
Supervision Policy

Table of Contents

1	Policy Statement	2
2	Procedures	2
3	Review and Development	8
	Appendix A – Prep School Staff Duties	9
	Appendix B – Senior School Staff & Sixth Form Duties	11

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1 Policy Statement

The Governors and staff of Birkdale School believe that the School should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of all pupils. It is our policy to ensure that a balance exists between the meticulous supervision of children every moment that they are at school and the desirable object of encouraging independence.

Aims

Birkdale School is committed to ensuring pupils are safe and appropriately supervised at all times, both in school and during off-site visits.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the risk assessment for any activity or visit. Supervision of pupils takes into account the age, maturity, needs and numbers of pupils, as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within regulatory guidelines at all times, whether pupils are involved in school activities on the school premises or attending educational visits offsite.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the situation.
- Mandatory staffing ratios for EYFS provision and after school care are enforced. While the policy aims are the same across the whole school, the detailed procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).
- This policy is applicable to all pupils in the school, including those in EYFS. The school seeks to implement this policy through adherence to the procedures set out in the rest of this document.

2 Procedures

Supervision Before School

Belmayne House

The main gate leading directly onto Clarke Drive is opened by the maintenance manager at 7.00am. The doors remain closed until 8.15am and are manned by a member of staff to greet parents and pupils as they arrive on site each day. Pupils in Pre-Prep 1, 2 and 3 are escorted to their Form Rooms by their parent/carer. Children may be left in the care of the teachers/teaching assistant at this time. The bell for the start of the school day is sounded at 8.45am, whereupon pupils are registered. Electronic registration is completed by 9.00am, after which time all late arrivals must register at the office.

Clarke House

The gates to Clarke House are opened at approximately 7.00am by the maintenance manager. Children must be supervised by a parent/carer until the doors are opened at 8.15am. Any child left unsupervised at this time will be taken into the Breakfast Club and charged the regular rate. Members of staff patrol the playground and teachers supervise the Form Rooms.

At 8.45am a bell will ring and the children line up in their class lines and are directed into the school building by a teacher on playground duty in an orderly fashion. At this point, the gates are secured. Pupils go to their classrooms where they are greeted by their Form teacher. No pupils should be in a

classroom before registration without supervision. Electronic registration is completed by 9.00am, after which time all late arrivals must register at the office.

Senior School

Registration is at 8.35 am, and all pupils are expected to be in their form rooms by this time. No formal supervision is provided before 8.00am (with the exception of Lower School breakfast club and sports clubs) however staff are on site by this time and provide a level of informal supervision until registration begins.

Breakfast Club

Prep School

Pupils can attend Breakfast Club from 7.30am and children will be admitted until 8.10am - breakfast will be served during this time. Entrance is via the gym doors adjacent to the kitchen, where one member of staff will receive the children. For purposes of security, there is no admittance via the main school front door. Children will be given breakfast and undertake activities until 8.15am when they will be released onto the playground to join other children arriving at school. Children from Belmayne House are escorted to their rooms by the Breakfast Club Staff

Senior School

A supervised Breakfast Club is available for Senior School pupils in the Heeley Hall from 7.30 am to 8.15 am, where pupils are served a simple breakfast and supervised by one member of staff. There is no need for pupils to book in advance, a register is taken indicating a pupil's attendance and they are not allowed to leave until 8.15 am.

Supervision during the day

When supervising pupils in their care staff:

- Follow the Health & Safety Policy and the medical (First Aid) Policy and procedures
- Have a high awareness of pupil wellbeing
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and anti-bullying
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head or Deputy Head as appropriate.

Lesson Time

Pupils should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason a teacher needs to leave the classroom for any length of time, another appropriate adult must be summoned to supervise the class first.

Pupils from P1 upwards are able to move around the school between lessons unescorted by staff and at other times during the school day as directed by a teacher or member of school office staff. Pupils are allowed to exercise some personal responsibility e.g. at the Prep School delivering a message or carrying out a survey or investigation. Pre-Prep children carry out messages in pairs. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Prep School – Special Resources

The Science room is out of bounds to all pupils unless supervised. Chemicals and substances likely to cause harm are kept in locked store cupboards. COSHH regulations are displayed prominently. Apparatus and equipment must be properly maintained, secured and their safe use demonstrated. Masks and goggles are available and must be worn when appropriate.

The Art room is out of bounds to all pupils unless they are supervised.

Unwell Pupils

When a child is taken ill, they should take themselves or be taken to the Medical Room where they will be seen by a Matron who will decide on the course of action to be taken (See Health and First Aid Policy). Should it be necessary, Matron will telephone the parent and will instruct the Form teacher and School office that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out.

Supervision at Break Times

EYFS

The two PP1 classes (where children are 4+ within the year) are supervised by two teachers and supported by two full-time teaching assistants. Staff/pupil ratios fall well within the mandatory regulations. Pupils have access to both the indoor and outdoor learning environments which are supervised at all times. The school site is secure at all times by way of an electronic system and CCTV positioned at strategic points in the grounds and by the main front door.

Prep School

The duty timetable covering morning break for PP1 to P4 children is circulated to all staff at the beginning of each academic year and displayed in the staff room and stored on the School Drive. There is a minimum of two members of staff on the playground at all times. Part of the induction of new staff includes an explanation of supervisory responsibilities.

All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. During this time the external gate is kept locked and secure. It is often at unstructured lesson breaks that pupils are most at risk, owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. The site is generally enclosed and safe. In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas.

For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis. If it is a wet breaktime Pre-Prep children are supervised in classrooms by TAs and Teachers. Prep children are taken to Clarke House Hall to watch something appropriate on the big screen.

Playground Rules

No pupil may leave the playground without permission. At the end of break times, pupils line up. Staff on duty do not leave the playground until all pupils have entered the building. All accidents are reported immediately to the Matrons. There must be adequate staff supervision on the playground at all times. It is very important that staff are "spread out" and are keenly watching at all times.

Lines of sight are important so that no child is in an area where they cannot be clearly seen. Appropriate ratios of staff to children in PP1 are adhered to during break times by ensuring enough staff are on duty. In the case of an incident occurring a teaching assistant rather than a teacher will leave the playground to deal with it, rather than a teacher to ensure ratios are maintained. Only approved balls may be used in the playground.

Senior School

Senior School staff perform supervisory duties at morning break and lunch break. The duty timetable is published at the start of each term and staff are typically allocated a duty for one day in the week. Duties cover each of the Senior School buildings, the Heeley Hall at lunch break and the Paddock (see below). Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. Staff should be vigilant during their duty and actively patrol their duty area to ensure pupils are appropriately supervised. The Senior School site is an open one and supervision at these unstructured times is essential for pupil safety and wellbeing.

The Paddock is an area that belongs to the University of Sheffield and lies adjacent to the school site. During times of good weather Senior School pupils in S3 and above are allowed to use this space during lunch break. A staff duty is included to cover this area to ensure pupils are supervised appropriately.

To support the supervision of Lower School pupils a Lunchtime Supervisor patrols the Johnson building area in addition to the duty member of staff.

Senior School prefects also support staff by performing supervisory duties during the lunch break. Prefect duties cover the Endcliffe and Johnson buildings; prefects are trained in how to perform their duty and are encouraged to report any concerns to the duty member of staff.

Supervising Pupils' Mealtimes

Prep School

All meals are served in Clarke House Hall. 12.00 - 12.30 Pre-Prep are walked down to the hall. Hands are washed and the children eat their meal with a member of staff supervising the eating. 12.30 - 1.10 Prep pupils are released into the dining room at scheduled times. Staff supervise the meals. Every day there are lunchtime clubs, during lunchtime. Pupils needing to have early lunch for activities are given priority. Staff on duty ensure that there is good behaviour in the dining room and check that pupils make sensible choices and have a balanced plate of food. Staff supervise the queue and the eating area. They play an important part in maintaining an orderly flow into lunch. The order in which the Year groups go into lunch changes on a half termly basis.

Serving

All pupils are offered a choice of a hot lunch daily. Menus are posted in advance, by each class door (in Pre-Prep) and in the weekly newsletter on the website. Lunch is served by the kitchen staff. Pupils are expected to ask supervising staff if they can go on to their dessert if they have not finished all of their main course. Persistent poor eaters are monitored by staff and regular checks are made to ensure that they have eaten a reasonable amount. Staff report any concerns to the appropriate Form teacher and/or member of the SLT. Once pupils have finished their meal, they empty any leftover food into the scraps bowl and place cutlery and cup in the respective receptacles. They are then able to leave the dining room and go outside to play.

Senior School

All meals are served in the Heeley Hall between 12.40pm – 1.30pm. Pupils are expected to arrive for their lunch at scheduled times and these are published at the start of every term. Two duty staff supervise pupils during their mealtimes, one oversees the lunch queue while the other supervises pupils in the hall. These duties ensure an orderly flow into lunch and that any concerns can be quickly and appropriately addressed.

Sixth Form pupils are permitted off site, within walking distance for example to Broomhill on the understanding that they sign out and on their return at main reception or the Grayson building. No formal supervision is provided for these pupils at this time.

End of School Arrangements

Pre-Prep

At the end of the school day pupils are dismissed by their Form Teachers who escort them to the playground and hand them over to their waiting adult who is known to them. If any changes to the person collecting a particular child are made, the office will notify the class teacher. Any pupils left uncollected are taken to the School Office, who will then telephone home to make arrangements for their collection. Pupils will either wait in the school office or will be supervised in After School Care Club until they can be collected and parents will be charged the appropriate amount. Staff are responsible for pupils until they are handed over to parents/carers at the end of the day at the school playground gate. Some children however, may attend extra-curricular activities or After School Care Club, where they are registered on arrival and dismissed to the 'known' collecting adult at the end of the activity or at the expected pick up time from the ASCC. Children requiring the school bus service will be collected by the duty member of staff and supervised until the bus has taken them.

Prep

At the end of the school day pupils are dismissed by a member of staff at the front door who hands them over to their waiting adult who is known to them. If any changes to the person collecting a particular child are made, the office will notify the class teacher. Any pupils left uncollected are taken to the School Office, who will then telephone home to make arrangements for their collection. Pupils will either wait in the school office or will be supervised in After School Care Club (ASCC) until they can be collected and parents will be charged the appropriate amount. Staff are responsible for pupils until they are handed over to parents/carers at the end of the day at the school playground gate. Some children however, may attend extra-curricular activities or After School Care Club, where they are registered on arrival and dismissed to the 'known' collecting adult at the end of the activity or at the expected pick up time from the ASCC. Children requiring the school bus service will be collected by the duty member of staff and supervised until the bus has taken them.

Going Home Independently

Permission for a pupil to leave the school site to travel home unaccompanied must be obtained in writing from the Head. A covering letter should be on file stating clearly that this is a parental decision and not the school's responsibility in the event of an accident. A pupil going home independently should first sign out at the Office, unless a specific other arrangement has been made with the Deputy Head and her Form teacher.

Senior School

At the end of the school day pupils are dismissed by their class teacher. Pupils are then expected to return to their lockers, collect any personal items and make their way home either with a parent, on a school bus or independently.

After school Activities

Prep School

Pupils staying beyond their official end of day time remain under supervision until they are collected. At the end of the activity, the activity leader is responsible for ensuring that pupils are dismissed and collected at the playground gate by the appropriate person or taken to the school office.

Senior School

Pupils staying beyond the end of the school day for an activity will be supervised by a member of staff until the end of the activity session. At this point they will be dismissed and expected to leave the school site, as above.

After School Care Club (including EYFS)

Prep School

In addition to joining the club at the normal end of their school day, children can join the club after first taking part in an after-school activity or a private after school club. The children are collected from the Blue door by the kitchens. The facility finishes at 6.00pm. Late pick-up, after 6pm, will incur a charge. It is the responsibility of the staff to ensure that pupils are safe, secure and well supervised at all times and that the staff are suitable, qualified and inducted. The staff/pupil ratio is approximately 1:8 for EYFS with at least one person having an appropriate first aid qualification.

Senior School Homework Club

Homework Club is held every day 4.00-5.00pm in the Senior School library. During this time pupils are supervised and expected to work quietly on their homework or other academic work. Pupils are free to leave Homework Club at a time convenient to them or by the end of the session when they are expected to leave the school site, as above.

Late Collection following Off-site Visits

The trip leader is responsible for ensuring that all pupils have been collected safely and must remain on duty until this has been achieved.

Supervision on coaches

When travelling by coach, staff are expected to sit amongst the pupils and throughout the vehicle to support effective supervision of pupils during the journey.

Physical Education

Supervision during PE and fixtures is the responsibility of the PE Teacher in accordance with the relevant Health & Safety requirements and staff ratios.

The P.E. teacher must ensure that:

- There are adequate staffing levels for all lessons.
- Apparatus, flooring and clothing are safe.
- Pupils remove watches before lessons.
- Earrings are removed or covered with micropore tape if they cannot be taken out.
- Pupils are not allowed in the gym unless properly supervised.
- A mobile phone is taken to all off-site events. Contact details must be left with the School Office, or the Head, or in his absence the Deputy Head, if the event is out of hours.

- The P.E. teacher or another member of staff supervises the changing room before and after matches or training at the end of the day.
- Any pupils who are excused from PE will be adequately supervised; usually, they will accompany the class to the gym, playground or off-site sports venue to watch activities, learn rules of play etc. and are the responsibility of the class teacher.

School Trips and Visits

Details of the requirements for the supervision and staff-pupil ratios for off-site visits are contained within the Off-site Visits policy and Trips Policy for the Prep and Senior Schools respectively.

The organiser of the outing must ensure that there is sufficient adult supervision and that sufficient risk assessment has taken place. Risk Assessments are completed by the group leader and are handed in to be scrutinised and signed off by the Head before the outing.

Visitor Supervision

All visitors to the school are expected to sign in and out at the school office. Visitors are required to wear a visitor's badge. All staff should check in the event of any strangers entering or found on the premises and report to the school office if there is a concern. The CCTV allows the office staff to carefully monitor those coming in and out of the school. Admittance to the school during the day is via the front door. Visitors on school premises are signed in and wear a Visitors' Badge on a colour coded lanyard at all times. Once they have signed in, visitors are requested to sit and wait until the member of staff responsible for escorting them around the school arrives. Visitors' badges are available in the School Office.

3 Review and Development

3.1 Review and Development

This document, together with the effectiveness of its procedures, is reviewed annually by the Policy Committee and Governing Board and as events or legislation change requires.

3.2 Links with other Policies

This policy should be read in conjunction with the following documents:

- Safeguarding and Child Protection Policy
- Missing and Uncollected Children Policy
- Visits & Expeditions (Prep School)
- Trips Policy (Senior School)
- Risk Assessment Policy
- Behaviour, Discipline & Sanctions
- Anti-bullying Policy
- Prep School Science Handbook

Appendix A – Prep School Staff Duties

Supervision during lesson times

Above all other considerations the safety of pupils must be an overriding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that older children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation.

Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Teachers should not leave a class unsupervised at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time, a member of SMT or another appropriate adult should be summoned.

Supervision outside of lesson times

Members of staff who are on duty must ensure that they take the responsibilities seriously and that the health and safety of the pupils is paramount at all times.

When on patrol or break duties staff should:

- be on time for their duty.
- be vigilant at all times ensuring sensible behaviour both inside and outside.
- patrol actively and not stay in any one place for too long.
- report any incidents of serious misbehaviour etc. to the appropriate staff immediately, and record such incidents as directed by the Deputy Head/ Head of Pre-Prep.
- be aware of pupils who need particular monitoring.

Duties are carried out by teachers, teachers' assistants, gap students. There is a rota, devised by the Deputy Head, on a notice board in the Common Room.

Form Tutors are not normally given any before school duties in order for them to be available for parents and pupils and to prepare for registration (8.15 for Prep-Prep and 8.30 for Prep)

Playground supervision

Your primary job is to ensure the safety and well-being of the children as far as is reasonably possible. Secondary to this is ensuring that certain rules are adhered to - these rules are designed to make play as pleasant as possible for everyone and to protect the physical surroundings of the school.

- Put a stop to any aggressive play or behaviour which might damage pupils or their clothing
- Do not allow pupils to lift one another, wrestle or play "piggyback"
- Be prompt in arriving for your duty
- All grass is out of bounds except when permission is given by the Head or Deputy Head. If a ball goes on the grass, one pupil may retrieve it but must not go through wire netting, over railings or through the gap between railings and wall.
- Prep pupils (P1-P4) are not allowed to play ball games on the top playground when Pre-Prep pupils are playing outside
- There is a rota for use of the lower playground (called "The pitch" by the children)
- All playground equipment must be returned to the basket at the end of playtime
- If a ball goes into the Botanical Gardens, a member of staff will collect this when it is convenient for them. Under no circumstances must pupils be sent round or allowed to go

over the wall.

Line Up

When the bell goes for the end of play, the children must line up in an orderly way and be silent. They should smarten up their appearance (socks up, shirts in!). When you are satisfied, send them in by form in single file.

Inclement Weather / Wet breaks

The Deputy Head or Head of Pre-Prep usually decide if children are to stay inside, but duty staff may have to make an on-the-spot decision if the weather turns bad when you are outside.

The safety of the children and staff is paramount.

Common sense will be needed to assess whether children are adequately dressed for the weather conditions as this will affect any decision as to whether it is appropriate for children to be outside.

Extreme wind and severe frost/ice are examples of weather conditions when it is likely to be inappropriate for children to be outside at break time.

During Games sessions staff will need to take a similar approach in assessing the children's safety.

All duty staff patrol the school and ensure that children stay in their classrooms and employ themselves in a sensible way. P4 pupils must not go into the lab; they have jobs supervising classrooms or may use the library if they are redundant.

Snow and ice

In icy conditions we will try to salt the playgrounds as soon as possible.

Throwing snowballs is only permitted under controlled conditions.

Other Safeguarding Matters

Very occasionally, usually in the summer term, we have trouble from the public in the Botanical Gardens. They may throw objects over the wall or shout verbal abuse. You must:

- get our pupils away from the wall
- not respond yourself
- insist that our pupils do not respond in any way
- send a message to the school office, who will contact the police or Botanical Gardens staff.

Lunch supervision

Staff are expected to sit with the pupils and:

- Supervise children in the corridor until they've collected their lunch
- encourage good table manners
- check a child has eaten enough before going on to the second course or leaving the hall, children put up their hands to seek permission for these

Appendix B – Senior School Staff & Sixth Form Duties

The performance of duties is largely a matter of common sense but very important to the wellbeing of the school. Birkdale aims to create an ordered environment in which pupils can relate happily and securely to their peers and school staff. Duty staff and prefects need to be particularly vigilant in ensuring that any sign of bullying is quickly identified and decisively dealt with. Incidents of this nature should be reported to the appropriate Head of Year or Assistant Head and to the Form Tutor(s) concerned (see Anti-Bullying Policy)

Since the School has a legal obligation to safeguard the wellbeing of its pupils, as far as is reasonably possible, it is most important that staff on duty take their responsibilities seriously. When a member of staff is unavoidably absent on his/her duty day, he/she should arrange to exchange duty days with another member of staff, and inform the Deputy Head of any alternative arrangements made. Cover will be provided in the case of absence through illness (posted on the cover notice).

Staff are required to carry out the duties below as detailed by the Deputy Head (Pastoral). The Staff duty rota is posted on the board in the Common Room.

Central Duty

Areas to be supervised:

1. Birkdale Square (ensure that games are not getting out of hand and that only the designated year group are playing).
2. Regularly check the Sports Hall (ensure that games are not getting out of hand, that pupils are not wearing marking shoes and that only the designated year group are playing).
3. Periodically check the Sports Hall Yard (ensure that games are not getting out of hand – football should only be played with a small soft ball)
4. Regularly check the S3/S4 cloakrooms particularly at the beginning and end of both break and lunchtime.
5. During external exam periods ensure pupils going to the cloakrooms are quiet.
6. Periodically check the Oakholme classrooms and the Music corridor.

Endcliffe Duty

Staff and sixth formers will be deployed on the Endcliffe duty. At break and lunchtime, there should always be a member of staff on duty.

Areas to be supervised:

1. Classrooms
2. Fifth Form Common Room
3. Fifth Form locker room
4. Check that if football is being played it is with a small soft ball.
5. Keep pupils off grass areas and away from the rose bed.

Paddock Duty

When 'The Paddock' on Endcliffe Crescent is available for pupil use:

1. Check the Crescent area once at break, when the area is out of bounds to Middle School pupils. Any pupil breaking bounds should be reported to their form tutor and the Assistant Head for Middle School.
2. At lunch time, the Fifth Form and the Sixth Form may use the area. The member of staff on duty can 'close' the Paddock at any time whilst they are on duty should they have concerns for the safety of pupils, the weather, poor behaviour or if the grass is too

wet to play on. They should notify the Director of Sixth Form and Assistant Head for Middle School in this instance.

Throughout the lunch period. Pupils should:

1. only play on the green area/keep within the perimeter of the road
2. respect and look after the area and not cause damage or drop litter
3. not go into the Halls of Residence or the car park area
4. stop games on the Paddock at 1.45pm so that they have time to collect books/get to class on time

Exhibition Duty

1. Provide a presence at break time to ensure good behaviour particularly near the tuck shop (if open)
2. Organise and supervise the lunch queue . A suitable arrangement should be made with the member of staff on Dining Hall duty. **There should only be one queue outside Heeley Hall. Those with an early lunch pass should join the queue for first lunch. Pupils who arrive before their designated time should remain outside until called in.**
3. Periodically check the DT yard both at break and lunch time (ensure that games are not getting out of hand and that only the designated year group are playing – football should only be played with a small soft ball).
4. Periodically check that behaviour within the Library is appropriate.
5. Periodically check the DT corridor / Music corridor.

Dining Hall Duty

Lunch is, for most of the year, split into 2 sittings with the 1st sitting running from 12.40-1.15 and the 2nd sitting from (1.15-1.45).

1st Sitting:

1. Maintain an orderly queue. **There should only be one queue outside Heeley Hall. Those with an early lunch pass should join the queue for first lunch. Pupils who arrive before their designated time should remain outside until called in.**
2. Operate the flow system according to the daily schedule for first sitting
3. Maintain order in the Dining Hall
4. See that tables are cleared and cleaned properly in time for the second sitting
5. See that condiments, water jugs and beakers are in place on tables ready for the second sitting

2nd Sitting:

1. Maintain orderly queues
2. Operate the flow system according to the daily schedule for second sitting
3. Maintain order in the dining Hall
4. See that chairs are stacked when lunch is over
5. See that tables are cleared properly.

Johnson and Grounds Duty

The Johnson building and its Grounds are set aside for use by members of the Lower School only. Other members of the school may pass through if they have a legitimate purpose but should not be in the area otherwise. There should always be a member of staff, a lunchtime supervisor and a prefect on duty.

Areas to be supervised:

1. Classrooms
2. Locker rooms and Common Room
3. Tarmac play area
4. Upper lawn when available for use
5. Lower lawn when available for use

In general pupils should:

1. only play on the tarmac area or lawn (when available and as allowed by staff on duty)
2. do not enter the Johnson Building other than to the LS base for which you are responsible
3. respect and look after the area and not cause damage or drop litter
4. not go into the bushes adjoining Endcliffe Crescent without permission
5. stop games at 1.45pm so that they have time to collect books/get to class on time

The member of staff, lunchtime supervisor or sixth former on duty can 'close' a playing area at any time whilst they are on duty should they have concerns for the safety of pupils, the weather, poor behaviour or if the grass is too wet to play on.

After School or PM duty

Colleagues are on duty from 3.45pm until the departure of the last school coach (about 4.15pm). The colleague on duty will be responsible for the behaviour of pupils waiting for school coaches or for their parents. Staff should also remind pupils about road safety where appropriate. They will not be responsible for supervising driving or parking on Oakholme Road but should report the registration numbers of offending vehicles to the Deputy Head (Pastoral). School uniform should be worn properly adjusted on a pupil's journey home.

Grayson Duty

A member of staff will be allocated to this duty and will patrol the Grayson building.

Our expectation that Sixth Formers will use their facility well and:

- Respect the facilities / privileges that they have been given as senior members of the school which includes ensuring that furniture is well looked after and that the Common Rooms are left in good order.
- Run Sixth Form activities and selected facilities responsibly through the Sixth Form Committee