



Reviewed September 2018

Loughborough High School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Child Protection and Safeguarding policy, Anti Bullying policy and our health and safety requirements. This policy covers all year groups.

The normal school day is 8.35am to 4.00pm.

General supervision

Pupils' arrival

When pupils arrive at school, they are expected to go straight to their form room. At this time of the morning, a senior member of staff is on the premises who could be contacted if a pupil needed assistance.

Sixth Formers may use the Common Rooms before school.

Early Morning Bus Duty (8.20-8.40am) – a member of LHS staff is on duty in the bus park to supervise pupils as the buses arrive.

Pupils' departure

All pupils are expected to leave the school premises by 5.30pm.

A member of SLT is on duty from 4.00-5.30pm each day but must remain at school until the last pupil has been collected from Reception, which is where pupils not collected from the library by 5.30pm will wait.

After 4.00pm, pupils should either be taking part in a supervised activity or be working in the library/T4/Genius Bar as appropriate. The library will be supervised by the Librarian. (See Appendix 1)

No pupil may be in any other area of the school site unless under the direct supervision of a member of staff.

If a pupil is not collected from school after 4.00pm and before 5.30pm, they are to report to the library and wait there until they are collected.

Arrangements are made to ensure that pupils are supervised during after school activities, for example drama, dance and concert rehearsals. Pupils are supervised by the member of staff who has organised that activity until every pupil is collected. No pupil should leave without letting the member of staff responsible know that they are going.

The PE department supervise pupils at after school practices. If the practice finishes before 5.30pm, any pupil not collected must report to the library and wait there until they are collected.

The PE department supervise pupils at both home and away matches. At the end of the match, the PE department will supervise until all pupils have been collected.

Parents are responsible for collecting their child on time at the end of an after school activity or out of school visit. If a parent is persistently late picking up their child, they will be reminded that the school reserves the right to send them home in a taxi and the cost will be charged to their fee bill.

After-school bus duty (4.00pm – departure of the last bus) - a member of LHS staff is on duty in the bus park to supervise pupils until buses depart.

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of LHS staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions.

In the event of an emergency school closure pupils are not sent home early unless permission has been received from parents.

Attendance and registration

An electronic register of pupils is completed at the start of the morning and afternoon sessions.

Parents are expected to contact the school as early as possible, on the LHS absence line, each morning that their child is absent from school.

The school will always try to contact the parent if a child fails to arrive at school without an explanation, the parents will receive a text message or a phone call.

If a pupil arrives in school after registration, they must go to Reception to register.

Pupils in years 7-11 are not allowed to leave the school premises during the school day unless they are on an out of school visit or have a dental, medical or other appointment to attend. Written confirmation of the appointment must be handed to a member of the office staff before signing out.

If the school has received parental permission, pupils in year 11 may leave the premises for one lunchtime a week from an agreed date in the spring term.

If the school has received parental permission, pupils in year 12 and 13 may leave the premises at lunchtime.

Any pupil leaving the school premises during the school day must sign out at Reception. If a pupil returns to school later in the school day, they must sign in at Reception.

Supervision during breaks and lunchtime

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the staff handbook.

Year 12 students are also on duty at lunch times in the dining hall with a member of the teaching staff. During the year 12 study period, pupils in year 10 take over this role.

Supervision during curriculum time

All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

In the event that a teacher is absent, either a substitute teacher or a supply teacher will cover classes in years 7-11. Year 12 and 13 classes will have work set and be expected to complete it without supervision. In the case of science, year 12 and year 13 classes will be

directed to an alternative room in which to work. They do not work unsupervised in the science laboratories.

In the case of a long term absence, the school will endeavour to employ a suitably qualified temporary teacher.

Pupils in years 12 and 13 will not be directly supervised when they are free during curriculum time at school and they will be expected to sign in and out of school if they are leaving the premises.

Supervision during PE lessons, including changing arrangements

PE lessons are supervised by members of the LHS teaching staff. In the case of an emergency, the school Matron can be contacted by telephone. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Child Protection and Safeguarding Policy.

Supervision during educational visits

The arrangements for the supervision of pupils, staff:pupil ratios and risk assessments needed for educational visits and out of school trips are described in the LES Out of School Visits Policy.

Supervision of pupils attending individual lessons and clubs at the Music School

Pupils attending individual lessons during lesson time will be registered with their music teacher on the FullScore registration system. If their individual music lesson is during the morning registration period, the tutor marks an N in the register and the pupil signs in at the Music School. The same procedure must be followed for pupils attending a music ensemble or choir rehearsal during the morning registration period.

Medical support

There is a qualified Matron on duty from 8.30am to 4.00pm every day. She is available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell and needs to visit Matron should be accompanied by another pupil if necessary. When Matron is absent, pupils are to report to Reception.

Supervision in a remote location

When a member of staff is supervising in a remote location, for example, working down at the Spinney, they are advised to take a school mobile phone with them.

Unsupervised access by pupils

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

Arrangements should be made by pupils to travel home at the end of the school day or immediately following an after school activity in which they participate. If the arrangement should fail, for example because the person collecting them is unavoidably delayed then, of course, they must wait in school until they are collected and not outside school. The library is open until 5.30pm as a supervised area for pupils who need to stay late.

This facility is intended for occasional use and is not to be regarded as regular after school care.

- All pupils should go in person to the library and sign in there by 4.15pm.
- Only pupils who have taken part in an activity, such as band practice may sign in after 4.15pm.
- Year 11 pupils may work in T4 but must sign in and out at the library.
- Sixth formers may work in the Genius Bar but must sign in and out.
- If a pupil is going to the library following completion of an after school activity, the pupil must go directly there and not delay by returning to the form room.
- We expect all the pupils in the library to work quietly and studiously on appropriate homework/preparation.
- Only LHS pupils are allowed to stay at LHS after 4pm.
- Pupils are NOT allowed to return to school once they have left at the end of the day.
- Once a pupil has signed in, they may only leave when being collected unless they ask permission of the member of staff on duty in the library.
- Pupils must sign out in person before leaving and not ask their friends to do this for them.
- Pupils should have left the school by 5.30pm – the school will be locked shortly afterwards and there is unlikely to be a member of staff on duty.
- Pupils may only return to school from the car park if their lift has not arrived by 5.30pm and after that there is unlikely to be any member of staff on duty.
- Pupils may receive mobile calls/texts in the library, T4 and Genius Bar only from their parents in order to confirm arrangements.
- The library telephone number is 01509 283789.
- The library will not be open after 12 noon on the last day of every term. Pupils are expected to leave at this time.

APPENDIX 2: Missing pupil procedure

At the start of each lesson, staff are expected to register their class using Lesson Monitor in SIMS. If a pupil in the class is absent then the member of staff must:

- check whether the pupil was absent at am (or pm) registration
- if the pupil was, use the code applied by her tutor
- if the pupil was present at am (or pm) registration, they should send an email or a reliable member of the class to Reception to report the absence
- Reception will check whether the pupil is at a music lesson, has signed out, is with Matron or is with the Head of Year
- if the pupil is not, the Head of Year and / or the Deputy Head will be alerted to establish the last known whereabouts of the girl and a search of the school may be necessary
- when the pupil is found, the members of staff involved will be informed
- if the above steps do not result in the girl being found, the Head will be alerted with a view to contacting the parents.