



BRIGHTON GIRLS POLICY

PUPIL SUPERVISION (SENIOR SCHOOL)

Document Control

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls related to pupil supervision.

This policy is applicable to Brighton Girls Senior only.

2. LIST OF ABBREVIATIONS & MEANINGS

BG	Brighton Girls
GDST	Girls Day School Trust
PE	Physical Education
SIMS	School Information Management System

May / Should	Advisory
Shall / Must	Mandatory

3. GENERAL REQUIREMENTS

The normal school day in the Senior School is 8.40 a.m. to 3.45 p.m.



3.1. Students' Arrival and Departure – Senior School

Students may arrive at school from 8.15 a.m., and are expected to go straight to their form room when they have been greeted by their Head of House. From 8.15 am the Reception is staffed. Students should go there if they need any assistance.

Senior students are expected to leave the school premises by 5.00 p.m. After 3.45 p.m., pupils should either be taking part in a supervised activity or working in Homework Club. Students are not allowed on site without supervision. Students who are waiting to be collected must go directly to Reception. Parents will be informed about arrangements for events taking place after 5 p.m.

Homework Club is supervised by a member of staff until 5.00 p.m. In the case of an emergency, staff are also available in Reception until 5.00pm.

Arrangements are made to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise students on both home and away matches. At the end of their activity, students should leave the school quickly. PE staff will ensure that those involved in a sport get changed and leave the school promptly.

3.2. Student's Arrival and Departure – Sixth Form

Students in the Sixth Form may enter the Sixth Form Centre at 8.15 a.m. and are expected to leave the building by 5 p.m. Students in Year 12 and 13 may leave the premises at lunchtime and may remain off-site for the afternoon if they have free lessons. They are expected to be on site the rest of the day, unless they have been given permission to do otherwise. Students will not be directly supervised during their free time at school, but will be expected to sign in and out of the Sixth Form or if they are going off site.

3.3. Registration

We take a register of students at the start of the morning sessions and the end of the and afternoon session. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. In the Senior School parents will receive a phone call if their daughter is not in school.



3.3.1. PE

If a student is ill and cannot participate in the lesson, they will be expected to stay with the class teacher and participate in a non-doer role such as coaching or officiating.

If a lesson is to be off site the class register must be completed **before departure** and Reception informed. The class teacher should regularly countercheck their class register with the sign in sheet. If a student has not signed in, the HOD must be informed and this should be followed up immediately by the HOD and the relevant Head of House.

All extra-curricular PE clubs and fixtures after school must have a register taken at the start of the session. This register must be recorded.

3.3.2. Music

The Music department ensures that a list of regular timetabled lessons is held at Reception. Visiting music staff must ensure that they give a list of absentees to the Director of Music who will in turn get this list to the office to countercheck. Any discrepancies are to be reported to Deputy Head Pastoral and the relevant Head of House.

The teacher running a before or after school lesson, club or rehearsal must ensure that a register is taken and recorded.

3.3.3. Rotational Lessons

If a girl is absent from an instrumental lesson during normal lesson time, the peripatetic teacher should inform Reception from the Music department office telephone. Teachers should put an 'N' code in the register, and this will be counterchecked by the office. Any discrepancies will be sent to the Director of Music and Deputy Head Pastoral to follow up.

3.4. Rehearsals for School Productions

- Rehearsals involving students will always be led by a member of staff.
- A copy of the cast and crew list will be sent to Reception and Deputy Head Pastoral.



- At the start of each rehearsal there will be a registration which will be recorded. Any student leaving early will sign out at Reception. Rehearsals will finish at the time advertised to parents.
- Members of the technical and design teams, who need to work on a more flexible basis, will sign in on a sheet which will remain in Reception and sign out when leaving the premises.

3.5. Rehearsal for Exam Performances

- Start and finishing times for these sessions will be agreed with all students concerned prior to the examination season and advertised to parents.
- Students will sign a rehearsal sheet at the start of the session which will then be sent to Reception.
- Students will need to sign out as they leave the premises.
- Workshop sessions will operate on the same basis.

- 3.6. All after-school extracurricular clubs and activities (e.g. Duke of Edinburgh, music rehearsals and practices) must have a register taken at the start, so we have clear records of who is on-site. If there is a problem with registration, the register should be emailed to reception@brightongirl.gdst.net. If a student leaves an after school activity early, they must sign out at Reception.

Any student taking part in an ad-hoc out of hours activity or lesson must sign in at Reception and sign out when leaving. These sessions must be supervised by a member of staff too.

3.7. 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 public transport; but are expected to behave responsibly. We always investigate complaints about poor behaviour. In the event of an emergency school closure students are sent home early only if permission has been received by parents.



3.8. Breaks and Lunchtimes – Senior School

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

3.8.1. Main Duty Times

- Break duty 10.05-10.25
- Lunch-time duty 12.30-13.30

3.9. Supervision during Curriculum Time – Senior School

In the event that a teacher is ill or unavailable to teach their class, either another teacher from the Senior School will cover or a supply teacher will be brought in to cover classes in Year 7 - 11. Sixth Form classes will be set work and are expected to complete it without supervision.

3.10. Lessons Off-site – Senior School

Some PE activities take place off-site. Staff and students usually travel by minibus. All staff that drive the minibus have been assessed and are suitably qualified and experienced. The minibus is fitted with seat belts.

There is a telephone at the off-site venues, and staff usually take an additional telephone, in case of difficulties. These arrangements and the use of these facilities have worked well for many years and are reviewed regularly.

3.11. Medical Support

There is a qualified nurse on duty in the Nurse's Office (from 9.00-3.30 daily during term time only) 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 teaching and support staff are trained and qualified as First Aiders able to give emergency first aid. The names of First Aiders are published in the staff handbook and displayed around the school. First aid boxes are in all potentially high risk areas, as well as in Reception. The School Nurse regularly checks and replenishes the first aid boxes.



3.12. Unsupervised Access by Pupils

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

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the Art Office. Doors to these areas are kept locked at all times when not in use.

3.13. Security, Access control and Workplace safety

See Security and Health & Safety Policies.

3.14. Supervision during Educational Visits

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

3.15. School Holidays

There may be occasional circumstances when students come into school to undertake some activity under the close supervision of a member of staff during the school holidays. Students must sign in and out at Reception or with a member of staff on weekends.

3.16. Staff Induction

All new members of the teaching and support staff with relevant responsibilities receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.



4. APPENDIX

NIL

5. DOCUMENT HISTORY

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