarders	Day Pupils	6 th Formers
	Sixth form may remain in house		
After Activities	Once activities have finished the responsibility for supervising pupils returns to the houseparent or the designated member of the boarding staff. The duty member of staff's name is displayed in the boarding house. Matrons are also present in each boarding house. This responsibility continues either: - until the end of the school day at 18.00 (Mon, Tues, Thurs) 17:00 (Wed, Fri) or earlier if the pupil has signed out to go home. - until pupils go to supper, resuming immediately after they have left the Dining Hall to return to house or to meet with friends.		
18:00 – 18:45 Supper, Prep & End of day school	Supper Time HoMs and the duty member of staff are responsible for the supervision of pupils in house.	Day Houses are covered by a member of staff until 7pm. At this point they check that all pupils have left the house before locking it.	As Boarders/Day
	At least two duty members of staff will be on duty in or around the Dining Hall during supper.		
	Pupils remaining on site for prep or activities should be directly supervised by the member of staff i/c of that activity e.g. drama, late night sport practice. They only cease to be in that member of staff's care once they have returned to their boarding house or been collected by their parent/guardian or another parent by prior written arrangement with the relevant HoM		
	Signing out All pupils must sign out at the Lodge should they leave the campus during the school day. In the evening, they should sign out with their HoM or member of staff on duty.	All pupils must sign out at the Lodge should they leave the campus during the school day.	As Boarders/Day
Minibuses home	Pupils are instructed by HoMs to meet their mini-bus drivers at the agreed collection points for the journey home (currently Prep School car park at 5.15pm or 6.15pm depending on the day of the week). Drivers have a list of pupils booked to travel which is updated daily and will check pupils against this. Where pupils fail to arrive, the driver will delay their departure and inform the Deputy Transport Manager. Where possible, they will contact the relevant teacher, HoM or parent. If the student misses their transport, alternative arrangements will be made where possible.		

Session	Boarders	Day Pupils	6 th Formers
	Should a vehicle not be available the Transport Manager will check the whereabouts and status of the vehicle, contact parents and make alternative arrangements as necessary.		
Evening Prep and immediately post-prep	Supper runs from 18:00-18:45 – following that, the pupils return to the care of the house parenting teams/duty tutors A signing out/in protocol exists in each boarding house post prep. When leaving the House a pupil must sign out and indicate where they are going. The signing out/in sheets are closely monitored by the appropriate House staff.	Day Houses are locked at 19:00 and any pupils staying for prep are expected to go to the library, which will be supervised. No pupil is allowed to remain on the school campus after prep unless they are involved in a supervised activity	As Boarders/Day
Evening supervision	18:45-23:00 – a member of the house team will be on duty supervising the house – registering pupils, updating the HoM on any incidents / events / concerns during the evening, keeping bed times etc. A member of the SMT will be on site until around 21:30, Monday – Thursday		As Boarders
23:00 - 07:00 Overnight	Boarders will be in the care, in loco parentis, of the house staff on site, near to hand in the case of HoMs and resident tutors.		In houses, if boarders.
Weekend duties Access to boarding houses	House parents and/or a member of the house team will be responsible for any pupils residential, or on site for activities, detentions and the like – unless they are being directly supervised by a		

Session	Boarders	Day Pupils	6 th Formers
	member of staff i/c of that activity/ detention etc. An appointed member of staff will also be on duty on Saturday between 09:00- 18:00. They will have detention duties and be patrolling the site. Boarding Houses are staffed until after fixtures have finished on Saturday, Boarding Houses are then closed until 7.30pm on Sunday. A member of senior staff will also be on duty Saturday and Sunday, known as HQ Duty, according to a rota. They will be available by phone on 24hr standby.		
The Library	Pupils must at all times sign in and out of the Library, where they will be supervised by the appropriate staff. During the Lent Half Term, Easter holiday and Summer term half term the library will be open and supervised and the opening times published to pupils and parents. From February half term, through to the last public exam in the summer, the Library will also be open and supervised on Sundays. The library may only be used by Yrs 11-13 during these times.		
Trips out/ travel to sporting fixtures; use of public transport	Any pupil on a college trip is under the direct care/supervision of the staff. They must be registered before leaving the College campus; they must be registered and accounted for before the return journey begins and they must be handed over, in the case of Middle School pupils particularly, to parents. Pupils should not be dropped off, left anywhere alone during return journeys, or at the end of the activity without the agreement of their parent. Due care and attention to their security and safety must be paid at all times.		