



Supervision Policy

2025-2026

Date: September 2025

Review Date: **September 2026**

Policy Contact: Mr William Yates, Senior Deputy Head

	Boarders	Day Students	Sixth Form
--	----------	--------------	------------

0700-0825 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 pupil once he/she has arrived at School, normally from 0815 onwards. The Prep School is supervised from 0800 onwards. Appropriate staffing is also deployed to the key drop off areas including the Johnson Centre carpark, Music carpark and coach park.	Sixth Form students will move to the Sixth Form Centre when they arrive at School
0730-0810 Breakfast	All boarders are supervised by the boarding staff.		
0825-0835	Pupils should all be under the supervision of tutors	Pupils should all be under the supervision of tutors	Pupils should all be under the supervision of tutors
0835-1020 Lessons	Pupils will be in lessons, supervised by teachers.	Pupils will be in lessons, supervised by teachers.	Most pupils 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.
Registers will be taken in all lessons. In the case of emergencies teachers may: <ul style="list-style-type: none"> • Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with • Call one of the Deputy Heads or their PA. • Send the pupil to the Medical Centre accompanied by another pupil, having informed the Medical Centre first 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: <ul style="list-style-type: none"> • Access is barred to equipment without direct teacher supervision (free weights etc.) • Pupils wear appropriate protective equipment (eg mouth guards) Pupils' clothing is appropriate for the activity (eg removing of watches/jewellery etc)			

1020-1040 Break	If in House boarders will be supervised by one of the House team	Duty Staff will supervise the Prep School. Springfield, Common Rooms, Walled Garden, Slopes and other social areas throughout the school, as directed on the Duty Rota.	Duty Staff will supervise Common Rooms, Slopes and other social areas throughout the school, as directed on the Duty Rota.
1040-1215 Lessons	As for lessons above	As for lessons above	As for lessons above
1220-1405 Lunch	Dining Rooms are supervised by Dining Hall Duty Staff and other Senior Staff. Queues for the Dining Room are supervised by Duty Staff and Prefects. Duty Staff supervise Common Rooms and other social areas (including Springfield, Walled Garden and Slopes). Boarders in House will be supervised by members of the House team.		
1410-1555 Lessons	As above for lessons		
1555-1620 Break	If in House boarders will be supervised by one of the House team	Duty Staff will supervise the Prep School. Springfield, Common Rooms, Walled Garden, Slopes and other social areas throughout the school, as directed on the Duty Rota.	Duty Staff will supervise Common Rooms and other social areas (including Slopes) throughout the school, as directed on the Duty Rota.
1620-1630 Registration	Pupils should all be under the supervision of tutors	Pupils should all be under the supervision of tutors	Pupils should all be under the supervision of tutors
1630-1730 Prep and Activities	Pupils should either be at activities, supervised by activity staff, or at prep, in classrooms, supervised by staff as on duty rota, assisted by prefects. If any pupil leaves school early they must sign out at the Prep school reception or Deputy Heads' PA's office.		Sixth Form will either be at activities, supervised by activity staff or doing prep. This may done: In the Sixth Form Centre or Library supervised by staff. In the Art Department supervised by Art Dept. staff. In the Boarding House, supervised by a member of the House team.

			If any pupil leaves school early they must sign out at the Prep school reception or Deputy Heads' PA's office.
1730 End of School Day	Boarders are now under the supervision of House staff	Pupils 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 Supper and Free Time	Supper is supervised by boarding staff. Boarding Houses will be supervised by an appropriate member of the House team		
1900-2300	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. Each house will have a signing out/in protocol post 1900, indicating where students will be. The Senior Deputy Head and Director of Boarding are resident on site.		
2300-0700	Boarders will be in the care, in loco parentis, of the House staff on site.		