



EPSOM

COLLEGE

Supervision of Pupils Policy (Lower School)

This policy explains the supervision procedures in place in the School for pupils during the school day.

Legal requirements:

The Governing Body and the Headmaster are required to ensure, as far as is practicable, adequate supervision of pupils throughout term time to ensure their health, safety and welfare.

Supervision during the School Day:

Before School	The Lower School building is open from 7:00am each morning. Pupils may come into the foyer and wait for access to the rest of the building, at 7:45am, under the supervision of the Head of Lower School. From 7:45-8:20am, pupils are allowed into their form rooms and communal areas under the supervision of the Lower School Assistants and Heads of Year.
Breakfast	Lower School pupils do not attend breakfast.
8.20	Registration for all pupils in form rooms with Form Tutor.
8.30 – 9.00 Monday - Friday	All pupils attend Chapel, Lower School/Year Group Assembly or Tutor Period according to schedule.
9.00 - 10.45	Lessons
Break Time /Tea	Most pupils return to the Lower School to have a morning break snack, given out by the Lower School Assistants on the playground. Pupils may make use of the Tuck Shop supervised by the Catering Staff or the Library under the supervision of the Library staff. Pupils are allowed inside the Lower School building under the supervision of the member of Duty Staff (according to rota). The Head of Lower School and Heads of Year are also usually a presence in their offices. On a Monday the Lower School Receptionist fills this role due to attendance of other staff at Headmaster's notices.
Lesson Time	Teachers are responsible for the supervision of their classes (<i>The Common Room Handbook</i> gives detailed guidance on <i>Classroom Expectations</i> and <i>Health and Safety</i>). If a teacher feels that a pupil is disrupting a lesson and needs to be excluded, then he/she may be sent to the Head of Lower School or their Head of Year via the Lower School foyer. At the earliest opportunity, the teacher should inform the Lower School Receptionist, by email or in person, of the nature of the incident. It is the teacher's responsibility to check that the pupil went as directed.

Lunch Time	<p>From 12:00-12:30pm, pupils may go to the Lower School playground (supervised by a Lower School Assistant), Chapel Astro warm up area (supervised by second Lower School Assistant) or their form room (supervised by a member of Duty Staff - Head of Lower School or Head of Year - according to a rota).</p> <p>At 12:30pm, pupils head to the Dining Hall for lunch. The pupils do not queue given the timings of lunch for the senior years. A member of Duty Staff (Head of Lower School or Head of Year) oversees pupil behaviour in the Dining Hall according to a rota.</p>
Lesson Time	<p>Following lunch, Lower School pupils return to lessons at 1:00pm. Roll is taken at the start of the first lesson after lunch.</p>
Games	<p>All sporting activities are supervised by academic members of staff and/or sports coaches. The levels of supervision are adequate to ensure the safety and welfare of the pupils involved.</p> <p>Lower School pupils who are off games will be either in the Lower School Computer Room (supervised by the Lower School Assistants), in the Medical Centre (supervised by the School Nurse) or they will be on the sports' field supervised by the teacher running the activity.</p>
Afternoon Break	<p>Pupils return to the Lower School to have an afternoon break snack, given out by the Lower School Assistants on the playground. Pupils may make use of the Playground or Lower School form rooms.</p> <p>The Lower School building is supervised by a member of the Duty Staff (Head of Lower School or Head of Year) according to a rota.</p>
Activities	<p>Activities are supervised by the member(s) of staff running the particular activity. Absences are reported to the Lower School Receptionist at the earliest opportunity</p> <p>All activities that take place off-site have been suitably risk assessed.</p>
Supervised Prep	<p>Once lessons, sports and activities have finished at 5:00pm, the Lower School pupils may depart for the day (exit via foyer). Many pupils stay for supervised prep from 5:10-6:00pm in one of six Lower School classrooms (LS1/2/3/4/6/7). Each prep room is supervised by a member of academic staff according to a rota, and a register is taken via SOCS.</p> <p>All remaining day pupils leave the Lower School just after 6:00pm to either be collected or take one of the school bus routes home.</p> <p>The Head of Lower School or one of the Heads of Year is responsible for ensuring that all Lower School pupils have left the College safely at the end of the day. If one of these members of staff is unable to undertake this task then they will deputise another member of the Senior Leadership Team.</p>

Saturday mornings	Most pupils are engaged in fixtures under the supervision of their coaches and the teacher responsible for individual sports. Pupils engaged in activities are supervised by the teacher(s) responsible.
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Absence Cover

Details of the arrangements to cover staff absence for lessons and activities is given in *The Common Room Handbook*.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips, please see *The Common Room Handbook* with particular regard to the *External Visits Policy*.