



MOORFIELD  
SCHOOL

# SUPERVISION OF PUPILS POLICY

Whole School Policy including EYFS



# SUPERVISION OF PUPILS AT MOORFIELD SCHOOL

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*This Policy should be read in conjunction with the Child Protection and Safeguarding Policy, the Behaviour Policy, Parents' Handbook and the Health & Safety Policies.*

Pupils at Moorfield School ("School" ) are supervised throughout the day.

## Breakfast Club

Breakfast Club is set up and supervised by a teaching assistant and EYFS practitioner supervises nursery children. Doors open at 7.45 am and breakfast is available until 8.15 am. Breakfasts are usually pre-booked in the office but sometimes children arrived unannounced.

## Start of the School Day

All pupils gather in the dining room before school and are supervised until 8.30 am. Nursery children are supervised by their parents until Nursery is open is 8.30 am. From 8.30 am pupils in the Lower School wait in the dining room. Once registration has taken place, pupils disperse with their form teachers to their classes. Reception children are also escorted to their classroom by Reception prefects. From 8.30 am Upper School pupils go to their form rooms via the cloakrooms where their form teacher is waiting for them. They are registered in the classroom.

Pupils in Reception, F1 and F2 are supervised as they move from one part of the School to another whereas pupils from F3 upwards are not required to be escorted between classes.

Nursery 1, 2 and 3 children play in the enclosed Early Years area during school playtimes (morning and lunchtime). They are supervised in the Early Years outdoor space and within the Nursery building by EYFS staff.

Playground duties are covered by school teaching staff on a rota basis. Two members of staff are on duty in the playground and another person takes some older children down to the pitch at morning playtimes and other times wherever possible. Staff supervising on the pitch must take the School Walkie Talkie in the event assistance is needed on the pitch. Staff on playground duty must not leave the playground until every child has gone inside, although Nursery staff take Nursery children in first. Once all the children have come into the school building, the teacher on duty follows them in and closes the door. Prefects may remain indoors if they have duties to carry out but all other pupils must go outside. If it is raining at break time, Nursery and Reception children stay in the EYFS building, older pupils gather in the dining room.

Nursery children eat their lunch in the Nursery under close supervision of Nursery staff. Reception eat their lunch in the dining room, supervised by the Reception prefects. Lunch in the dining room is supervised by two members of staff. Form teachers help while the children queue for their lunch and serve the food. Duty staff on lunch duty will check on Form 1 and Form 2 in the cloakroom before they go out to play. Reception are escorted back to their classroom by the Reception prefects, where they get ready to go out to play. Senior , Form 4 and Senior 6 go back upstairs to quickly get their coats before going onto the playground. If it is raining at lunch break, children return to their classrooms where they are supervised by their form teachers.

Senior 5 and Senior 6 pupils are given more freedom and are not as closely supervised on some occasions. During wet lunch times they may be on the top floor and, although a teacher is present on the top floor, may not necessarily be in their classroom. Form 4 will need supervision still during wet lunch times so the class teacher is expected to stay with them.

Senior 6 pupils have the freedom and responsibility to fulfil their prefect duties at break times without supervision. However, if they do not have specific duties they should be out on the playground like everyone else.

Members of staff need to be aware that it is during these more unstructured moments or in the communal areas of school, when there are no adults in sight, children can choose to be unkind to one another. Bullying seldom takes place when an adult is present. Having a watchful eye or listening ear on these occasions is more likely provide evidence of misbehaviour and staff must be vigilant with regard to bullying at these times of the school day.

## SUPERVISION ON EDUCATIONAL VISITS AND AWAY SPORTING FIXTURES

Adequate supervision is a major consideration in the planning and running of all educational visits. Details of the School's requirements can be found in the *Trips and Visits Policy*.

The following minimum adult to pupil ratios are maintained for all age groups on trips :

Nursery/Reception	1:5
F1/2/3	1:6
F4/S5/S6	1:10

## AFTER SCHOOL AND AFTER SCHOOL CARE

After School Care runs from 3.45pm to 6.15pm every day. Lower School children go into After School Care at 3.45pm and Upper School children at 4pm. There are extra-curricular clubs after school held most nights. Children involved in a club are registered by the club leader and escorted to the club. If the club is in a classroom, children go straight there and are registered by whoever is running the club, younger children are escorted to clubs. All children will go straight to After School Care when a club finishes at 4.45pm.

After School Care is led by an Early Years Practitioner with an assistant if the ratio is more than 1:3 for 2 year olds or 1:4 for 3 year olds. Older children are supervised by an After School Care Assistant and if ratios are more than 1:6 (F1/2/3) or 1:10 (F4/5/6) then a member of staff assists.

At the end of the school day, once classes have been dismissed, 'stranded' children gather with their teachers in the school dining hall to wait until their parents arrive to collect them.

If children in Reception, Form 1 and Form 2 are not collected by 3.45 pm, they are taken into after-school care. If children in Form 3, Form 4, Senior 5 and Senior 6 are not collected by 4 pm, they are taken into after-school care.

If parents are not there to collect children at the end of After School Clubs, they are sent straight into After School Care.

When at school, the Head stands at the front door at the end of the school day to ensure safety of pupils as well as to be available to parents. SMT undertake this duty if the Head is not available.

Holiday Club operates in the school dining room, playground and pitch during most of the school holidays for Moorfield children. Children are also taken out of school on local trips during Holiday Club. The Holiday Club leader observes the same adult to child ratios.

**During the pandemic, please see changes implemented as a result of the Covid 19 Risk Assessment**

Policy Reviewed by:	The Head
Last Review Date:	November 2020
Next Review Date:	November 2021