SOLIHULL

Supervision Policy

Senior School

Owner: Head of the Senior School
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Last Reviewed: September 2026

Version 7

1. Pupils' Arrival and Departure

The school is open from 7.30 am, and pupils (below the Sixth Form), once they have arrived on the premises, are required to stay on the school premises. There are staff present in school at this time, but the school can take no responsibility for direct supervision of pupils until 8.40 am, unless they are taking part in a school activity.

Unless they are taking part in an approved activity, pupils should not remain on the school site after 4.30 pm. Pupils in the Lower/Middle School who cannot be collected after school must go to the Kent Library which is staffed until 6.00 pm. Pupils in the Sixth Form may remain in the Cooper Building until 6.00 pm. Pupils are dismissed from clubs at the agreed finish time and released or sent to the Kent Library if they are being collected later in the day.

Arrangements are made to ensure pupils are supervised during, for example, practices, matches and concert rehearsals, or other events that bring small groups into school out of hours.

Sixth Form pupils may leave the premises at lunchtime. Pupils from all other year groups are expected to remain on site throughout the school day unless specific permission is given. In the Upper Sixth Form, pupils are allowed to leave the premises at 3.30 pm if they have a study period and parents or guardians have given their written permission.

During the course of a lesson, pupils are directly supervised by the member of staff teaching the lesson, who should not leave the room. Members of staff should not remove pupils from the room for disciplinary reasons, but contact the Headmaster's Wing/Pastoral Support Manager for assistance.

2. Registration

A register of pupils is taken at the start of the morning and afternoon sessions and in each lesson during the school day. Parents are responsible for notifying the school if their child is absent for any reason, by telephone, email: seniorabsence@solsch.org.uk or via the form on our school portal at https://solsch.myschoolportal.co.uk/login. The school will contact the parent if a child fails to arrive at school without an explanation.

3. Medical Support

There is a qualified nurse on duty in the Health Centre (between 8.00 am and 5.30 pm) who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on first aid notices that are displayed around the school. First aid boxes are in all potentially high-risk areas (the School Nurses regularly check and replenish the first aid boxes). The School Nurses are the only staff on the school site who can send a pupil home through illness – they will make all necessary calls and communications.

4. Supervision Whilst travelling to and from School.

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses but are expected to behave responsibly and in accordance with the School Coach Passenger Guidelines and the Behaviour and Discipline Policy. We would always investigate

complaints about poor behaviour. The school has a very healthy working relationship with all transport providers.

5. Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Offsite Visit Policy and Guidelines.

6. Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, the theatre, the CCF store, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils are not allowed to use gymnastic, athletics or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have access to the Grounds Department, Maintenance Department, Catering and Caretaking areas of the school. Clear signs are displayed.

Pupils are made aware which areas of the school are out of bounds.

7. Duties

During the course of the school day, at break time, lunch time and after school, members of staff fulfill a supervision duty in various designated areas and/or with Year Groups. A list of all areas and the requirements of the duty member of staff, are documented and circulated at least annually. For every duty area it is important that staff involved have a uniformity of approach and apply consistent sanctions where necessary. A meeting of staff on each duty is arranged in September and January to agree on a common approach. Where a duty also has Benchers allocated, members of staff should also liaise with them.

8. Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.