



Sutton Valence School

Little Lambs Nursery

littl lambsnursery.org.uk

Preparatory School

svs.org.uk

School Supervision Policy



This Policy applies to Sutton Valence School (including, as the context requires, the Little Lambs Nursery, the Pre-Preparatory School, and the Preparatory School).

Pupil Supervision Policy

Adequate supervision is a core responsibility the School has towards parents who entrust their children to our care. The Preparatory School supervises children in the following ways:

1 Classes

Class sizes are approximately 20 pupils on entry to the Preparatory School. Teachers are expected to be in classrooms before pupils arrive and dismiss them before leaving. Classes will be in constant supervision throughout the teaching period and day.

Pre-Prep staff to child ratios

The supervision of Nursery and Reception is regulated by the Early Years Foundation Stage (EYFS) staff to child ratios.

Ratios are:	
Children aged 2 years	1 adult to 4 children
Children aged 3 years	one adult to 13 children with a teacher one adult to eight children with a teaching assistant (TA)
Reception, Year 1 and Year 2 classrooms	one teacher to 20 children.
Statutory guidance Reception classes	one teacher to 30 children

For PE, Dance, French and Music the children will be taught as a cohort in Reception and Year 1. Where possible the specialist teacher will have TA to assist the lesson.

2 Transport To and From School

Some children travel to and from School using the option of minibus transport. The School has a contract with Clarke's Minibuses to provide this service and parents can book this transport on a termly basis. Routes, including set stops, are published for parents and the minibuses bring children to School in the morning in time for registration. Parents are provided with a contact number of the bus driver and should notify the School Office if there is a change to their regular booking.

After School, the minibuses leave after Prep School clubs have finished. Children in the Pre Prep are escorted to the bus by a member of Little Suttons staff and Prep children go to the bus once they have been dismissed from their activity. Club providers are notified about which children take the bus, to ensure that they are released promptly from their clubs.

Before a bus leaves the School, a member of the office team checks that all of the children who should be on the bus have arrived. This includes notifying the bus driver of any changes that have been made during the day, following parental communication.

In the event that they are running late in the morning, Clarke's will call the School who will, in turn, notify parents. If, for any reason, the bus leaves the School later than normal after School, parents will be notified accordingly by the School Office.

3 Day and residential trips

All activities outside the classroom are governed by the School's trips policy. The ratio of adults to pupils should not exceed 1:10 for any Prep trip and 1:6 for Pre-Prep. Further guidance is available in the trips policy. Parents can be used to make up the appropriate adult ratio, providing the number of parents is in proportion to the number of staff. Teachers of both genders are required for residential trips and should be considered, where possible, for all other trips. At least one accompanying staff member should be first aid trained. The lead member of staff on an educational visit, will ensure that all necessary paperwork and risk assessments have been completed prior to departure. Whilst out of School, they will carry a mobile phone at all times which has necessary contact details for the School on it.

4 Sports Activities

All sports activities are supervised either by a member of the PE department (lessons), teachers in charge (training sessions), or by sports staff (pool). The shooting range is only used when there is a suitably qualified person in charge. All sports matches are organised according to School policy. Copies of team sheets and details of matches are left with the School Office. Sports teams are always accompanied by at least one staff manager.

5 Supervision during the school day

Sutton Valence School seeks to ensure that pupils are properly supervised at all times. Professional judgement is needed and should take into account pupils' ages, number and needs and the locations and activities in which they are engaged. This policy should be read alongside the Missing Pupils' Policy.

Registration

All pupils are expected to follow School procedures for registration. Registration is carried out at the following times:

- Morning registration (Mon-Fri) between 8.15 and 8.25am and at 8:30-8:45am in the Little Lambs Nursery;
- Afternoon registers are taken at 1.20pm in Reception – Year 2, 1:30-1:45pm in Little Lambs Nursery and at 2.05pm in Prep.

Any children who are involved in away matches and are therefore not present at afternoon registration will be marked as absent by the form teacher. The School Office will then update the registers according to the team sheets that they have.

6 Absences from academic lessons and afternoon activities

All teaching staff and staff leading afternoon activities, including visiting staff and visiting music teachers are responsible for accounting for all pupils assigned to them via teaching set lists or other attendance lists. These lists are maintained on iSAMS.

Authorised absences due to sports fixtures or academic trips, or for medical reasons, will be recorded on iSAMS and lists are available to all staff. All teaching staff are advised to check iSAMS at the beginning of each day and take note of pupils who will not be in their classes. Any missing pupils who are not on an official list, should be reported as missing to the School Office at the first opportunity. Following registration, the School Office follow up any noted absences with a phone call home and update the registers accordingly.

7 School Structure and Organisation

Pre-Prep (Little Lambs Nursery) School Day

Key Times	Details	Expectations
7.30am	Breakfast Club	Mrs Lyndsey Martin to set up breakfast club at 7:15am
8:15-8:40am,	Drop off	Parents start to arrive to drop their children. Pupils start table activities set up.
8.30-8.45am	Registration	A member of the Nursery team registers class.
8.45am	Activities begin	Pupils to select from a range of activities that planned to cover the 7 areas of development.
10.00am 10.30am	1 st Break time (optional for younger pupils)	Duty staff to finish breaks promptly so that pupils are in their classrooms ready for a prompt start to lessons
10.30am	Return to class	All duty staff are expected to return to class immediately following a duty, allowing for a “comfort break” – there are to be no “breaks” taken after a duty. Staff members are permitted to take a hot drink in a lidded insulated mug out with them on duty.
11.50am	Nursery Lunch sitting begins	All staff to ensure pupils are prompt to the dining room for their lunch or the Nursery classroom depending on the children’s needs. During holidays Nursery will have their lunch in the Nursery classrooms.
12.30pm	Morning session of Nursery ends (exclusive to Sept 2018 cohort. The 12.30pm finish will cease to be used from July 2020)	
12:45pm	Lunch break (optional for younger pupils)	
1.10pm	Lunch break ends	Duty staff to bring pupils in for a prompt start to afternoon lessons
1:30pm	Morning session of Nursery ends and the afternoon session begins (for the January 2019 and onwards pupils)	

1.30pm - 1:45pm	Registration	A member of the Nursery team registers class
1.50pm	Afternoon school begins	Registers to be taken at the beginning of the afternoon session
3.35pm	Optional Nursery School day end	Pupils to be dismissed by Nursery staff from their cloakroom
3.35pm	Nursery pupils transfer to Little Suttons after School care	Children are to be taken Little Suttons after School care.
5:15pm	Tea	Pupils are provided with a meal. During holidays Nursery will have their tea in the Nursery classrooms.
5:45pm	Nursery end of day.	

Pre-Prep (Reception – Year 2) School Day

Key Times	Details	Expectations
7.30	Breakfast Club	Mrs Lynsey Martin to set up breakfast club at 7:15am
8am	Supervision in playground	Gap students to supervise Year 1 - 6 then escort children to Prep/Pre-Prep at 8.15am. The EYFS pupils are cared for by the Breakfast club team and escorted to their classrooms.
8.15-8.25am	Registration	Form teacher registers class and takes them down to the Thursday Super Star or Friday Celebration assembly see Calendar for set dates.
8.30am	Assembly/Lessons begin	All staff / assistants to attend assemblies as required. Form teachers/ assistants to escort forms from the Bates Hall / Pre Prep Hall to their classrooms
10.00am 10.30am	1 st Break time	Duty staff to finish breaks promptly so that pupils are in their classrooms ready for a prompt start to lessons
10.30am	Return to class	All duty staff are expected to return to class immediately following a duty, allowing for a “comfort break” – there are to be no “breaks” taken after a duty. Staff members are permitted to take a hot drink in a lidded insulated mug out with them on duty
11:25am	Monday Head’s Assembly	Y1 and Y2 escorted to assembly and supervised by Class teachers or Teaching Assistants.
11:50/ 12.00pm	Reception – Y2 Lunch (start of lunch to be decided on by class teachers)	All staff to ensure pupils are prompt to the dining room for their lunch
12.45pm	Lunch break	
1.10pm	Lunch break ends	Duty staff to bring pupils in for a prompt start to afternoon lessons
1.20pm	Registration	Taken by teacher in charge
1.25pm	Afternoon school begins	Registers to be taken at the beginning of the afternoon session

3.35pm	Pre Prep School day ends	Pupils to be dismissed by their class teacher in front of Underhill House
3.35pm	Activities / Little Suttons	Children are to be taken along / sent to their activities or Little Suttons as appropriate for their age
4.10pm	Little Suttons	Children staying on to Little Suttons to be taken there by member of staff
5:20 pm	Tea	Pupils are provided with a meal.

It is expected that Pre-Prep classes will be escorted around the School site by either a class teacher or assistant to other lessons, e.g. Music. No routine staff meetings / planning meetings are to take place during curriculum teaching time.

Prep School Day (Monday - Thursday and Friday)

Key Times	Details	Expectations
7.30	Breakfast Club	
8am	Supervision in playground	Gap students to supervise then escort children to Prep/Pre-Prep at 8.15am.
8.15am	Supervision starts in the classroom. Form time	Form teachers in their classrooms from 8.15am onwards. Pupils preparing for the day ahead. Older pupils to organise themselves for the first four lessons
8.25am	Registration	Form teacher registers pupils and class moves to P1
8.30 - 9.05am Fri 8.30 - 9.00am	P1 Fri – Celebration Assembly	All lessons start and finish on time
9.05 - 9.40am 9.00 - 9.35am	P2 P1	All lessons start and finish on time
9.40 - 10.15am 9.35 - 10.10am	P3 P2	All lessons start and finish on time
10.15 - 10.50am 10.10 - 10.45am	P4 P3	All lessons start and finish on time
10.50 - 11.25am	Break Time (PSHE on Thursdays)	Pupils dismissed promptly and ushered out to break. Any pupils staying in to work must be supervised by the staff who have kept them in
10.45 - 11.20am	P4	
11.25 - 11.50 am 11.20 - 11.50am	Assembly/House Meetings/Hymn Practice Break time (Thursday & Friday)	Duty staff escort children to Bates Hall from the playground. Assemblies taken by a designated member of staff. Form teachers to escort forms from the Bates Hall to the Coles Building.
11.50 - 12.25pm	P5	All lessons start and finish on time
12.25 - 1.00pm	P6	All lessons start and finish on time
1.00 - 2.05 pm	Lunch and break	Pupils dismissed promptly to go to lunch or break – delays have knock on effects. Staff on duty in the Dining Room

2.05pm	End of lunch/break	Duty staff to end break on time, pupils line up in playground ready for afternoon registration – form staff to collect children from playground.
2.05 - 2.25pm	Afternoon registration and Reading period	All pupils must be registered by their form teacher in their form rooms. Following registration all pupils are to remain in their form rooms and read quietly
2.05pm	Registration	
2.25 - 3.00pm 2.05 - 2.40pm	P7	All lessons start and finish on time
3.00 - 3.35pm 2.40 – 3.15pm	P8	All lessons start and finish on time
3.35 - 4.10pm Mon-Thurs	P9	All lessons start and finish on time
3.15 – 4.10pm Friday Only	P4L (Preparation for Life, Leadership & Learning)	All lessons start and finish on time
4.10 - 4.20pm	End of the school day. Activities / prep begins	All pupils dismissed promptly. Pupils staying to prep / activities sent to the appropriate meeting points
5.20pm	End of activities / prep	Pupils dismissed promptly by those taking activities. Staff to wait with pupils in the Coles Building lobby
		to ensure all pupils are collected. Those going to tea sent to the Dining Room
Timings vary	End of matches that fall outside the normal timings	Pupils to await collection in the lobby of the Coles Building along with a member of the games staff who will sign the pupils out on the team lists as they are collected.

There are a number of duties that staff are expected to perform, at the following times:

Breakfast Club	7.30am - 8.15am
EYFS playtime	10.00am - 10.25am
Pre-Prep playtime	10.00am - 10.25am
Prep playtime	10.50am – 11.25am
EYFS lunch	11.50am - 12.40pm
Pre-Prep lunch	11:50am/12.00pm - 12.30pm
Prep lunch	1.00pm – 1.30pm
EYFS lunch playtime	12.45pm - 1.10pm
Pre-Prep lunch playtime	12.45pm - 1.10pm
Prep lunch playtime	1.30pm – 2.00pm
Reception, Years 1-2 after-school clubs	3:35pm – 4.10pm
Prep after-school clubs	4.20pm – 5.20pm
Little Suttons	3.35pm – 6.00pm (5:45pm end for Nursery pupils)

Staff will be expected to carry out duties allocated to them in the SVPS duty rotas. The allocation of duties will vary depending individual job profiles.

The Head of Pre-Prep organised duty rotas at the beginning of each new term and it is published in the duties folder in the SVPS public area and also in the SVPS Staff Room and in individual classrooms. If a member of staff is unable to do their duty or a teacher is ill, the Head of Pre-Prep will arrange cover, or the member of staff resolves this issue themselves.

8 Guidelines for staff on morning and lunch playtimes

Members of staff on duty should position themselves in the following areas:

1. A place that allows the whole playground to be observed, moving around as necessary;
2. Near areas that could be places that children hide in, for example on the playground near the shed area.
3. Pre-Prep to ensure staff have their mobile phone to call the office if assistance is needed.

In Years 3-6, no games that involve kicking balls are allowed on the playground. During the Pre-Prep playtimes no bikes are allowed. Pupils can play with the playtime equipment that is kept in stock. Should more be needed, please inform the PHSE HoD.

9 Arrangements for supervision of pupils before and after school

Before school, two members of staff in the dining hall run breakfast club. Depending on pupil numbers, the breakfast club leader will increase the staffing numbers.

Two members of staff supervise the Years 1-6 playground drop off from 8.00 - 8.15am. A member of SMT meets and greets families at the drop-off zone every morning. EYFS pupils arrive in School at 8:15am and go straight to their classrooms, should they be part of the breakfast club, they are cared for by the breakfast club leader.

After-school care is led by the Little Suttons co-ordinator who creates a duty rota for the Little Suttons team. This is circulated termly and is reviewed weekly, dependent on pupil numbers. This coordination role comes under the control of the Assistant Nursery Manager.

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