



# LOUGHBOROUGH High School

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**Point of Contact (Reviewer):** Rebecca Connick

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Loughborough High School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Child Protection and Safeguarding policy, Anti Bullying policy and our health and safety requirements. This policy covers all year groups.

The normal school day is 08:35 to 16:00. Pupils should arrive in good time for morning registration at 08:40 in form rooms.

## **General supervision**

### **Pupils' arrival**

Students may arrive at School from 07:45 and are expected to go home by 17:30 unless they are staying late for an event or function. Students are not allowed on site without supervision.

Once pupils have arrived on campus, they should not leave the site during the school day unless they are authorised to do so. This expectation applies whether pupils arrive on foot, by car, bus or any other mode of transport. For the avoidance of doubt, pupils dropped off in the school car park or near school, should make their way directly to school.

When pupils arrive at school, they are normally expected to go straight to their form room. Pupils wishing to purchase breakfast or a snack may walk to The Stables located in Loughborough Grammar School.

Sixth Formers may use the common rooms before school.

At this time of the morning, a senior member of staff is on the premises and can be contacted if a pupil needs assistance.

A member of LSF staff is on duty in the bus park (08.20-08.40) to supervise pupils as the buses arrive.

### **Pupils' departure**

All pupils are expected to leave the school premises by 17:30. A member of SLT is on duty from 16:00-17:30 each day but must remain at school until the last pupil has been collected from Reception, which is where any pupils remaining in the Library at 17:30 must wait.

After 16:00 pupils should either be taking part in a supervised activity or be working in the library/T4/Genius Bar as appropriate. The library will be supervised by the Librarian. (See Appendix 1)

No pupil may be in any other area of the school site unless under the direct supervision of a member of staff. If a pupil is not collected from school after 16:00 and before 17:30, they are to report to the library and wait there until they are collected.

Arrangements are made to ensure that pupils are supervised during after-school activities, for example drama, dance and concert rehearsals. Pupils are supervised by the member of staff who has organised that activity until every pupil is collected. No pupil should leave without letting the member of staff responsible know that they are going.

The LSF Sports department supervises pupils at after school practices. If the practice finishes before 17:00, any pupil not collected must report to the library and wait there until they are collected.

The LSF Sports department supervise pupils at both home and away matches. At the end of the match, LSF Sports department will supervise until all pupils have been collected.

Parents are responsible for collecting their child on time at the end of an after-school activity, including working in the library, or out of school visit. If a parent is persistently late picking up their child, they will be reminded that the school reserves the right to send them home in a taxi and the cost will be charged to their fee bill. A member of LSF staff is on duty in the bus park to supervise pupils until buses depart (16:00 – departure of the last bus)

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of LSF staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions.

In the event of an emergency school closure pupils are not sent home early unless permission has been received from parents.

### **Attendance and registration**

An electronic register of pupils is completed at the start of the morning and afternoon sessions. Parents are expected to contact the school as early as possible, on the LHS absence line, each morning that their child is absent from school. The school will always try to contact the parent if a child fails to arrive at school without an explanation, the parents will receive a text message or a phone call. If a pupil arrives in school after registration, they must go to Reception to register.

Pupils in years 7-11 are not allowed to leave the school premises during the school day unless they are on an out of school visit or have a dental, medical or other appointment to attend. Confirmation of the appointment must be given in advance to a member of the office staff before signing out. Confirmation of the appointment could be through iSams leave request, parent email or parent phone call.

Pupils in years 12 and 13 may leave the premises at lunchtime. Parents who do not wish their daughter to leave the premises at lunchtime should inform the Director of Sixth Form in writing. Any pupil leaving the school premises during the school day must sign out at Reception. If a pupil returns to school later in the school day, they must sign in at Reception.

### **Supervision during breaks and lunchtime**

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as detailed in appendix 3. Year 12 students are also on duty at lunchtime in the dining hall with a member of the teaching staff. During the year 12 study period, pupils in year 10 take over this role.

### **Supervision during curriculum time**

All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

In the event that a teacher is absent, either a substitute teacher or a supply teacher will cover classes in years 7-11. Year 12 and 13 classes will have work set and be expected to complete it without supervision. In the case of science, year 12 and year 13 classes will be directed to an alternative room in which to work. They do not work unsupervised in the science laboratories.

In the case of a long-term absence, the school will endeavour to employ a suitably qualified temporary teacher.

Pupils in years 12 and 13 will not be directly supervised when they are free during curriculum time at school and they will be expected to sign in and out of school if they are leaving the premises.

### **Supervision during PE lessons, including changing arrangements**

PE lessons are supervised by members of the LSF Sports department. In the case of an emergency, the school Matron can be contacted by telephone. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Child Protection and Safeguarding Policy.

### **Supervision during educational visits**

The arrangements for the supervision of pupils, staff:pupil ratios and risk assessments needed for educational visits and out of school trips are described in the LSF Out of School Visits Policy.

### **Supervision of pupils attending individual lessons and clubs in the Music Department**

Pupils attending individual lessons during lesson time will be registered with their music teacher on the FullScore registration system. If their individual music lesson is during the morning registration period, the tutor marks an N in the register and the pupil signs in at the Music Department. The same procedure must be followed for pupils attending a music ensemble or choir rehearsal during the morning registration period.

### **Medical support**

There is a qualified Matron on duty from 08:30 to 16:00 every day. She is available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell and needs to visit Matron should be accompanied by another pupil if necessary. When Matron is absent, pupils are to report to the LGS Medical Centre.

### **Supervision in a remote location**

When a member of staff is supervising in a remote location, for example, working down at the Spinney, they are advised to take a school mobile phone with them.

### **Unsupervised access by pupils**

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## ***APPENDIX 1: Library - After School Rules***

Arrangements should be made by pupils to travel home at the end of the school day or immediately following an after-school activity in which they participate. If the arrangement should fail, for example because the person collecting them is unavoidably delayed then, of course, they must wait in school until they are collected and not outside school. The library is open until 17:30 as a supervised area for pupils who need to stay late.

**This facility is intended for occasional use and is not to be regarded as regular after school care.**

- All pupils should go in person to the library and sign in there by 16:15.
- Only pupils who have taken part in an activity, such as band practice may sign in after 16:15.
- Year 11 pupils may work in T4 but must sign in and out.
- Sixth formers may work in the Genius Bar but must sign in and out.
- If a pupil is going to the library following completion of an after-school activity, the pupil must go directly there and not delay by returning to the form room.
- We expect all the pupils in the library to work quietly and studiously on appropriate homework/preparation.
- Only LHS pupils are allowed to stay at LHS after 16:00
- Pupils are NOT allowed to return to school once they have left at the end of the day.
- Once a pupil has signed in, they may only leave when being collected unless they ask permission of the member of staff on duty in the library.
- Pupils must sign out in person before leaving and not ask their friends to do this for them.
- Pupils should have left the school by 17:30 and the school will be locked shortly afterwards. There is no staff member routinely on call after this time. In the event of an unforeseen delay in collection, pupils should remain in Reception with the duty SLT member of staff until their lift arrives.
- Pupils may receive mobile calls/texts in the library, T4 and Genius Bar only from their parents in order to confirm arrangements.
- The library telephone number is 01509 283789.
- The library will not be open after 12 noon on the last day of every term. Pupils are expected to leave at this time.

## ***APPENDIX 2: Missing pupil procedure***

At the start of each lesson, staff are expected to register their class using iSams. If a pupil in the class is absent then the member of staff must:

- check whether the pupil was absent at am (or pm) registration
- if the pupil was, use the code applied by her tutor
- if the pupil was present at am (or pm) registration, they should send an email or a reliable member of the class to Reception to report the absence
- Reception will check whether the pupil is at a music lesson, has signed out, is with Matron or is with the Head of Year
- if the pupil is not, the Head of Year and / or the Deputy Head will be alerted to establish the last known whereabouts of the girl and a search of the school may be necessary
- when the pupil is found, the members of staff involved will be informed

- if the above steps do not result in the girl being found, the Head will be alerted with a view to contacting the parents.

### ***APPENDIX 3: Staff Duties***

The staff duty list is drawn up in conjunction with the timetable and is circulated to all staff at the beginning of each term. Whilst this allocates specific tasks to members of staff, of course, outside of these, all staff remain on duty and should address any misbehaviour both inside and outside the School and do all that they can to assist the smooth running of the School and the happiness and wellbeing of its pupils.

Whilst during the school day our main focus is on pupils at the High School, we have a duty of care to ensure the safety of all pupils within the Foundation.

It is incumbent on us all to ensure that the system functions efficiently and smoothly by:

- Arriving on time for our duties
- Taking care to note that pupils are behaving in a sensible manner
- Checking that pupils are not in areas out of bounds
- Completing the duty at the stated time and encouraging pupils to arrive on time for their next appointment

#### ***Specific duties for teachers on duty***

##### **1. Morning car park (08:10-08:40)**

- Wear an 'orange' Hi-Viz jacket.
- Ensure that pupils stay to the walkways and only use designated crossings (as instructed by the Estates staff).
- Please ensure that, once on campus, pupils do not leave the site. Be especially vigilant of this if stationed by the exit towards the A6.

##### **2. Break: Tuck shop (10:45-11:05)**

- Check in first with the member of the catering team.
- Working in conjunction with the prefect on duty help manage and separate the two queues for those picking up 'lunch to go'

##### **3. Break: In and around school (10:45-11:05)**

- These areas need regular supervision, especially in wet weather, as they house form rooms and lockers.
- In fine weather many pupils will sit and/or play outside in the Quad.
- If there is a bake or cake sale in the Quad or Cloisters help assist the member of form staff with this.
- Otherwise walk round the English block, Charles, Cloisters and Chesterton to maintain good behaviour.

##### **4. Lunch queue 1 (13:15-13:45) and Lunch queue 2 (13:45-14:15)**

- With the help of the duty prefects, ensure that the lunch queue is orderly and sensible.

- At the busiest times, in conjunction with the catering team, you may need to regulate those coming in to ensure that there is sufficient seating available before they collect their food.
- On your arrival, collect the clipboard for registering any pupils without a lunch card and collect the clicker which tots up the total number of covers for that day both of which are behind the servery.
- All pupils should have a lunch card, either permanent or a single use. (Please keep the latter). Those without should sign the form on the clipboard.
- Pupils with an early lunch card will come first and then year groups follow on a rota set each year.
- Keep an eye out within the dining room to ensure there is no misbehaviour.
- No pupils should be using phones in the dining room.

#### **5. Lunch (Parkin, Science, Music & the Walks) (13:35-14:05)**

- The main area of supervision is ensuring safe passage of pupils across the Walks and the car park by the Science and Music departments during the early part of lunch.
- Pupils should not be in the Science labs unattended but senior pupils may work within the ground floor foyer area.
- The Walks is a public right of way for pedestrians so be vigilant for integrations between students and members of the public.

#### **6. Lunch (Main school, tuck shop and quad) (13:45-14:15)**

- These areas need regular supervision, especially in wet weather, as they house form rooms and lockers.
- In fine weather many pupils will sit and/or play outside in the Quad.
- Check in with a member of the catering team in the tuck shop and, if it is busy, ensure an orderly queue outside.
- Otherwise walk round the English block, Charles, Cloisters and Chesterton to maintain good behaviour.

#### **7. After school: Barrier**

- Wear an 'orange' Hi-Viz jacket and take up position, in order of priority, as on the car park duty plan below.
- Ensure that pupils stay to the walkways.
- Keep alert to the many vehicles using this corner, looking out for any hazardous situations (e.g. cars mounting pavement to pass) and alert pupils to these.

#### **8. After School Car Park**

- Wear an 'orange' Hi-Viz jacket and take up position, in order of priority, as on the car park duty plan below.
- Collect the Bus Duty Mobile phone from LHS Reception.
- Ensure that pupils stay to the walkways and only use designated crossings (as instructed by the Estates staff).
- Keep pupils off the bus park as buses may arrive late.
- LGS games buses normally arrive during this time and staff should ensure that these boys keep to the walkways, especially as this may be against the natural flow of students.



- Once the South Notts bus (blue double decker) arrives and is loaded this bus normally starts the departure process of all the buses. Estates staff will stop the traffic.