



SOLIHULL

Supervision Policy (Prep School)

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Pupils' Arrival and Departure

The school is open from 7.30 am for pupils attending Wraparound Care and parents are required to accompany their child to the Refectory. Pupils are signed in by staff. For further details please refer to our Wraparound Care policy.

Some Junior age pupils may arrive from 7am to take part in before school clubs. They must be accompanied by an adult to the advertised meeting point and handed over to a member of staff running the co-curricular activity. Where clubs finish by 8am, they will be escorted to Wraparound Care in the Refectory and sign in. They are then supervised by the Wraparound Care club staff.

All other pupils should arrive during their allocated start time. Nursery to I2 pupils arrive during their drop off window and park in the car park designated for their year group. Parents are responsible for walking them to the appropriate Alice House entry door or, where appropriate, to the point where they are met by a member of staff. If an Alice House pupil arrives when no member of staff is on duty, they should not be left unaccompanied and should be accompanied to the Alice House door and handed over to a member of staff.

Pupils in the Preparatory School are collected during their advertised pick-up time or are booked into Wraparound Care club or Co-curricular activity. The Wraparound staff collect pupils from their year groups and escort them to Wraparound, which takes place in Alice House for Alice House pupils (until 4:30pm) and in the Refectory building for Junior pupils (and Alice House pupils 4:30pm to 6pm). Pupils attending after school co-curricular clubs are dismissed at the agreed finish time and released directly to a parent or taken to the Wraparound Care if they are being collected later in the evening. External providers running co-curricular clubs also follow this procedure.

If a child is not collected 10 minutes after the designated finishing time for the end of the day or the end of a co-curricular club (and the child is not booked into Wraparound Care), the child will be put into Wraparound Care to await collection, and the Wraparound staff will be informed. In this scenario, parents will be contacted either by the school office or by a member of the Wraparound Care team to enquire as to their whereabouts.

Arrangements are made to ensure pupils are supervised during, for example, practices and concert rehearsals, or other events that bring small groups into school out of hours. Members of staff supervise pupils on both home and away sports fixtures.

Pupils from all Prep year groups are expected to remain on site throughout the school day unless directed otherwise by a member of staff who may, for example supervise them in travelling to the Warwick Rd campus or offsite for a fixture or educational visit.

During the course of a lesson, pupils are directly supervised by the member of staff teaching or assisting the lesson. Pupils should not be left unattended, except when a matter is deemed urgent, during which time another colleague will supervise in their absence. Members of staff should usually not remove pupils from the room for disciplinary reasons but contact a member of PMG or the Prep School Nurse for assistance.

A member of staff is close by and on hand whenever pupils are using changing rooms. Staff are provided with specific guidance, and this is reviewed and read annually by all staff who supervise in changing rooms.

1. Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason, 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. Registration for co-curricular activities is taken using the SOCS Co-curricular system and monitored regularly by the Assistant Head of the Prep School (Operations). External providers also take their own registers which are available for the school upon request.

2. Medical Support

There is a qualified nurse on duty in the Health Centre (between 8.00 am and 4.30 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, with many pediatric First Aid trained. First aid boxes are strategically distributed throughout the campus (the School Nurses regularly check and replenish the first aid boxes). The School Nurses are the only people on the school site who can send a pupil home through illness – they will make all necessary calls and communications, or delegate to a colleague if they are unable to do so. A video or audio call can be made to Senior School based nursing colleagues for guidance if a nurse is not present on site or a second medical opinion is required.

3. 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, except when transitioning to and from both campuses on bespoke shuttle buses in the company of the Prep School Transport Chaperone, and are expected to behave responsibly and in accordance with the School Coach Passenger Guidelines and the Behaviour and Discipline Policy at all times. We would always investigate complaints about poor behaviour. The school has a very healthy working relationship with all transport providers. School transport is only available for pupils from I2 upwards.

4. Supervision During Educational Visits

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

5. Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratory, the design technology room, the SMart theatre, etc. Any potentially dangerous items in these rooms are locked away and not easily accessible.

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use specialist sports equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by other members of staff, e.g. lunchtime supervisors.

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

6. Duties

Teaching staff are on duty before school and during breaktime. Teachers and Teaching assistants are part of a duty rota for each year group which is coordinated by the Assistant Head of the Prep School (Operations). At lunchtime, lunchtime supervisors are responsible for pupils. An appropriate number of supervisors are assigned to a year group depending on age and the number of pupils. Pupils are assigned designated areas on a rotational basis.

7. EYFS Ratios

Statutory ratios for appropriate supervision in our EYFS provision are carefully adhered to. These are:

For children aged three and over where a person with either Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification **is working directly with the children:**

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold a full and relevant level 3 qualification

For children aged three and over at any time when a person with either Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification **is not working directly with the children:**

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

Reception classes in maintained schools and academies are subject to infant class size legislation. The School Admissions Regulations 2012 limit the size of infant classes to 30 pupils per qualified teacher.

While an ordinary teaching session is conducted. 'School teachers' do not include teaching assistants, higher level teaching assistants or other support staff. Consequently, in an ordinary teaching session, a school must employ sufficient teachers to enable it to teach its infant classes in groups of no more than 30 per teacher.

Teaching assistants in Reception classes may supervise a maximum of 13 pupils when a qualified teacher is not present (or within sight or sound).

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.

9. Missing children

Our Attendance and Children Missing Education Policy outlines our process for children who are missing during the Prep school day and should be read in conjunction with this policy.

10. Car parks

During the school day, under the supervision of staff, the rear of Malvern Hall car park is used by pupils at breaktimes and for pupils to move between the field and other play areas at

lunchtime. The gate to the left of Malvern Hall is closed between 9am and 3pm to ensure that vehicle access is restricted. Members of staff moving through the site during breaktime and lunchtime hours is discouraged. Staff marshal the car parks during drop-off and pick-up times, including supervising the pupils at the end of co-curricular clubs.

11. Senior School pupils

If and when Senior School pupils are using the Prep School campus, they should be supervised by members of staff and reminded about behaviour expectations around younger pupils. They should be supervised if using the Refectory for lunch and only use designated individual toilets and not communal pupil toilets.

12. Prep School on the Senior School campus

Prep School pupils will occasionally make use of the Senior School campus. At these times appropriate supervision ratios will be in place. Minibuses or a walking bus approach will be used to transport pupils safely between sites.