



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK

Supervision of Pupils Senior School Policy



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25 Supervision of Pupils Policy - Senior School

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 (EVC).

General supervision

Supervision before and after school.

Pupils are allowed in school from 07.45am. From 07.45am until registration at 8.35am, the Assistant Head (Wellbeing) is in her office in the Learning Environment and the Head of Year 10 is available in the PE office. The Deputy Head is also available in her office in Woolverstone Hall. Pupils arriving at school before 08.15am must sign in at the Assistant Head's office and remain in the Learning Environment.

From 4.30pm until 6pm, pupils may work under supervision in the LRC. A member of SLT is always on duty until 6pm and the LRO is also on duty until 5.45pm.

Individual teachers running after school activities will supervise pupils as required, having regard to our required pupil teacher ratio and having undertaken the relevant risk assessments. A register of pupils will be taken by staff.

Supervision during breaks and lunchtime; see the staff handbook- Break and Lunchtime arrangements for pupils.



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Supervision during non contact time for pupils, including sixth form.

Pupils in years 7 to 11 with timetabled non contact time may work in the learning environment or LRC. This may only take place with prior permission from the relevant Head of Year, who will organise supervision. Pupils not working in these areas, eg free play during first enrichment, adhere to normal school boundaries and are the responsibility of all teachers on site.

With permission, pupils may undertake private study in the ICT suite or appropriate common rooms.

Sixth form pupils who have non-contact time may work unsupervised in the sixth form area or LRC but must adhere to the Sixth Form Code of Conduct at all times.

Supervision during curriculum time

- a) In the circumstance of absent colleagues, all lessons for years 7 to 11 will be covered by a suitably qualified member of staff, as arranged by the Cover Supervisor. Sixth form lessons will not normally be covered by a teacher. Work will, however, always be set and pupils are expected to undertake this work in the library or sixth form area for the duration of the lesson.

See also Senior school Staff Handbook, 'Staff Supervision'.

- b) Supervision during PE lessons, including changing arrangements, both on and off site - see the PE department handbook for details.



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- c) Supervision of pupils attending lessons with peripatetic teachers: peripatetic lessons are timetabled on a rota basis during curriculum time. Pupils are expected to excuse themselves from their normal lesson, sign out at reception and make their own way to the West Wing in Woolverstone Hall for the music lesson. They should then sign back in at reception and return to their normal timetabled lesson at the end of their music lesson. Music lesson timetables are available on Firefly.

Supervision during extra-curricular activities

All teachers running an extra curricular activity are required to keep a register of attendance. The member of staff in charge of the activity keeps a register of the pupils attending. Extra-curricular activities all have list of names and keep their registers, these are produced on SIMS.

Supervision of pupils travelling to matches is undertaken by the PE Department.

The pupils are supervised by the staff in charge of that team/squad for that evening at the venue. If they are travelling on the school mini-bus they are supervised by the driver and/or another member of staff going with them. If they travel by coach (a school approved company only), they are supervised by the teacher/s who travel/s with them.

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. If it is before 5.40pm, pupils should go up to the LRC. If it is after 5.40pm, the member of staff remains with the pupils until they are collected.



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Supervision of pupils attending clubs organised by third parties, but which take place on or off site, such as Duke of Edinburgh Gold or swimming, is undertaken by suitably qualified staff-see our recruitment policy for details. Pupils are supervised by the third parties, all of whom are qualified to take sole charge and have the correct checks in place

Additional Information

In addition, apart from staff employed by the school or other authorised coaches, on a weekly basis in the PE department during the school day are:

- 1) Parents who have viewings, who are guided by the Registrar, the Head or a sixth form student.
- 2) Staff from other schools who supervise their pupils whilst they use our swimming pool on a regular basis. Ipswich High School sport instructors are with them as they teach these pupils. These visiting schools remain upstairs and separate from our pupils during their lessons.
- 3) Maintenance contractors with appropriate checks in place and/or supervision.
- 4) The general public who use the public rights of way across our fields (e.g.) Church Field. Pupils are supervised closely if they are in a lesson in this area. If doing cross country / athletics, there is always at least one member of staff supervising.
- 5) After school fixtures with spectators: pupils remain supervised by the PE staff.

Reviewed by Assistant Head (Wellbeing) December 2017

Next review: Nov 2018