



## **Pupil Supervision Policy**

This policy applies to all pupils at Weston Green School, including those  
in the Early Years Foundation Stage (EYFS)

Reviewed and updated:	Autumn 2025
Next review:	Autumn 2026

This policy should be read in conjunction with the school's Safeguarding Policy, Anti- Bullying Policy, Missing Pupil Policy and Behaviour Policy. It sets out the expectations for supervision of pupils at Weston Green School where we are committed to safeguarding and promoting the welfare of pupils in our care. The Head Teacher is responsible for ensuring that appropriate levels of supervision are in place

Bellevue Governance and the Head Teacher are required to ensure that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for both pupils and staff. All members of staff at Weston Green School have a duty of care for all pupils and this includes ensuring that pupils acknowledge the school values and behave in an appropriate and acceptable way throughout the school day.

## **Aims**

The aim of this policy is to maximize the safety of pupils whilst they are in our care.

The purpose of this policy is to offer guidance to all staff about the expectations and levels of supervision of all pupils throughout the school term.

## **Pupil arrival (amended for current Covid 19 guidance response - susceptible to change)**

### *Pupils are not allowed on the school site without supervision*

Pupils arrive at school from 8.25am (7.45am for Breakfast Club) and are expected to leave the site promptly at the end of their school day – no pupils should remain on site after 6.15pm.

On entry, all pupils go straight into class where they are supervised by their class teacher. Pre Prep children are escorted in from the gate by class teachers.

## **Registration**

Registration takes place at 8.40am for all pupils at Weston Green School. The register is also taken at the start of the afternoon session. Parents are responsible for notifying the school by telephone or email, if their child is absent for any reason. The school will always contact the parent if their child fails to arrive at school without an explanation.

## **Pupil dismissal at the end of the day**

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance

- Pre Prep are dismissed from their classrooms by their class teacher at 12.30pm or 3.15pm each day.
- Lower Prep are dismissed from the gate by the class teacher at 3.15pm
- Upper Prep are dismissed from the gate by the class teacher at 4.00pm

Pupils in Year 6 are allowed to walk to and from school unaccompanied, provided a permission form has been signed by parents and returned to the school office.

Staff running after school clubs dismiss the pupils at 4.00pm for EYFS & KS1 and at 5.00pm for KS2.

## **Staff Duties**

Duty rotas are in place for morning break, lunchtime and wet days. These are organised in advance of the new academic year and are displayed in the staff rooms and outside the main hall..

Senior staff are on duty at the school gate(s) from 8.25am each morning.

Morning break - all members of staff are involved in supervision at morning break. A duty rota is prepared each term by the Deputy Head.

Lunch break- pupils are supervised by class teachers whilst they eat their lunch. There are also other members of staff in the hall including the Head Teacher, the Deputy Head, Teaching Assistants and peripatetic teachers during the lunch sittings. Members of staff are timetabled to supervise lunch time breaks.

Wet Play rota - is used when it is not possible for pupils to take their breaks outside. This involves the staff who would be on duty at that time. Additional staff may be used as required.

The duty rotas ensure that all pupils are adequately supervised at all times.

## **Movement within the School**

- At the end of morning break, classes are lined up by the duty teacher and TA and walk from the playground back to class.
- At the end of the school day, pupils in Lower and Upper Prep are lined up and taken to the playground by their class teacher to be dismissed.

## **Medical Support**

The school has several staff with Full Paediatric First Aid training plus some with Emergency First Aid at Work training who are available to administer first aid and deal with accidents and emergencies, or help if someone is taken ill. The school has also provided emergency paediatric first aid training for teachers and teaching assistants enabling them to administer first aid. The names of all staff able to administer first aid are displayed inside the staff rooms. First aid boxes are located in Prep Phase areas or year groups; one in Pre Prep, one on the ground floor, first floor and second floor.

## **Supervision during educational visits**

The arrangements for the supervision of pupils, including Pre Prep, during educational visits outside school are described in our Educational Visits Policy.