

Supervision of Pupil Policy

Grange Park Prep School

April 2026

Member of staff responsible: Gavin Biston

Head: Gavin Biston

Document created by:	Flavia Rizzo (Headteacher) September 2017
Reviewed by:	Gavin Biston and Jamie Pitchford April 2026
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This policy applies to the whole of Grange Park Prep School, which also includes the Early Years Foundation Stage although a separate more detailed policy has been created in addition for the EYFS.

Introduction

The health, safety and welfare of all the children in our school are of fundamental importance. We aim to provide a safe and secure environment for everyone.

Responsibility during the school day

Registration

The responsibility to ensure that a child attends school regularly is that of the parents or carer. Each class is registered at 8:40am and 1:45pm. The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office before 9.00am on the first day of absence.

Form tutors are responsible for collecting their class from the playground for morning and afternoon registration. If the form tutor is off site during this time another member of staff will be appointed to supervise the class.

No class is allowed to leave the Playground or Garden Area unaccompanied.

Site Safety

The two gates of the school are locked except for when parents are dropping off children between 8:30 – 8:40 (where they are welcomed by a member of the staff team) and when collecting children from school at the end of the day, where they are seen out to an appropriate adult by a member of staff.

Children are not allowed off site during school hours unless parents/carers notify the Office. Parents/carers must sign their child out from the school office; the child is then brought to the House.

All visitors to the school must sign in at the office and be given a Visitor's Badge.

China mugs or cups are not allowed on site except in the School Office and the Staff Room. Hot drinks may be consumed in other areas using sealable cups or flasks.

In the Classroom

Each class will be fully supervised by an adult at all times.

Before School

The front and back gates are open from 8:30. Members of staff will be on duty 8:30 to 8:40 at the gates. The gates will then be locked by the supervising adults.

Playtime

Playtime starts at 10:20 and finishes at 10:40. Members of staff will be in the playground at this time. It is essential that full attention is given to observing the children and that action is seen to be taken whenever there is a problem. Serious misdemeanours will be recorded in MyConcern. If

situations reach thresholds, they should be reported to the DSL (Jamie Pitchford) or DDSLs (Gavin Biston, Sam Madden or Becky Collett) as appropriate.

After playtime the teacher who is teaching the next lesson collects the class from the playground. The member of staff on duty must remain in the playground until all classes are collected by their respective teachers.

No class is allowed to leave the playground unaccompanied.

Lunchtime

All classes are to be accompanied to the Lunch Hall/Playground by the member of staff who teaches the lesson before Lunch. Once the children are in the Lunch Hall/ queue or Playground, the member of staff is released.

Four members of staff are on duty; one inside in the hall, three outside in the playground. Children must be under direct supervision at all times. Children attending lunchtime clubs or required by other staff should be collected from the playground

After School

Staff will be on duty at the front of the school releasing Years 5 & 6 to their parent/ carer. Likewise, in the Garden area Years 3 and 4 will be released to their parent/carers. This is replicated with the dismissal of Reception, Year 1 and Year 2, who are dismissed from the Lower school playground to their parent/carers.

No child is permitted to leave the site without an authorised adult. An unauthorised adult will not be allowed to collect the child; Parents must ensure the school have been notified of any unauthorised adult collecting their child and will be required to provide either a password, photo or authorising email/phone call if another parent is collecting.

Year 6 pupils will be permitted to travel home, should parents have completed the appropriate consent forms.

Children who are attending Extra curricular activities will be released to an appropriate, supervised, pre-arranged space, usually the school hall.

The school door/gate is manned by a member of staff and locked once all children have been collected. If a child has not been collected by 3.40pm, they will be taken to the After School Club (ASC) where they will be supervised by the ASC leaders.

Wet Weather Arrangements

Before school

If the weather is wet, children may wait in the hall before school begins. The staff on duty are responsible for opening the doors and supervising the children.

Breaktime

During wet breaks all children will be supervised in the hall.

Lunchtime

Children not in the hall will be supervised in various classrooms.

Movement Around the School

At the beginning of each new year the Headteacher will remind the children in Assembly about the School Rules, this will be followed up, when appropriate with assemblies or visits to classes. All staff will remain vigilant of children between lessons and at other times outside the classroom, ensuring no running and safe movement at all times.

It is the responsibility of the teacher accompanying the class to ensure children are moving around the building safely. No running or talking in the corridors or on the stairs, one hand on the banister at all times.

Supervision of Physical Education

The same principles of care apply during physical education lessons as to other school activities.

Offsite Games

The Staff members will accompany Years 5 and 6 to Winchmore Hill Cricket Ground. A mobile phone must be taken.

Offsite Swimming

Years 3- 6 will be taken swimming. Year 3 and 4 in the Autumn Term, Year 5 and 6 in the Summer Term. The children will be taken by coach to Southbury Leisure Centre, Southgate Leisure Centre or Albany Leisure Centre, they will be accompanied by GPPS Staff at all times.

Educational Visits

Refer to Educational and Offsites Visits Policy.

Additional notes on Supervision are included in the GPPS staff handbook and Health and Safety Policy.