



CAMERON HOUSE SCHOOL

4 THE VALE, LONDON SW3 6AH

Supervision of Pupils Policy

All Staff at Cameron House School have a duty of care to all pupils in the School. It is the school's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities off site.

It is also our responsibility to ensure that there is effective supervision of the school building, and that the site is secure.

Supervision during the School Day:

Supervision in EYFS

EYFS children are registered and supervised in their classrooms on arrival from 08.30am to 8.45am; a formal register is taken at 8.50am. Our Reception class children are aged 4 and 5 years old; the maximum size for our Reception Class is 20 pupils. (The past years have seen the Reception Class size in the mid teens.) Both the Reception Teacher and Teaching Assistant are qualified teachers and Paediatric First Aid Trained. Reception children eat their lunch in their classroom, supervised by a member of staff. The School Day for Reception pupils ends at 3.25pm (2.25pm on a Friday) where a member of staff (usually Reception Teacher / Reception Teaching Assistant) will line up the class inside the school by the front door and release each child individually to a recognised parent / carer or alternative adult if written consent has been given previously by parent.

Before School

Early Bird Club runs from 8.00am- 8.30am, supervised by a member of teaching staff. Children will be signed in on arrival and will go to their classroom at 8.30, where they will be supervised by their class teacher.

Children attending clubs before school, such as choir or gymnastics, are signed in by the teacher who is running the club. Pupils will go to their classroom at 8.30, where they will be supervised by their class teacher.

Start of the day

All children enter School through the main entrance, where they are greeted with a handshake by the Headmistress or the Deputy Head. The main entrance is open from 8.30-8.45am. Children go to their classrooms, where their Form Teacher will supervise start of the day activities.

Registration

All pupils are registered in their form room at 8.45am in the morning and at the start of the afternoon session, following lunch time, in the afternoon

Play time

At break time, a member of staff is on duty in the playground and additional members of staff are available as necessary.

Lunch time

Children in Years 1 – 6 eat their lunch in the school hall. The timings are staggered so that only 2 to 3 classes are eating lunch in the hall at the same time. Lunchtime is supervised in the hall by 2 Lunchtime Supervisors. Those children who are not eating will be in the playground supervised by teaching staff.

Wet Play

Should weather conditions be inclement, children return to their classroom, where they will be supervised by a member of teaching staff (usually their form teacher or teaching assistant).

End of day procedures / After School Clubs

Each class is led to the main entrance by a member of teaching staff, where the pupils will line up inside the school by the front door and the supervising teacher will release each child individually to a recognised parent / carer or alternative adult if written consent has been given previously by parent.

Those pupils who are attending after school clubs will be dismissed by their form teacher / member of staff at the end of the school day in their classroom. Pupils will go to the room or meeting point where the teacher supervising the club will be waiting. If a club starts later than dismissal time, children will attend homework club, which is supervised by a member of teaching staff.

A register is taken at the start of all clubs and returned to the school office at the end of the club.

One member of staff will be on duty after-school from 3.40pm (2.40pm Fridays)

Security

For security and safety, the school has 4 CCTV cameras at the main entry points. These record and display on TV screens in the 3 school offices.

Supervision on Educational Visits

Please refer to Cameron House School Visits Policy

Policy Reviewed: September 2019 by Dina Mallett

Next Review: September 2020

Approved by: Josie Cameron Ashcroft September 2019 Next Review: September 2020