

SUPERVISION POLICY (Including Drop off and Collection)

Date Policy Reviewed	3 December 2025		
Date of Next Review	3 December 2026		
Person(s) Responsible for Review:	Owner:	Approver:	Board Approval:
	DHP	SLT (HoPP)	n/a

CONTENTS

1. Introduction
2. Legal obligations
3. Staff induction
4. Supervision whilst travelling to and from school
5. Supervision/ratios during the school day
6. Supervision/ratios of pupils in Wraparound Care
7. Supervision arrangements before the school day starts
8. Supervision arrangements during the school day
 - a) The start of the school day
 - b) Registration
 - c) Unexplained absence
 - d) Lesson times
 - e) Leaving the school site
 - f) Visitors
 - g) Supervision at Playtimes
 - Responsibilities of staff on Break Duty
 - Bad weather arrangements
 - Dining Room supervision at lunchtime
9. Medical support
10. Unsupervised access by pupils to potentially dangerous areas
11. Collection of pupils by parents after school
12. Bus duty
13. Minibus
14. Extended Day, Homework Club and other clubs
15. Lost or uncollected Children
16. Supervision during educational visits
17. Supervision of pupils involved in school activities during out of school hours
18. Supervision during school holidays
19. Associated policies

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 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.

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 from The Manor 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. Staff from The Manor are allocated to supervise children upon arrival to The Manor via the JBS, and also to escort them to their buses at the end of the day.. (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 2025 (as well as the ISI Regulations) as follows:

3.42 Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, especially 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.

3.43 Children must usually be within sight and hearing of staff and always within sight or hearing. See paragraph 3.63 which applies when children are eating.

3.45 To count within the ratios at level 3, staff holding an Early Years Educator qualification, and those who have received approval to be included in the ratios at level 3 after attaining experience-based route status, must also have achieved a suitable level 2 qualification in English

3.46 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.

3.48 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, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.
- At least half of all other staff must hold an approved level 2 qualification.

3.51 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, 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, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

3.52 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 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, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.
- At least half of all other staff must hold an approved level 2 qualification.

3.55 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.

3.56 Providers must not include anyone aged under 17 in ratios, except apprentices who may be included in ratios from the age of 16. Providers must not allow anyone aged under 17 to care for children unsupervised at any time. Providers may count students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) in ratios at the level below their level of study but only if the provider is satisfied they are suitable (as in paragraphs 3.13 to 3.16) competent and responsible, and they hold a valid and current paediatric first aid qualification.

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

**2 year olds in Pre-Nursery are welcome to Early Birds once settled, in liaison with the Pre-Nursery Coordinator and Head of Pre-Prep. 2 year olds are not able to attend Breakfast Club and must be collected by 4pm.*

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, 2025).

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 Pre-Prep (Pre-Nursery, Nursery, Reception, Years 1 and 2)

Children in Pre-Prep 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 their Early Birds destination (see below). Any children who arrive at school after 8:40am MUST report directly to the Main School office in order to be registered before going to their form room.

Any child in Reception, Years 1 and 2 who arrives at school after 8:40am will be registered as late.

Any child in Pre-Nursery and Nursery who arrives after 9am 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 8:40am 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 8:40am 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 8:00-8:30 am. 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 to 6 should go to the Tennis Courts between 8:00am and 8:30am, where two 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 the second member of staff. Children in these year groups may walk to Early Birds unsupervised.

The members of staff on duty will ensure that children sign themselves in on arrival. The Deputy Head Pastoral 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 8:40am. 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 the layby area outside the school, where they are dropped off. 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 8:40am for any reason must report directly to the school office to be registered before going to their form room. Any children in Reception-Year 6 who arrive after 8:40am will be registered as 'Late'. Any children in Pre-Nursery and Nursery who arrive after 9am 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.'](#)

An electronic attendance register is taken every morning at 8:40am and each afternoon at the following times:

- EYFS: 1pm

- Y1 and Y2: 1:30pm
- Y3, Y4, Y5 and Y6: 2pm

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. Visitors will wear colour-coded lanyards, as follows:

Yellow: Visitors who require supervision at all times

Black: Visitors who do not require supervision, due to appropriate checks having been undertaken

Purple: Governors who do not require supervision, due to appropriate checks having been undertaken

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 during 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 outlined earlier in 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 and at least one member of staff is with the children to regularly check on them. 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 Drive 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 kits are found in the cloakroom areas 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 off site, 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 their 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, Nursery and Reception are served at their tables. Years 1 and 2 children are escorted by staff to the Dining Room and helped with their choice of food whilst being served.

The Manor adheres to the [Early Years Foundation Stage nutrition guidance](#), including the supervision requirements during snack and mealtimes.

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 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. 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.

Pupils in Pre-Nursery, Nursery, and Reception may be collected from their classrooms between 3:30 - 4:00 pm, where they will be supervised by their class teacher or teaching assistant. After this time, they may be collected from the Lower School Hall. Extended Day staff arrive at 4:15pm and continue to supervise the children in the Lower School Hall.

Pupils in Year 1 and 2 attend clubs or remain in side for a story in their year groups from 3:30 until 4:00pm. From 4:00-4.30pm (weather permitting) the children will be registered for Extended Day and can be collected by parents/carers from the Lower School playground/play equipment area (or The Den if wet, accessed through the Main Hall Entrance Foyer). .

Pupils in Years 3-6 who are not attending Extended Day or an activity after school are collected by their parent/carer from their classroom at 4:00pm.

Any pupils in Years 3-6 who are staying for Extended Day or an activity after school will walk directly to these locations at 4:00pm, where they will be registered.

Any pupils in Year 3-6 who are not collected from their classroom block by 4:15pm will also be taken to Extended Day.

At 4:15pm, the School Secretary runs a report of all Year 3-6 children who have been signed into Extended Day or after-school clubs, as well as any children who have been dismissed to go home. If any children are unaccounted for, the relevant members of staff will be contacted, followed by the child's parents, to ascertain the whereabouts of the child. If it is not possible to ascertain the whereabouts of the child, the Lost or Uncollected Child Policy will be followed.

At 5:00pm, any uncollected children in Year 3-6 clubs will be taken to Extended Day in the Dining Hall by the member of staff responsible for the club they have attended.

At 5:30pm, any uncollected children in Pre-Prep will also be taken to the Dining Hall. From 5:30pm onwards, all uncollected children are supervised by two members of staff.

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 member of staff is uncertain about the legitimacy of the person who has arrived to collect a child, the child should remain with the member of staff whilst they or the School Secretary contacts the parents to confirm who should be collecting their child that day.

12. BUS DUTY (JOINT BUS SERVICE)

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

Members of staff on this duty collect the daily bus list and the school mobile phone (in case of last minute changes of plan for individual pupils) from the School Secretary.

There are two after school JBS duties:

- **4pm: St Helen and St Katherine Buses**

Any children using the earlier JBS bus service from St Helen and St Katherine will walk to the school office, to be registered by a member of staff from The Manor. The member of staff walks with the child to St Helen and St Katherine School. The staff member then remains with the child until they have got on the appropriate bus. On the rare occasion when a bus is late and the member of staff is not able to stay at St Helen and St Katherine School, 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 should be contacted. This would only happen after a discussion with the member of staff from St. Helen and St Katherine 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 Extended Day in the interests of the child's safety and the office will inform the parents.

- **5pm: Abingdon School Buses**

Any children using the later JBS bus service from Abingdon School will walk to the school office, to be registered by a member of staff from The Manor. The member of staff walks with the child to the layby area outside the school, to be met by a shuttle-bus. The

member of staff then accompanies the child on the shuttle-bus to Abingdon School. The staff member then remains with the child until they have got on the appropriate bus. On the rare occasion when a bus is late and the member of staff is not able to stay at Abingdon School, 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 should be contacted. This would only happen after a discussion with the member of staff from Abingdon School 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 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.

At the end of the day

At 5pm, Reception and Years 1 and 2 children are collected by the Minibus Supervisors and taken to the Library by their Minibus Supervisors, where they wait until met by the member of staff on bus duty.

At 5pm, children in Years 3-6 walk independently to the Library 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 4:00pm. 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 3:30 and 4:00pm. Children not in clubs are supervised by staff in 'late pick up', which takes place as year groups in the classrooms. Extended Day begins at 4:00pm and is located in the Year 1 and 2 playground or the classrooms within the Den unless the Main Hall is free. All children not collected from Clubs or at "Late Pickup" will be registered on the Extended Day Register.

At 5:30pm, any children not collected are escorted to the Dining Hall where care continues. This is called Late Stay where children may access a Pre-Booked Tea.

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

Year 3 to Year 6: Extended Day and Late Stay

Any pupils in Years 3-6 who are staying for Extended Day will walk independently to the Dining Hall at 4pm. There is no requirement to pre-book Extended Day. Any uncollected children who are not in after-school clubs will also join Extended Day at 4:15pm. Two members of staff will be on duty and they will be responsible for registering the children.

Year 3-6 Extended Day consists of unstructured activities such as board games, drawing or construction activities. Weather permitting, the children may also be able to play on the Year 3-6 playground.

Children may be collected by their responsible adult at any time during Extended Day.

At 5:00pm, any Year 3-6 children not collected from their after-school clubs will be escorted by their Club Leader to join Extended Day. Between 5-5:30pm, all Year 3-6 children will engage in quiet reading. A separate staffing rota is in place for this section of the day

At 5:30pm, any remaining children are signed into a separate Late Stay register. The Late Stay duty is supervised by two members of staff until 6pm or until all children are collected if after this time. Parents are also able to pre-book their child in for tea during the 5:30-6pm timeslot, which takes place in the Dining Hall as part of this duty.

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 are 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.

It is important that registers are completed for after-school clubs. Children should be marked either present, absent due to illness, or absent for another school commitment such as a sports fixture or trip. This also enables billing to be correct. Parents/carers must email the Director of Extra-Curricular Activities or the club leader 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 and these are published on a termly basis.

Club leaders should mark on the register when a child has been collected by a parent/carer at the end of the club.

After clubs, any uncollected children are escorted by the Extended Day, where they will be registered.

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 Extended Day (depending on the age of the child) free of charge. The Deputy Head Pastoral (Years 3-6 Extended Day) or Head of Pre-Prep (EYFS to Year 2 Extended Day) 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. We accept children from 2½ years to 11 years from The Manor. 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
- Online Safety and Acceptable Use Policy (including Cyber-Bullying)
- Behaviour, Discipline and Exclusion policy
- Lost or Uncollected Child Policy
- First Aid, Health, Illness and Medicine Policy
- Use of Reasonable Force and Positive Handling Policy
- Educational Visits Policy
- Attendance Policy