



# FARLINGTON

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## SUPERVISION PROCEDURES

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**These procedures apply to all pupils in the school, including in the EYFS**

### **Duties (Prep School)**

All Prep School teachers and Teaching Assistants (TAs) will be on weekly duty rotas. This is to promote health and safety during play times and throughout the lunch break. The duty rotas change every term and, as far as possible, staff are consulted before the final list is printed.

**Early Birds Club:** Pupils may be dropped off between 8.00am and 8.15am and must report to the Peto Building. A House Tutor or Prep Teacher is on duty.

8.15am EYFS and Pre-Prep. children go straight to their classrooms. All teachers must be there to greet them and supervise their class.

8.15am Junior School – all pupils assemble on the tennis courts where they are supervised by a member of staff until 8.30 am when they will report to their classroom. (If wet weather, they go straight to their classroom). Please refer to the weekly duty rota for all play areas.

(Due to Coronavirus and the need to adhere to strict Government guidance and protocols around the management of pupil groupings, the following arrangements are in place: Early Birds' Club is in the Trina Mawer Hall until 8.15am at which time all pupils go to their classrooms).

**Break times:** There are three separate play areas in the Prep School:

- Early Years Foundation Stage (EYFS) comprising Reception. This is situated adjacent to the Reception classroom.
- Pre-Prep Play Area – for pupils in Preps 1 & 2. This is the fenced area adjacent to the tennis courts.
- Junior School – The play area next to the Prep Office building or the South Lawn Preps 3 – 6 inclusive.

Morning break takes place on the play areas for all pupils from 10.30 – 10.50am. The teachers on duty should take a Prep School mobile phone, first aid kit and the bell, or a whistle, out to break. It is the decision of the teacher on duty whether or not it is to be an indoor playtime. Staff should be notified if it is to be an indoor playtime before the start of break time so that pupils can be informed. No pupils are allowed in the classrooms unsupervised except those who have certain responsibilities e.g. Library monitors. The TAs do not supervise at morning break times. This enables them to have their break during this time so that they may return to assist in the classroom for the beginning of Period 3.

At lunchtimes, the staff sit with their classes in the dining room and the TAs help to serve the younger children. At lunch play times (12.45 - 1.30pm) the TAs supervise children outside at break. They take a mobile phone, first aid kit and bell out with them to the play areas.

## **Prep School Homework and After School Supervision**

### EYFS and Pre-Prep Supervision

- EYFS & Pre-Prep pupils bring in a juice box or bottle of water and a healthy snack. They are supervised by a TA and have their snack at the beginning of the session at 3.20pm
- Between 3.20pm and 4.30pm pupils are supervised by the TAs and teachers in Pre-Prep classrooms. There is an activity evening once a week and the session is free of charge to parents. Children may be collected at any time. Two members of staff are always on duty.

### Junior School (Preps 3-6) Homework Club

- Homework Club runs from 3.45pm to 4.30 pm where the pupils have the option of staying to complete their homework at School. There is no charge for this session.
- Preps 3-6 pupils consume their healthy snack at the beginning of the homework session under the supervision of the teachers on duty at 3.45pm. Pupils in Preps 5 & 6 must eat their snack in the Peto Building foyer as food and drink cannot be taken into the IT Suite.
- Room P7 (The IT Suite) houses pupils in Preps 5 and 6.
- Room P6 houses pupils in Preps 3 and 4.
- One member of the teaching team is on duty in each room.
- The teacher on duty takes the register at the beginning of the session.
- All pupils are expected to work quietly.
- Teachers will give help with homework where needed.

### After School Clubs (Preps 3 – 6 inclusive)

- These run from 4.30 to 5.45pm and pupils can stay on to take part in a planned, fun session. There is a different set activity every evening ranging from Arts & Craft to Computer Coding. There is a charge for these sessions. Parents are billed at the end of every term. Activities must be booked for half a term or for a term, in advance.

(NB: During the Autumn Term 2020 there will be no after school clubs provided by outside agencies)

### Extended Day

Pupils may attend Extended Day Care in the Mansion House from 4.30 – 5.45pm or Extended Day Plus from 5.45 – 7.00pm. These are charged and booked on a daily basis.

## **Duties (Senior School)**

### General Guidelines

All duties should be active rather than passive. If the pupils know that at any time a member of staff may appear, they are less likely to do the wrong thing or be in the wrong place. The aim is to ensure their safety and keep relationships friendly. Please go into classrooms, go up to groups playing in the grounds and go into the locker room. In other words, get in amongst the pupils and talk to them.

### **Break duty 10.30 – 10.50am**

Supervise the Design Foyer area. Ring a warning bell at 10.45am. The pupils should now be in the locker room collecting their books for lessons. Stay in the locker room, encouraging the pupils to hurry. The locker room and locker corridor should be empty by 10.50am. Stay until it is empty. Ring the bell at 10.50am.

### **Lunch duty (Dining Room) 1.05pm – 1.30pm and 1.30pm – 1.55pm**

The prefect organising the queue will need your support. Please send away pupils at the end of the queue if there are too many waiting or it is not yet their turn to join the queue. Ensure that priorities are allowed through first and then Sixth Form students. When the queue no longer needs supervision, turn your attention to the pupils in the Dining Room and patrol. This is an opportunity to promote good manners and decent eating habits. No pupil should leave the Dining Room carrying food with them.

#### **Lunch patrol duty 1.05pm – 1.35pm, 1.35pm – 2.05pm**

Take with you a mobile phone and patrol the grounds. If you see anyone suspicious, follow the guidelines given in the staff handbook regarding intruders. Ensure the pupils are being sensible and keep an eye open for possible bullying or friendship problems. If the weather is bad, patrol and go into the classrooms. The pupils should not be near the teacher's desk, or writing on the white boards. Eating in classrooms is not allowed in any weather.

The bell should be rung at 2.00pm and then you should go to the Design Foyer and encourage the pupils to hurry out of the locker room in order to be at Period 6 for 2.10pm. (Don't forget there are lockers in the corridor too). This will involve you having to go into the locker room and walk about between lockers. Please stay there until all the pupils have left. Please include the Year 11 Common Room in your patrol.

#### **Senior School Prep duty 4.30pm – 5.45pm (Library)**

There are clear instructions on the front of the file for taking the registers. The pupils should do their work in silence. There should not be any coming or going once prep has started. Only named Art and Textiles students are allowed to go to the Art and Textiles Rooms. Pupils have been asked to have a book to read if they finish their prep. Playing cards or computer games is not allowed.

#### **Senior School Prep (Supervised Homework Session)**

Prep is compulsory for Boarders up to and including Year 11.

Day Pupils' Prep:

Day Pupils' prep is held in the Library between 4.30pm to 5.45pm Monday—Friday. Pupils need only sign in on the day, using the Google Form to register.

Tea:

Day pupils staying to prep may go to tea in the Trina Mawer Hall, for which a charge of £1 is added to their account. They should use the Google Form to register for tea. Alternatively, they may bring their own tea but all food must be eaten in the TMH.

The rules that apply to Prep (Senior School)

- Pupils must arrive punctually to prep at 4.30pm.
- Pupils should collect together all materials necessary to complete their prep before 4.30pm as they will not be permitted to return to the Locker Room.
- Pupils should work quietly and independently as they would at home.
- Pupils should have a book to read if they finish their work before the end of prep.
- Pupils should ensure that homework done in prep is monitored by their parents or guardians.
- Pupils who intend to go to an activity and then go to prep afterwards should sign into prep and add the activity they are attending on the form. They should inform the teacher on prep duty that they have returned after the activity. Pupils who are already in prep and who wish to go to the second activity must add the activity to the form and inform the staff on duty

that they are leaving. It is essential, in case of fire, that the teacher in charge of the prep register has an accurate record of the pupils on site.

- Pupils must not be on the school site between 4.30 pm and 5.45 pm unless they are registered in an activity or in prep. If pupils do not go to prep after the first activity, they must be picked up from school immediately.

### **Extra-Curricular Activities**

Activities are held every weekday at lunchtime and after school Monday to Friday.

Pupils are encouraged to choose at least one activity per week. These should be recorded and reviewed by the Form Tutor in the first week of term.

All pupils should eat in the Trina Mawer Hall at lunchtime. Activities should not be used as an excuse for having a packed lunch or no lunch.

### **Guiding Principles**

- There should be no academic lessons in the lunch hour (except Literacy lessons or those on the official timetable).
- Prep School Speech and Drama should not be offered in timetabled lessons until Year 3.
- From Prep 3 to Year 9, Speech and Drama and individual Music lessons will be on a rota during lesson time but from Year 10 upwards only outside lesson time.
- Until Prep 6, pupils should miss only one lesson per week for individual Music lessons. Thereafter, a second instrument can be taken up at the discretion of the Assistant Head (Prep) with advice from Music staff. Musically gifted pupils may begin a second instrument from Prep 4 but this is monitored carefully.
- Lunchtime activities will be provided by our own staff who know about the constraints on the timetable. Visiting staff will use after school sessions (exceptions: Literacy lessons, individual Music lessons, Speech & Drama lessons and Chess)
- Pupils who finish an activity at 5.00pm must go to Prep until they are due to be collected.
- Pupils who are not collected by 5.45pm must go to wait in the Main Reception. If not collected by 6.00 pm they must go to the Mansion House (girls) or Fishponds (boys).