

# Supervision Policy 2023-2024

Date: September 2023  
Review Date: **September 2024**  
Policy Contact: Mr William Yates, Deputy Head

|   | <b>Boarders</b>  | <b>Day Students</b>   | <b>6<sup>th</sup> Formers</b>   |
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| 0700-0825<br>Supervision during the College day, before the timetable starts. | The Houseparent, or designated resident tutor, is responsible for the supervision of boarders in house and at breakfast.   | The Tutor or Head of Year takes responsibility for the student once he/she has arrived at School, normally from 0815 onwards. |   |
| 0730-0810<br>Breakfast  | All boarders are supervised by the boarding staff.   |   |   |
| 0825-0835 (0925 on Mondays)   | Students should all be under the supervision of tutors   | Students should all be under the supervision of tutors  | Students should all be under the supervision of tutors  |
| 0835-1020<br>Lessons  | Students will be in lessons, supervised by teachers.   | Students will be in lessons, supervised by teachers.  | Most students will be in lessons, supervised by teachers. Those with private study will be in Sixth Form Centre/Library/Art Department/Boarding Houses/Gym where they will be supervised. |
|   | <p>In all lessons registers will be taken.</p> <p>In the case of emergencies teachers may:</p> <ul style="list-style-type: none"> <li>• Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with</li> <li>• Call the Deputy Head, Assistant Heads or the SMT Secretary</li> <li>• Send the student to the Medical Centre accompanied by another student, having informed the Medical Centre first</li> </ul> <p>In the case of games the Director of Sport will ensure that the correct risk assessments for each activity is in place. As well as this coaches should ensure that:</p> <ul style="list-style-type: none"> <li>• Access is barred to equipment without direct teacher supervision (free weights etc.)</li> <li>• Students wear appropriate protective equipment (eg mouth guards)</li> </ul> <p>Students' clothing is appropriate for the activity (eg removing of watches/jewellery etc)</p> |   |   |
| 1020-1040<br>Break  | If in House boarders will be supervised by one of the House team   | Duty Staff will supervise Common Rooms and other social areas throughout the school, as directed on the Duty Rota.            | Duty Staff will supervise Common Rooms and other social areas throughout the school, as directed on the Duty Rota.  |
| 1040-1215<br>Lessons  | As for lessons above   | As for lessons above  | As for lessons above  |

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| 1220-1405<br>Lunch                | Dining Rooms are supervised by Dining Hall Supervisor. Queues for the Dining Room are supervised by Duty Staff and Prefects.<br>Duty Staff supervise Common Rooms and other social areas.<br>Boarders in House will be supervised by members of the House team.   |  |  |
| 1410-1555<br>Lessons              | As above for lessons<br>On Wednesday afternoon Year 9 students will be part of the carousel and will be supervised by staff. Year 10 students and some students from Year 11 and the Sixth Form will take part in CCF and will be supervised by the appropriate staff. Other Year 11 students and the Sixth Form will do academic work and will be supervised by staff in classrooms (Year 11) or by staff in the Hollington Centre and the Library (Sixth Form). |  |  |
| 1555-1620<br>Break                | If in House boarders will be supervised by one of the House team  | Duty Staff will supervise Common Rooms and other social areas throughout the school, as directed on the Duty Rota.   | Duty Staff will supervise Common Rooms and other social areas throughout the school, as directed on the Duty Rota.   |
| 1620-1630<br>Registration         | Students should all be under the supervision of tutors  | Students should all be under the supervision of tutors   | Students should all be under the supervision of tutors   |
| 1630-1730<br>Prep and Activities  | Students should either be at activities, supervised by activity staff, or at prep, in classrooms, supervised by staff as on duty rota, assisted by prefects.  |  | Sixth Form will either be at activities, supervised by activity staff or doing prep. This may be done:<br>In the Hollington/Library supervised by staff.<br>In the Art Department supervised by Art Dept. staff.<br>In the Boarding House, supervised by a member of the House team. |
| 1730<br>End of School Day         | Boarders are now under the supervision of House staff   | Students are free to be picked up from school or to board coaches. The coach stand and crossing will be supervised by staff, as directed by the Duty Rota. |  |
| 1800-1900<br>Supper and Free Time | Supper is supervised by boarding staff.<br>Boarding Houses will be supervised by an appropriate member of the House team  |  |  |

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| 1900-2300 | <p>A member of the House team will be on duty, in the boarding house, registering students, keeping the house log book, overseeing bed times etc.</p> <p>Each house will have a signing out/in protocol post 1900, indicating where students will be.</p> <p>The Deputy Head and Director of Boarding are resident on site.</p> |  |  |
| 2300-0700 | <p>Boarders will be in the care, in loco parentis, of the House staff on site.</p>  |  |  |