



Supervision before and after school (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Last Reviewed: November 2024

Frequency of Review: 3 years

Next Review Due: November 2027

JUNIOR SCHOOL

The Junior School ensures that the ratio of staff to pupils is correct whilst pupils are under the school's care. These are determined by risk assessments and mandatory rules. During school hours and when EYFS pupils are present there is always a paediatric first aider on site. A paediatric first aider will also accompany pupils off-site.

MORNING CLUB

Our Morning Club facility can be used by all pupils.

The back gate in the playground (Salisbury Road) is unlocked at 8.00 am by the duty member of staff. All other doors remain locked until 8.30 am.

If the weather is fine, pupils can be outside in the playground under the supervision of the Duty staff.

Reception pupils will be supervised by a second member of staff with paediatric first aid.

If the weather is not favourable, pupils are to be in the school Hall.

Reception pupils will be taken to their classroom by the member of staff assigned to them.

The back gate must be locked at 8.30 am.

BEFORE MORNING LESSONS

At 8.30 am, the member of staff on duty will lock the back gate. The front door is opened by the member of staff on duty. Pupils may go to their cloakrooms or classrooms.

Class Teachers must be in their classrooms from 8.30 am.

END OF SCHOOL

Pre-School (Early Years' Building)

Pre-School pupils are handed over individually to parents/guardians at the end of each session by an appropriately qualified adult.

Reception/Year 1 (Early Years' Building)

The Reception/Year 1 Class Teacher/Teaching Assistant will hand over pupils to parents/guardians at the end of the school day (3.30 pm).

Pupils from Reception/Year 1, with no older siblings, are collected from Early Years' entrance by parents/guardians. Reception/Year 1 pupils who are not collected by 3.30 pm from the Early Years' Building will be transferred to Afternoon Club in the same building.

Pupils who are attending Afternoon Club / Homework Club or an after-school club will wait with their Class Teacher.

Reception pupils will be collected/taken to Afternoon Club /after-school club at 4 00pm.

At the end of an after-school club or Afternoon/Homework Club pupils are handed over to parents/guardians by the relevant teacher.

Year 2 (Main building)

Pupils in Year 2 with no older siblings are collected from the Westbrooke entrance by parents/guardians via the front door at 3.30 pm.

The Junior School front door is open from 3.30 pm to 3.45 pm.

Pupils who are attending Afternoon Club or an after-school club will wait with their Class Teacher.

Pupils will be collected/taken to Afternoon Club/after-school club at 4 pm.

At the end of an after-school club or Afternoon Club pupils are handed over to parents/guardians by the relevant teacher.

Year 3 and Year 5 (Main building)

Staff who teach Year 3 or Year 5 for the last lesson of the day take these classes to the cloakroom and wait with them until everyone is ready to go home.

Pupils from Year 3 and 5 who do not have younger siblings should be collected from the Westbrooke entrance with their Class Teacher.

All pupils attending an after-school club wait in the Stem Room until 4.00 pm where there is a teacher on duty. Pupils are then taken to their after-school club.

Year 4 and Year 6 (Main building)

All pupils from Year 4 and 6 leave via Salisbury Road at 3.40/3.50 pm. Pupils are dismissed by their Class Teacher.

All pupils attending an after-school club wait in the Stem Room until 4.00 pm where there is a teacher on duty. Pupils are then taken to their after-school clubs.

Staff who teach Year 5 and Year 6 for the last lesson of the day should take these classes to their cloakrooms at the end of the day.

General Note

All pupils (leaving via the Hall/Salisbury Road) must wait in the Hall until their parents arrive in the playground, where they will be dismissed individually by the member of staff on duty to their parent/guardian.

At 4.00 pm the back gate will be locked by the Duty Teacher and any remaining pupils will be taken to the Stem Room.

All pupils who are not collected by 4.00 pm will go to Afternoon Club.

Pick up from the club is either via the front door or the back gate (when it is a sports club). The pick-up location is always outlined on the Weekly Wave information sent out to parents. Pick up from EYFS and Key Stage 1 Afternoon Club is via the Early Years' door.

If a club is cancelled, wrap around care is available with the Duty Teacher and this is provided in the Stem Room.

Anyone unfamiliar to staff, who comes to collect a child from school, must be referred to the DSL or the member of SLT on duty.

EYFS operate a password system (see missing child policy). No child will be allowed to walk home unaccompanied unless they are in Year 6 and written parental permission has been received by the Senior Leader-Pastoral & Safeguarding.

Pupils should never be left unattended at either exit.

Wrap Around Care for Early Years – Year 2

This facility is available to all children apart from Nursery.

The afternoon session is available from 4.00 p.m. to 5.00 p.m. and is held in the Early Years' building.

Should the member of staff not have a paediatric first aid qualification, a second member of staff with the relevant qualification will remain on site.

The Duty Teacher must check the online register from the office each day and record pupils in Afternoon Club.

Should a child not have been collected by 5.00 pm then the duty person must phone the parent/carer. Should the duty person not be able to get hold of the parent/carer, the DSL or a member of the Senior Leadership Team must be informed.

AFTER SCHOOL CLUBS

Clubs are open to all children apart from Nursery.

It is the member of staff's responsibility who is running the after-school club to take a register of all pupils.

Registers for each club must always be taken.

If a child's whereabouts is unknown, the DSL or a member of the Senior Leadership Team must be informed. The member of staff running an after-school club will dismiss the pupils to their parent/guardian.

SENIOR SCHOOL

Early Birds

The school opens at 8.00am to students.

Between 8.00am and 8.20am, students must enter through the main Reception door and either use the School Library or wait quietly outside their tutor rooms. Form Tutors should arrive by 8.30am.

Students must not enter a tutor room unless a Form Tutor is present.

All Students (if not Early Birds)

From 8.20 am, students should enter via the door on Gratwicke Road where they will be greeted by members of staff.

From 8.20 am, students may enter their Form Room only if their Tutor is there to supervise.

Students arriving in school via the school minibus service should enter through the main Reception doors.

A warning bell is sounded to remind students to be in their Tutor Room (settled) by 8.40 am for Registration which is taken at 8.45 am.

The Gratwicke Road door will be shut and alarmed at 8.40 am.

After this time, students will need to use the pedestrian pathway to the main foyer and sign in at Reception.

Students should only enter their Form Room if their Form Tutor is present. If the Form Tutor is not present, students should wait in the corridors until their Form Room is supervised.

The School will ensure that there is an adequate ratio of pupils to staff whilst pupils are under the School's care.

During the school day, pupils will not be allowed off-site unless they are on a School arranged educational visit or trip or the School has received a written request from the pupil's parent(s) or guardian(s).

However, pupils in Year 11 are permitted to leave the school premises at lunchtime and access local facilities in the town centre if they continue to display excellent behaviour and attitude to learning in school. Parents provide written permission to agree this privilege with the school.

Pupils in Year 12 and 13 are permitted to leave the School premises when they do not have lessons, provided they sign out in the Year 12 & 13 signing out books and sign in on their return.

Upper and Lower Sixth Students enter their Sixth Form Centre (VISION) through the entrance known as "The Ratisbonne Entrance" or via the main school Reception. They should then move immediately to the Sixth Form Centre (upstairs) where they are supervised by the Leader of the Sixth Form.

School finishes at 3.40 p.m.

Those students who wish to stay in School after this time may go to the School Library where they may study under supervision until 5.00 pm.

After school clubs are offered at different times across the school week, but not necessarily every day. These take place from 3.45pm-5.00pm.

It is expected that all students leave the school premises no later than 5.00pm each day. Students will not be supervised whilst on the premises after 5.00 pm unless at a supervised club or PE activity or in exceptional circumstances as agreed with the Deputy Headteacher or Headteacher. Clubs will usually finish no later than 5.00 pm.

Exceptional Circumstances

Should a pupil need to be in school outside of these hours, arrangements must be made with the Deputy Headteacher and agreed with parents.

Approved by Chair of Governors