

## SUPERVISION POLICY (Including Drop off and Collection)

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## 1. INTRODUCTION

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils

- throughout the school day
- before and after school (including buses)
- during Manor Fun (holiday activities at The Manor).

**Supervision arrangements on School Trips can be found in the Educational Visits Policy (including Health and Safety on Trips).** Staff will be reminded to familiarise themselves with both these policies annually at the start of each academic year and will receive guidance and training as appropriate. This includes Risk Assessments, where appropriate.

## 2. LEGAL OBLIGATIONS

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Head has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and policies for their implementation
- ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively
- ensuring the maintenance of good order and discipline at all times during the school day (including midday breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds

If a claim of negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff or the school. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

### **3. STAFF INDUCTION**

All new members of the teaching staff and volunteers receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given in areas within the building and grounds that should be regularly checked when on duty outside normal lesson times, and is available within this Policy.

An induction pack is provided.

#### **Work Experience Students**

- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible. Students under the age of 17 are not expected to attend to personal care duties.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

### **4. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school.

#### **Joint School Bus Service**

Pupils are not supervised by a member of staff when travelling on the school buses operated by the Joint Bus Service, but are expected to behave responsibly. Children from The Manor are also seated at the front of the bus to be in close vicinity to the bus driver. We would always investigate complaints about poor behaviour. Appropriate numbers of staff are on duty to supervise when the school buses arrive and depart. (See Section 9 "BUS DUTY").

#### **School Minibuses**

A supervisor travels with the children on the school minibuses.

### **5. SUPERVISION RATIOS DURING THE SCHOOL DAY**

Above all other considerations, the safety and emotional welfare of pupils must be an overriding concern.

The Manor ensures that pupils are properly supervised through the appropriate deployment of school staff. Risk assessments are carried out as appropriate.

In the EYFS we adhere to the standards in the EYFS Statutory Framework December 2023 (as well as the ISI Regulations) as follows:

3.35 Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to use staff to ensure children's needs are met. Providers must inform parents and/or carers about how staff are organised, and, when relevant and practical, aim to involve them in these decisions.

3.36 Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of a member of staff.

3.37 In settings on the early years register, the manager of the setting must hold an approved qualification of level 3 or above and at least half of all other staff must hold at least an approved level 2 qualification. Managers appointed on or after 1 January 2024 must have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position. Managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum. Managers should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

3.38 To count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English. An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early Years Qualification Requirements and Standards document. Approved qualifications will be published on the Early Years Qualifications List published on GOV.UK.

3.39 The ratio requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. For settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times.

3.41 For children aged two:

- There must be at least one member of staff for every five children.
- At least one member of staff must hold an approved level 3 qualification.
- At least half of all other staff must hold an approved level 2 qualification.

3.42 For children aged three and over in registered early years provision at any time where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is working directly with children:

- There must be at least one member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification.

3.43 For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is not working directly with children:

- There must be at least one member of staff for every eight children.
- At least one other member of staff must hold an approved level 3 qualification.
- At least half of all other staff must hold an approved level 2 qualification.

3.44 For children aged three and over in independent schools (including in nursery classes in free schools and academies) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with children:

- For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children.

- For all other classes there must be at least one other member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification.

3.45 For children aged three and over in independent schools (including in nursery classes in free schools and academies) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with children:

- There must be at least one member of staff for every eight children.
- At least one member of staff must hold an approved level 3 qualification.
- At least half of all other staff must hold an approved level 2 qualification.

3.48 Some schools may choose to mix their reception classes with groups of younger children (for example, nursery pupils, non-pupils, or younger children from a registered provider). In such cases they must determine ratios within mixed groups, guided by all relevant ratio requirements and by the needs of individual children within the group. In exercising this discretion, the school must comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes. Schools' partner providers must meet the relevant ratio requirements for their provision.

3.49 Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible.

Risk assessments are carried out as appropriate. This includes ensuring that at least one member of staff on duty has valid paediatric first aid training.

## **6. SUPERVISION RATIOS OF MANOR PUPILS IN WRAPAROUND CARE, (BREAKFAST CLUB, EARLY BIRDS, EXTENDED DAY)**

Our staffing supervision for Wraparound Care varies according to the ages and number of pupils attending.

For pupils in Pre-Nursery and Nursery, the ratio of adults to children is as follows:

For 2 year olds      1:5  
 For 3-4 year olds    1:8

At least one member of staff holds an approved level 3 qualification and half of all other staff hold a full and relevant level 2 qualification.

For pupils from Reception upwards, the staffing ratio and qualification requirements are the same as is necessary for a Reception Class (please refer to the Statutory Framework for the Early Years, December 2023).

For pupils in Years 1 to 6, a risk assessment is carried out so that the staffing ratio is appropriate to circumstance.

## **7. SUPERVISION ARRANGEMENTS BEFORE THE SCHOOL DAY STARTS**

Pupils do not arrive simultaneously on the school premises.

The School shares the Parents' Handbook with all parents, which states the time of the start of the school day and indicates the arrangements for the supervision of children who arrive before 8:30am. The school also places regular reminders in 'Manor Messages', the weekly form of communication between the School and parents/carers.

### **Start of the Day Years 1 and 2**

Children in Years 1 and 2 should be escorted by the adult dropping them off to their first early morning destination. For reasons of safety we ask that children do not enter their classrooms or cloakroom areas within their allocated buildings before 8:30am. If children arrive between 8:00am and 8:30am and are not attending an organised sport or music activity or learning support lesson, they should be taken to Early Birds in the Main Hall. Any children who arrive at school after 8:50am MUST report directly to the Main School office in order to be registered before going to their form room. Any child who arrives at school after 8:50am will be registered as late.

### **Start of the Day Years 3 to 6**

In Years 3 to 6 it is permissible to drop children at the gate by the Head's office or at the gate in the parents' car park at the rear of the site and children are allowed to walk, unsupervised, to their morning destination. For reasons of safety we ask that children do not enter their classrooms or cloakroom areas within their allocated buildings before 8:30am. If children arrive between 8:00am and 8:30am and are not attending an organised sport or music activity or learning support lesson, they should go to Early Birds (see below) Any children who arrive at school after 8:50am MUST report directly to the Main School office in order to be registered before going to their form room. Any child who arrives at school after 8:50am will be registered as late.

### **Breakfast Club**

Breakfast Club is available for children from age 3 up to the end of Year 6. Children are supervised by suitably qualified and experienced members of staff in the Dining Room from 7:30-8:00am. A healthy selection of cereals, pastries, toast, juice and milk is provided. The service is bookable in advance on a termly basis, space permitting. It can also be booked on an ad hoc basis by emailing the Breakfast Club Manager any time up to 8:00pm the day before. All charges are payable termly in arrears. At 8:00am children from Nursery to Year 2 are escorted to Early Birds. At 8:00am children from Years 3 to 6 may walk unsupervised to Early Birds on the Tennis Courts or in the Dining Room.

### **Early Birds**

#### **a) Pre-Nursery, Nursery and Reception**

EYFS (Pre-Nursery, Nursery and Reception) children should be escorted by an adult to Early Birds in the Lower School Hall.

Members of staff are on duty in the Lower School Hall from 8:00-8:30am. The numbers of staff may fluctuate depending on the number needed to fulfil the ratio of 1:8 for children up to 7 years of age (and ratio of 1:5 for 2 year olds). A member of the Early Years team will be there to greet children from Early Years and sign them in. They will act as the Key Person and forward relevant information from the parent/carer to the appropriate member(s) of staff. At 8:30am allocated members of staff are responsible for taking the children in Early Years (Pre-Nursery, Nursery and Reception) to their relevant classrooms where a member of staff will be available to greet them. No child should be in a classroom or building, other than the Lower School Hall, before 8:30am.

### **b) Years 1-2**

Year 1 and 2 children should be escorted by an adult (parent/carer) to Early Birds in the Main Hall, entering through the fire exit doors opposite the stone wall. The parent/carer must sign the child in on the register, listing the form and time of arrival. A variety of activities are on offer to children in Early Birds - they may play, read or chat. At 8:30am allocated members of staff are responsible for taking the children in Years 1 and 2 to their relevant classrooms where a member of staff will be available to greet them. No child should be in a classroom or building, other than the Main Hall, before 8:30am.

### **c) Years 3-6**

Children in Years 3, 4, 5 and 6 should go to the Tennis Courts between 8:00am and 8:30am, where three members of staff are on duty. In the event of wet weather, Year 3 will be supervised in the Library by one member of staff, and Years 4 to 6 will be supervised in the Dining Room by two members of staff. Children in these year groups may walk to Early Birds unsupervised.

The member of staff on duty will ensure that children sign themselves in on arrival. The Deputy Heads and Heads of Section ensure that correct procedures (in terms of ratios, staff qualifications, pupil activities etc) are observed.

At 8:30am, children may walk independently to their form room.

No child should be in a classroom or building before 8:30am.

## **8. SUPERVISION ARRANGEMENTS DURING THE SCHOOL DAY**

### **a) The Start of the School Day**

The school day starts at 8:45am. From 8:30am children are welcome in the classroom when a member of staff is present.

Children in the Early Years, Years 1 and 2 must be brought to the classroom by an adult and enter through the external classroom door. Once settled, the child will then leave their adult and hang their own coat and bag on their peg in the cloakroom, to encourage independence.

Children in Year 3-6 must not enter buildings before 8:30am. They should instead join Early Birds if they arrive before this time and do not have a club.

Children arriving at school by school minibus are escorted into school by the bus supervisors. Children arriving from the Joint Bus Service (JBS) will be met by a member of staff from The Manor at St Helen and St Katharine School, where they are dropped off. Children using the JBS are then escorted back to The Manor on a shuttle bus, supervised by one member of staff. The member of staff on duty then takes the bus list to the School Secretary who will make a note of any absences. This is then also confirmed with the child's Form Teacher.

Any children arriving at school after 8:50am for any reason must report directly to the school office to be registered before going to their form room. Any children who arrive after 8:50am will be registered as 'Late'.

### **b) Registration**

All pupils must be placed on both the admissions registers and the attendance register, which are both legal documents.

When completing the electronic attendance register on iSAMS, the Form Teacher must ensure the appropriate code is used to distinguish between authorised and unauthorised absences.

Please refer to The Manor's Attendance Policy for further information. Guidance on each attendance code can also be found in the DfE's statutory guidance: ['Working together to improve school attendance.'](#)

In Reception and Years 1-6, an electronic attendance register is taken every morning between 8:45am and 8:50 am and each afternoon at the following times:

- EYFS, Y1 and Y2 – 1:35-1:40pm
- Y3, Y4, Y5 and Y6 – 2:10-2:15pm

*If the teacher registering a class is unable to use the electronic register, a hard copy of the register is completed and then sent to the school office where the data will be entered onto the electronic register.*

An informal register is also taken at the start of any lesson for which a class or group has had to move to a new location or where a new teacher has taken over. This takes the form of a head count. Teachers are made aware in advance of children who are absent due to individual music lessons and learning support lessons. If another member of staff needs to support a child unexpectedly (for example, due to medical reasons) and the child is running late for their lesson, contact should be made with either the teacher or the school office to notify them. If the informal register highlights that a child is missing, the member of staff should inform the office immediately and the procedures in our Lost or Uncollected Child Policy will apply.

In Pre-Nursery and Nursery, where children are not full-time and sessions vary each day, a hard copy and an electronic copy of the register is taken at the beginning of both the morning and afternoon sessions.

### **c) Unexplained Absence**

Please see the Safeguarding Policy and Attendance Policy.

The school will contact parents when children are absent from school without notification.

### **d) Lesson Times**

Teachers in EYFS and KS1 should not leave a class unsupervised at any time and at KS2 only when there is an extreme emergency. If for any reason a teacher of KS2 needs to leave the classroom for any length of time another appropriate adult should be summoned.

From time to time it may be desirable that children of an appropriate age are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under their care at any particular time and should always be aware of the whereabouts of each child.

### **e) Leaving the School Site**

Outside of planned educational visits, children should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian and they leave the school site with a nominated responsible adult.

### **f) Visitors (other than parents or carers of children in the school)**



All visitors to the school other than parents and prospective parents are required to show photo ID and to sign in and out. Visitors are required to wear a visitor's badge. Visiting speakers are required to read the full policy on 'Visitors and Visiting Speakers' and to sign the agreement at the end of the policy.

If a member of staff is uncertain about the legitimacy of a visitor they should ask if they can be of assistance and ensure the visitor goes to the school office where they will be attended to appropriately.

**g) Supervision at Playtime (morning, lunch break, After School Break, Swimming break and any other ad hoc breaks)**

*This policy needs to be read in close conjunction with the Behaviour, Discipline and Exclusion Policy and the Anti-Bullying Policy.*

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. Good levels of supervision of all pupils outside lesson times is fundamental to our duty of care. In the Early Years, ratios are maintained according to the recommended guidelines on page 3 of this policy.

The EYFS Statutory Framework does not specify different ratios for break and lunch times, but allows a reduction of direct staffing when the children are at rest or sleeping. This is with the provision that all the relevant staff are in the vicinity and readily available. The school should undertake risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS.

Staff need to be vigilant for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. Staff ratios have been carefully considered and are based on risk assessments.

There must be adequate supervision both indoors (when appropriate) and outdoors through school break times.

Duty rotas for break time supervision are accessible to staff on Google Workspace for all Sections of the school, namely EYFS, Y1 and Y2 and Y3-6. Staff are alerted to the relevant documents at the start of the term and, subsequently, whenever changes are made.

In order to provide appropriate supervision at adequate levels, risk assessments are undertaken taking into account the geography of the site and the numbers of pupils playing in various areas. It is essential that the duty staff have good lines of vision of the play areas they are responsible for and that, for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis.

● **Responsibilities of Staff on Break Duty**

Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term.

Duty staff should begin supervision promptly and should only leave the area which they are responsible for in exceptional circumstances.

In EYFS areas, First Aid kits are accessible at all times. Extra members of staff are available to deal with accidents and toileting. The First Aid kit is found in the cloakroom area and cold

compresses are kept in the fridges in the separate EYFS areas. Since the playground area is adjacent to the classrooms, classroom telephones may be used in an emergency. However, for Forest School and swimming when the children will be outside the Reception area, a school mobile phone is taken by a member of staff as well as a First Aid bum-bag.

Staff supervising the play areas for Years 1-6 have access to First Aid kits in each of the buildings near the play areas and one outside near the SDT building. The School Nurse or, in her absence, another qualified First Aider, is available to attend to children as appropriate.

Duty staff should actively patrol the area they are responsible for and be vigilant for pupils' activity to detect in so far as possible any individual or group action which might:

1. Be considered unkind, intimidating or bullying behaviour (Please refer to the Behaviour, Discipline and Exclusion Policy and Anti-Bullying Policy)
2. Give rise to injury
3. Cause damage

Duty staff should ensure pupils use the play equipment safely. All staff and pupils are made aware of the guidelines for playtimes and the safe use of play equipment at the start of the school year. New pupils are instructed in the safe use of play equipment when they join the school by the form teachers. Duty Staff are also aware of individual ISPs and Risk Assessments.

At the end of break time the staff on duty should ensure that the pupils leave the playground and return to classrooms in an orderly fashion. Children in Years 5 and 6 go straight to their next lesson. Children in Years 1-4 line up at the end of break and wait for a member of staff on duty to send them back to their classrooms.

All teaching staff should support the duty staff and leave the staffroom promptly to supervise the children back into class.

#### ● **Bad Weather Arrangements**

Whenever possible breaks must be outdoor breaks. However, there will be times when bad weather will prevent that.

In extreme weather conditions, a member of duty staff will decide whether it should be an indoor break, unless otherwise advised by a member of SLT. In the EYFS, supervision ratios are maintained within the classrooms during bad weather. In Years 1 and 2, the duty staff are responsible for supervising the classrooms. For Years 3 to 6 each of the duty staff is responsible for supervising the year group they have been allocated, ensuring that they regularly visit each of the classrooms being used.

#### ● **Dining Room Supervision at Lunchtime**

All of the children eat their lunch in the Dining Room in one of four lunch sittings. Staff supervise and eat lunch with the children. Children in Pre-Nursery and Nursery are served at their tables. Reception and Years 1 and 2 children are escorted by staff to the Dining Room and helped with their choice of food whilst being served.

In Years 3-6 the member of staff on duty is expected to arrive promptly at the start of the sitting. They supervise queuing, discipline, catering, seating arrangements and other queries. Other members of staff not on 'duty' should help to support the children and sit with them to encourage good manners. It is their responsibility to ensure that the children leave the Dining

Room promptly before the next sitting. They will make sure that Grace is said, tables are cleared and that children leave safely and sensibly.

## **9. MEDICAL SUPPORT**

When children are taken ill during the school day, they will be escorted to the Nurse and the school will contact the parents or guardian whether at home or at work. Information about contacts is kept on iSAMS, the school's information management system.

Please see First Aid, Health, Illness and Medicine Policy.

## **10. UNSUPERVISED ACCESS BY PUPILS TO POTENTIALLY DANGEROUS AREAS**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratory, the Food Technology room, the Design Technology room and the Art room. Doors to these areas are kept locked at all times when not in use.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## **11. COLLECTION OF PUPILS BY PARENTS AFTER SCHOOL**

At the end of the school day parents/guardians need to collect their children from the classroom, Extended Day, Homework Club or from an after-school club. Once the member of staff has handed a child to the parent/guardian, the responsibility for the supervision of that child lies with the parent/guardian.

Pupils in Pre-Nursery, Nursery, and Reception may be collected from their classrooms between 3:30 - 3:45pm, where they will be supervised by their class teacher or teaching assistant. After this time, they may be collected from the Lower School Hall where they will be in Little Play. If Reception children are attending a club, they may be collected from their club location by parents at 4:15pm. Extended Day staff arrive at 4:15pm and continue to supervise the children in the Lower School Hall.

Pupils in Year 1 and 2 will have playtime from 3.45-4.30pm (weather permitting) and can be collected by parents/carers from the Lower School playground/play equipment area (or Main Hall if wet). At 4.30pm the children are taken to the Main Hall and can be collected by parents/carers from this location. If locations have to change, a sign will be placed in the foyer.

Year 1 and 2 children who attend clubs may be collected straight from the club venue and any remaining children will be taken to Extended Day and added to the register.

Pupils in Years 3-6 who are not attending Homework Club or an activity after school are collected by their parent/carer from their classroom at 3:55pm.

Any pupils in Years 3-6 who are staying for Homework Club or an activity after school will go to After School Break at 4:00pm. At 4:25pm, Club Leaders collect the children and take them to their activity or Homework Club.

Any pupils in Year 3-6 who are not collected from their classroom block by 4:00pm will also be taken to After School Break until 4:25pm. Any children not collected from there will be taken to Homework Club.

At 5:30pm, any uncollected child will be taken to Extended Day in the Lower School Hall by the member of staff responsible for the club they have attended.

Once the member of staff has handed a child to the parent/guardian, the responsibility for the supervision of that child whilst still on the school site lies fully with the parent/guardian. Regrettably, parents are asked not to allow their children to play on the climbing equipment or in the sandpit once they have been collected due to the fact that those children in wraparound care will be using these facilities at that time.

Parents must inform the School (School Secretary or Form Teacher) of any changes to their usual collection arrangements, naming the individual who will be collecting and noting their relationship to the child. For unexpected changes to collection arrangements on the day itself the parent or guardian must contact the School Office who will then inform the Form Teacher. If a Form Teacher is uncertain about the legitimacy of the person who has arrived to collect a child, the child should join the relevant Homework Club or Extended Day while the Form Teacher or School Secretary contacts the parents to confirm who should be collecting their child that day.

## **12. BUS DUTY**

### **a) Before School**

One member of staff is on duty in the coach layby area outside The Manor, where children using the JBS are dropped off. Members of staff on duty have a register to record the children who have arrived by bus which they take to the school office. When arriving at The Manor, the members of staff on duty must ensure that the school gate is closed securely when they leave the area.

### **b) After School**

The member of staff on duty collects the daily bus list and the school mobile phone (in case of last minute changes of plan for individual pupils) from the School Secretary. The children gather outside the Manor House by the Manor Ted Bench (or by the School Office in the Manor House during wet weather) at 4:00pm. The children are checked on the bus register, escorted to the shuttle bus and accompanied on the shuttle bus to St Helen's by the member of staff. All children MUST wear a seatbelt on the shuttle bus. The children are directed to the appropriate buses at St. Helen's. Staff should remain at St Helen's until all Manor children have got on to the appropriate bus (which will usually be by 4:30pm). On the rare occasion when a bus is late and the members of staff cannot stay beyond 4:30pm due to other commitments they should ring the school office and a member of staff will come to relieve them. If a bus is running extremely late the children should be brought back to The Manor and signed into extended day and the parents contacted. This would only happen after a discussion with the member of staff from St. Helen's who is on bus duty.

If there is any doubt about whether a child should travel on or off the bus the school will always retain the child at the school in Homework Club or Extended Day in the interests of the child's safety and the office will inform the parents.

## **13. MINIBUS DUTY**

There are two members of Manor staff on the minibus – the driver and an accompanying adult to supervise the children. The children do not travel in the front seats of the bus with the exception of Year 5 and 6 pupils if the minibus is full. The supervising adult sits in the back of

the minibus with the children, unless the bus is full, in which case the adult sits in the front next to the driver.

A mobile phone is kept on the bus with the telephone contacts of all of the minibus users on it. A file with contact details of all of the children in the school is also maintained and taken on each journey in case any other children use the service on an ad hoc basis.

### **In the morning**

The minibus aims to arrive at each bus stop at least 5 minutes before the arranged departure time. A daily register is kept. The member of staff responsible for supervising the children ticks each child's name on the list when they get on the bus and, at the same time, confirms the going home arrangements and makes a note on the list. Before departure the seat belts are checked.

Once at school, children in Early Years to Year 2 are taken to Early Birds or classrooms, whichever is appropriate. Children in Years 3-6 go to Early Birds or classrooms. From there they make their way to their cloakroom. When the children arrive in their form rooms, they are asked again by their Form Teachers to confirm if they are on or off the minibus at the end of the day. If there are any anomalies a member of the office staff telephones one of the parents to double check.

### **At the end of the day**

At 3:45pm Reception and Years 1 and 2 children are taken to the Dining Room by their Minibus Supervisors, where they wait until met by the member of staff on bus duty.

After saying goodbye to their teacher at 3:55pm the children in Years 3-6 assemble in the Dining Room where the member of staff on minibus duty checks their names on the register and accompanies them to the minibus.

Children are only allowed to get off the minibus at their stop when their parent or designated responsible adult is there to meet them.

### **If there is no parent/adult to meet a child at their bus stop**

In the event that a parent is late arriving at the stop the minibus will wait 5 minutes to give them time to arrive. After this time the accompanying adult will telephone the parent to arrange for them to meet the bus at the next stop or a later stop along the route. If this is not possible, the child will stay on the minibus and return to The Manor and the parents will be contacted to make arrangements to collect their child.

## **14. EXTENDED DAY, HOMEWORK CLUB AND OTHER CLUBS**

### **Adult/Child Ratios for EYFS Children**

For all out of school care and any clubs, adult/child ratios for Early Years children are the same as for lesson times.

### **Nursery to Year 2: Extended Day and Late Stay**

Extended Day runs until 5:30pm for children aged 3 years old or above. The staffing ratio is dependent on the number of children attending and we will ensure we maintain the same ratios as during the school day for all age groups, with a minimum of 2 adults.

Each day the Office prepares a list of children expected to be staying for Extended Day. This list is dropped at Extended Day locations.

Extended Day for the EYFS takes place in the Lower School Hall. Children from the EYFS are escorted to the Lower School Hall by a member of staff at 3:50pm. Children may be collected by their responsible adult at any time during Extended Day. The responsible adult collecting each child must sign the register including the time of collection.

Year 1 and 2 children may attend clubs between 3:45 and 4:30pm. Children not in clubs are supervised by staff in 'late pick up', which takes place as year groups in their classrooms. Extended Day begins at 4:15pm and is located in the Year 1 and 2 playground or the Main Hall. Children not collected from Y1&2 clubs may join Extended Day from when their club is finished and will be added to the Extended Day register. Children may be collected by their responsible adult at any time during Extended Day and signed out by the member of staff on duty. During Extended Day, the children will be given an afternoon snack at around 4:30pm, once children attending clubs have returned.

At 5:30pm, any children not collected from Clubs or their activities are escorted to the Lower School Hall where care continues. This is called 'Late Stay'.

At 5:30pm the school's main phone switches to 'Out of Office' mode but callers can access the Extended Day/Late Stay option until 6:00pm.

### **Year 3 to Year 6: After School Break, Homework Club, Extended Day and Late Stay**

After School Break, Homework Club and Extended Day are optional extras.

Any pupils in Years 3-6 who are staying for Homework Club or an activity after school will walk independently to one of the following areas for After School Break, where they are registered by a member of staff before going to the Year 3-6 playground:

Year 3: Main Hall Foyer, outside 3LP

Year 4: Room Y4-03 (Upstairs in Year 4 Block)

Year 5: Dining Room

Year 6: Dining Room

In the event of bad weather, After School Break will take place in the Dining Room. If numbers are too large to manage in this space, Year 4 may return to Y4-03 with the member of staff supervising them.

At 4:25pm, Club Leaders collect the children and take them to their activity and the member of staff on After School Break Duty will take the remaining children to Homework Club where a register will be taken by the member of staff on duty. Children going to clubs should be dismissed by the member of staff on After School Break duty.

Children may be collected by their responsible adult at any time during After School Break or Homework Club.

At 5:30pm, any children not collected from Homework Club or their activities are escorted to Late Stay and the register is handed over to Late Stay Staff. Late Stay runs until 6:00pm.

### **After School Clubs**

The Head has overall responsibility for clubs, which are co-ordinated by the Director of Extra-Curricular Activities, in consultation with the SLT and the Directors of Sport and Music.

A wide range of clubs is organised before school, at lunchtime and after school. Staff and external specialists, which may include some parents or volunteers, run the school clubs. Satisfactory enhanced Disclosure and Barring Service (DBS) checks are obtained for all individuals who are not on the school staff.

Staff ratios and qualifications are adhered to in accordance with the school's internal risk assessments. Risk assessments are conducted and reviewed on an annual basis for each club.

Occasional after school care in the music block is provided for children taking part in concerts or other music events. The Staff involved in looking after the children work in close partnership with Extended Day staff. This facility is free of charge.

Club registers are stored and managed online via SOCS; the school's Extra-Curricular Management System.

It is important that children are marked either present, absent due to illness, or absent for another school commitment such as a sports fixture or trip. This enables billing to be correct. Parents/carers must email the Director of Extra-Curricular Activities to inform in advance of any absence from a club which takes place after school. The register is then marked accordingly so that the Club Leader knows not to expect that child.

The start and finishing times of after school clubs depend on the age of the children (between 3:30pm-5:30pm).

Club leaders register and sign the children out on SOCS upon collection by a parent/carer at the end of the club.

After Clubs, any uncollected children are escorted by the Club Leader to Extended Day, where they will be registered. The Club Leader should ensure a member of staff from Extended Day is available to stay with the child until collection or be prepared to do this themselves.

If a Club Leader has to cancel an after school club in advance, they must take appropriate steps, by liaising with the Director of Extra-Curricular Activities to inform parents so that alternative arrangements can be made for the supervision and collection of the children at the end of the day in question.

In the case of an unexpected cancellation of the club, the club leader or Director of Extra-Curricular Activities should ask the School Secretary to inform the parents and any children who cannot be collected by their parents or guardian at the end of the school day will join Homework Club/Extended Day (depending on the age of the child) free of charge. The Extended Day Manager must be informed as soon as possible so that they can ensure that appropriate staff ratios are in place to accommodate the extra number of children attending Extended Day.

## **15. LOST OR UNCOLLECTED CHILDREN**

Please see the Lost or Uncollected Child Policy.

## **16. SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in the Educational Visits Policy.

## **17. SUPERVISION OF PUPILS INVOLVED IN SCHOOL ACTIVITIES DURING OUT OF SCHOOL HOURS**

Arrangements are made to ensure pupils are supervised during play and concert rehearsals and productions, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches and during out of hours coaching sessions.

## **18. SUPERVISION DURING SCHOOL HOLIDAYS**

Manor Fun is the school holiday camp that runs during the Christmas, Easter and Summer holidays from three days to 4 weeks. We accept children from 2½ years to 11 years from The Manor and siblings of Manor pupils. For Pre-Nursery, Nursery and Reception children, the same ratios and qualification requirements apply as during the school day. Manor Fun is predominantly staffed by Manor teachers and classroom assistants at a ratio of 1:8. Any other staff need to have undergone suitable and appropriate recruitment checks in line with our Recruitment Policy. Manor Fun starts at 8:00am and runs to 4:00pm. There is also an Extended Day option until 6:00pm for those parents who require it and a charge is made to parents for their child to attend. There is a wide range of activities that take place. A full medical form is required for each child giving details of permission to administer Calpol. The same arrangements apply as in the Lost or Uncollected Child Policy.

## **19. ASSOCIATED POLICIES**

Please read this policy in conjunction with:

- Safeguarding Policy
- Keeping Children Safe in Education
- Anti-Bullying Policy
- Cyber-Bullying Policy
- Behaviour, Discipline and Exclusion policy
- Lost or Uncollected Child Policy
- Drop Off and Collection Policy
- First Aid, Health, Illness and Medicine Policy
- Use of Reasonable Force Policy
- Educational Visits Policy
- Attendance Policy