



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Supervision Policy

(Prep School Including EYFS)



IPSWICH HIGH SCHOOL
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SUFFOLK

24 Supervision Policy – Junior School (Including EYFS)

Aims

Ipswich High School is committed to ensuring the Welfare, Health and Safety of all of our pupils while in our care.

To that end we will always ensure that our staff are deployed to ensure the proper supervision of pupils while on our premises and while undertaking school visits and off site activities.

Other related policies; Behaviour, Teaching, School Visits.

General supervision

Before School

Junior school is open from 7.45am for breakfast club. This needs to be pre-booked in advance with Mrs Susan Burden (Junior School Receptionist) or Ms Robina Young (Hoot Club Supervisor).

For children who are not attending breakfast club, the school is open from 8am. Children in WPP to Year 2 should go to the 'Hoot Club' where appropriate supervision will be in place.

Key stage 2 pupils should go to the Main Hall where Miss Jackaman (TA) and a rota of staff will supervise.

A tick list register of names is in place for pupils to tick their names when they enter school.

After School

The Hoot Club

The Hoot club operates from 3.25-6.00pm; this is pre-booked again with Mrs Burden or Mrs Clark/Mrs Watt (Hoot Club Supervisors). The booking system ensures statutory regulation ratios are adhered to.

Both members of staff have the correct qualifications and attend extra training where necessary.

If a child is not picked up at the end of the school day or at the end of Hoot Club, and the parents cannot be contacted, then a member of SLT will be called and alternative arrangements will be made for the child to be supervised.



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Parent Pick Up

At the end of the day the class teacher takes the class out to the parents to make sure children are picked up by the appropriate person.

Children who go home on a bus are to gather in the hall where two members of staff will register them and then check them on to the correct bus.

Breaks and Lunchtime Supervision

EYFS and Key Stage 1:

The main area for these children to play in is at the back of the Junior School building. The rotas for supervision are in place and take account of regulatory guidance for ratios.

At lunchtime teaching and support staff are on duty in the Orangery to supervise the children eating their lunch. The children are then dismissed and accompanied in EYFS and Key Stage 1 to the play area.

Key Stage 2 children are also supervised by teaching and support staff and then dismissed to the Junior Playground at the rear of the school.

Wet Play Procedures

When the weather is inclement or for any other reason, which prevents the pupils from enjoying their playtime outside, the WET PLAY procedures then come into force.

- Year 6 committee should join all Key Stage 2 classes to help with the supervision of the pupils.
- The EYFS and Key Stage 1 pupils go to the Junior Hall where they will be supervised.

Supervision during curriculum time

The Head of the Junior School will ensure any cover for absent colleagues during curriculum time.



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Supervision of pupils attending lessons with peripatetic teachers

Peripatetic lessons are timetabled on a rota basis during curriculum time. Older pupils (Key Stage 2) are expected to excuse themselves from their normal lesson and make their own way to the West Wing (in Woolverstone Hall) for the music lesson. They must sign out in the book on Mrs Burden's desk and then sign back in at the end of their lesson.

Younger children are collected by the music teachers and are then returned to the Junior school.

Individual tennis lessons also follow a similar procedure.

Supervision during extra-curricular activities

All teachers running an extracurricular activity are required to keep a register of attendance.

Supervision of pupils travelling to matches is undertaken by the PE Department [see the PE department handbook for details]

Supervision of pupils on school visits always meets the requirements of our School Trips policy.

Teachers will always supervise pupils waiting to be collected by parents at the end of an after school activity.

Eileen Fisher December 2017