



Croydon High School GDST Junior School Supervision of Pupils Policy

Responsibility: Head of Junior School

Last Review: September 2023

Next Review: September 2024

This policy and its procedures applies to all children in the Junior School, including the EYFS and takes into account the ages, aptitudes and needs of all our children.

Rationale

The safety of all our children is paramount and it is the duty of all members of staff to ensure that they have this as their prime consideration at all times. It is the responsibility of all staff to ensure the safety of children in our care, both within timetabled lessons, extra-curricular activities, before/after school and during breaks/transition points in the school day.

Before School including Breakfast Club

The supervision ratios in Breakfast Club are 1:8 for pupils under 8, and 1:10 for over 8s.

Breakfast Club is supervised from 7.15am until 8.00am for pupils in Year 1 and above, at which time they are dismissed to join their peers on the playground. Children in Nursery and Reception are supervised in Breakfast Club until 8.25am at which time they are escorted directly to their classrooms. The Breakfast Club Supervisor and a Gap Tutor are on duty for the duration and all children are signed in by staff on the register.

Pupils in all year groups may arrive at school between 8.00am and 8.25am. Those pupils attending a before school club may arrive earlier and will be registered by the member of staff running the club. Pupils may either be walked onto site by their parent or carer through the main entrance, via the Sainsbury's gate, where there is a member of staff on duty between 8.00am and 8.25am, or via the Kiss and Drop service, which runs in the Junior car park.

Once on site, pupils in Year 1 and above make their way directly to the upper playground where a member of staff is on duty from 8.00am, unless the weather is wet or icy, in which case pupils are supervised in the Holt Hall instead. At 8.25am pupils are called to line up in classes and sent into the school building a class at a time to begin the school day.

Having been dropped off, pupils in Nursery and Reception are supervised in the Holt Hall Foyer by two members of staff. At 8.25am pupils are escorted to their classroom to begin the school day.

Gates are closed by duty staff and any children arriving after 8.25am must enter the school by the Junior office entrance. The Junior School Secretary is responsible for monitoring entry into the school.

All teachers should be in their classrooms by 8.25am. Registration takes place by 8.40am. Registration is done electronically using SIMS.

On certain days assembly starts at 8.40am. It is the duty of the class teacher to escort their class to the hall and supervise them until assembly starts. On the days when class teachers are not required to stay for the duration of assembly Early Years and Key Stage 1 pupils will be escorted back to their classroom either by a member of staff or by Year 6 pupils.

Morning break

Morning break begins at 10.05am. Children should take their break time snack, collect their coats and go outside to the appropriate playground (either Early Years, Lower or Upper playground) Duty members of staff supervise the children by circulating around the playground and are responsible for lining the children up at the end of break and inviting them back into the building. See Appendix 1 for the duty rota. For all classes, wet break is supervised in the classrooms.

A bell indicating the end of the break is rung at 10.25am. At this, the children should stop play, fall silent and await instruction to line up in classes. Classes or groups are then invited to enter the buildings by the duty staff and make their way to their classrooms. Teachers will be in the classroom, ready to begin the next lesson.

Lunch break

Lunch break begins at approx. 11.30am for Early Years, from approx. 11.50am for Key Stage 1 and from 12.00 for Key Stage 2 – with some variations to take into account the clubs and activities, and staggering the time for groups. Children should take their coats and water bottles outside with them at the beginning of the lunch break. Members of staff and lunchtime supervisors ensure that the dining room and playground are properly supervised.

When children finish their lunch they are escorted to the playground and supervised by the staff on duty. On wet days children return to their form rooms after lunch and the members of staff on duty supervise inside the building.

Children who need to change for Sports Clubs are supervised by the member of staff running the club. If a member of staff runs a lunchtime club, it is their responsibility to ensure that they are in the designated room/area in order to supervise girls arriving for their club.

First aid is provided by trained members of staff, including the School Nurse and School Secretary.

A bell is rung at 1.05pm to mark the end of lunch break and the girls are sent in. An afternoon registration is then taken.

In the classroom

All classes will be supervised by the relevant teacher or by a cover teacher, if necessary. In Key Stage 1 pupils are often also supported by a Teaching Assistant. In Reception the staff ratio is 1:10 with a maximum of 20 per class, where one of the staff is a qualified teacher and is working directly with the pupils during curriculum time (this is within the legal limits – see EYFS Statutory Framework 2021, section 3). In Nursery or when the qualified teacher is not working directly with pupils the ratio is 1:8, where at least one member of staff must hold a level 3 qualification and at least half of all other staff must hold a level 2 qualification (EYFS Framework 2021 section 3). See Appendix 2 for details of staff qualifications.

Pupils travelling to other locations for lessons

Pupils moving from Junior School to other locations e.g., Netball Courts, do so within the gated school grounds therefore avoiding the need to use the zebra crossing within the car park.

Pupils who are walking to an individual music lesson do so accompanied by their peripatetic teacher up until Year 4 when they do so by signing out and collecting a fob from the Junior Office and following the route shown to them by their peripatetic teacher.

End of the Day

Pupils are dismissed at the following times and from the following locations:

Nursery	3.15	Back classroom door (in the Early Years playground)
Reception	3.15	Classroom door (in the Early Years playground)
Year 1	3.20	Year 1 door
Year 2	3.20	Ivy Club door
Year 3	3.25	Year 1 door
Year 4	3.25	Bottom of the staircase near Sainsbury's gate
Year 5	3.25	Side door near Sainsbury's gate
Year 6	3.30	Discovery Zone door

Those pupils who are booked into a club or into Ivy Club are either escorted or, if they are in Key Stage 2, make their own way to the correct location.

After School, including Ivy Club

The supervision ratios are 1:8 for pupils under 8, and 1:10 for over 8s.

All after school clubs or events should have a register and parents are encouraged to book their daughters into Ivy Club in advance so numbers are known. The member of staff leading the club is responsible for the registration and supervision of the group. Parents are notified of the finishing times of all activities and where to wait. 10 minutes after the end of any club, any uncollected child will be taken to Ivy Club for supervision.

Ivy Club is supervised until 6pm. If any child remains after this time, the member of JLT on duty takes responsibility for supervision and will endeavour to make contact with parents. If this is not possible, the procedures set out in the uncollected child policy come into effect, the main points of which are:

- If any pupil is uncollected at 6pm, when Ivy Club ends, they are brought to the member of JLT on duty in Junior Reception.
- The member of JLT on duty will phone parents, followed by emergency contacts.
- If parents are delayed, the pupil will be looked after by the member of JLT in Reception until collection.
- If parents and emergency contacts cannot be contacted by 6:30pm, the DSL will be informed. If they are satisfied there is no one to collect the pupil, they will contact the local safeguarding children's board. The pupil will remain at school until they are safely collected either by the parents/carers or by a social worker. Social Services will aim to find the parent or relative. If they are unable to do so, the pupil will be admitted into the care of the local authority.

Girls who Travel on the School Buses

All school buses leave the school site at 5pm. Any Junior pupil travelling on the bus will be supervised in Ivy Club until approximately 4.50pm and then be taken to meet the bus by a member of staff.

Appendix 1 – Duty Rota

Early Morning 08.00-08.25

Kiss and Drop

Mo	Tu	We	Th	Fr
LT	LT	LT	LT	LT
DJ/ NC	DJ/ NC	DJ/ NC	DJ/ NC	DJ/ NC

EY Holt Hall Foyer

Mo	Tu	We	Th	Fr
LK	LK	EN	KS	KS
JB	JB	X	RB	RB

Sainsbury's Gate

Mo	Tu	We	Th	Fr
SR	SR	SR	SR	SR
	RA		RA	

Upper Playground

Mo	Tu	We	Th	Fr
NM	CM	JM	KB	EW

Break Time 10.05-10.25

EY Playground

Mo	Tu	We	Th	Fr
AD	CN	PE	KS	KS
LK	LK	JB	RB	RB

Upper Playground

Mo	Tu	We	Th	Fr
SG	KR	KR	SG	SG

Lower Playground

Mo	Tu	We	Th	Fr
RA	RA	SG	RA	RA

First Aid Responder

Mo	Tu	We	Th	Fr
JH	LT	AJ	NM	AW

TA Break

Mo	Tu	We	Th	Fr
KR	SG	RA	JB	Rotation
KS		KS		
JB		JB		

NWBT Rotation

	September				October		
	9	16	23	30	7	7	14
Staff member	AD	EW	JH	CM	NC	AJ	JM
Relieving	SG	KR	RA	KS	RA	SG	KR

Lunch 1 12.00-12.30

Lower Dining Room

Mo	Tu	We	Th	Fr
WB	WB	WB	WB	WB
GAP	GAP	GAP	GAP	GAP

Upper Dining Room

Mo	Tu	We	Th	Fr
AS	AS	AS	AS	AS
AJ	JH	AP	NC	EW

Upper Playground

Mo	Tu	We	Th	Fr
AJ	JH	AP	NC	EW

Lunch 2 12.30-13.00

EY Playground

Mo	Tu	We	Th	Fr
JB	JB	JB	JB	LK
LK/ KS	LK	LK	LK	KS
GAP	KS	GAP	KS	/

Upper Playground

Mo	Tu	We	Th	Fr
AS	AS	AS	AS	AS
SG	GAP	SG	GAP	GAP

Lower Playground

Mo	Tu	We	Th	Fr
WB	WB	WB	WB	WB
RA	SG	RA	RA	SG

Office Duty

Mo	Tu	We	Th	Fr
JM	EN	DJ	CM	KB

EY Lunch

Mo	Tu	We	Th	Fr
AD	AD	PE	PE	PE/ CN
RB/ JB	RB/ JB	RB/ JB	RB/ JB	RB

Appendix 2 – Junior staff qualifications

Head of Junior School	Mrs Sarah Jane Pendleton	
Deputy Head of Junior School	Miss Laura Threadgold	B.Ed (Hons) Chester
Assistant Head (Pastoral & Outreach)	Mrs Nikki Crossfield	LLB Bristol
Assistant Head (Co-curricular & Operations)	Mr David Johnston	BA(Hons) Canterbury

JUNIOR SCHOOL – Teaching staff

Mrs Claire Bird	BA(Hons Norwich)	Art
Mrs Alison Botham	BSc (Hons) Loughborough	PE
Mrs Karen Bower	BA (Hons), Essex	
Mrs Amanda D’Aranjo	BA (Hons) Roehampton	
Miss Sarah Delany	BA (Hons) Canterbury	Music
Mrs Sarah Newlands		
Mrs Andi Harley	LLB, Northampton	Head of Junior Academic Support
Mrs Jo Harrison	BA (Hons) Greenwick	
Mrs Anna Johnson	BA (Hons) Warwick	
Mrs Claire Kirkby	BA (Hons) Warwick	Drama
Mrs Maya Krishnamurthy	PGCE MS Florida	Computing
Mrs Claire Male	BEd (Hons) Homerton College, Cambridge	
Ms Stephanie Mannooch	BA (Hons) London	Languages
Mrs Jane Monaghan	BA (Hons) Warwick	
Mrs Carly Moon	BA (Hons) Chichester	
Mrs Nicola Moorhouse	BA (Hons) Sheffield	
Mrs Effie Nathanael	BA (Hons) St Mary’s	
Mrs Charlene Nembhard	BSc(Hons) Buckingham	
Mr Alex Wilks	BSc (Hons) Brighton	
Mrs Emily Wragg	BA (Hons) Brighton	

JUNIOR SCHOOL – Teaching Assistants

Teaching Assistants

Mrs Rosemary Abrahams	Certificate in Supporting Teaching and Learning in Schools
Miss Robyn Bass	BTEC National Diploma Level
Mrs Julie Bullock	City & Guilds Learning Support
Miss Sarah Grinham	NNEB
Mrs Karen Redmond	NVQ Level 3 for Teaching Assistants
Mrs Kate Suggett	BTEC National Diploma Early Childhood Studies
Mrs Emmanuelle Deblock	SEN

JUNIOR SCHOOL – Support staff

Junior School Secretary	Mrs Sam Garrett	After School Care Supervisor	Mrs Michelle Bass
Administrative Assistant	Mrs Jill Young BScEng (Hons), Kings	After School Care Playworker	Mrs Julie Adkins
Admissions Registrar (Junior)	Mrs Clare Macmillan	After School Care Playworker	Mrs Linda Khan
		Breakfast Club	Mrs Michelle Bass
Gap Year Assistant	Mr Farid Oladapo	Stay & Play Toddler Group	Mrs Anita Reeves BA, MA Falmouth
Gap Year Assistant	Miss Maisie O’Halloran		
Gap Year Assistant	Miss Charlotte Dickenson		
Lunch Time Assistant	Mrs Linda Khan		
Lunch Time Assistant	Mrs Wendy Butler		
Lunch Time Assistant	Mrs Alison Skinner		