



**THE EYFS & JUNIOR KING'S SCHOOL,  
CANTERBURY**

**SUPERVISION POLICY**

**(Please refer to the Pre-prep Procedural statement for further  
information on EYFS and Key Stage 1)**

Person Responsible: Deputy Head Pastoral

Review Date: July 2019

Next Review Date: September 2020

### **Legal requirements:**

The Governing Body and the Head are required to ensure, as far as is practicable, adequate supervision of pupils throughout term time to ensure their health, safety and welfare.

## **STAFF DUTIES (SUPERVISION OF CHILDREN)**

### ***Form tutor Duties***

The form tutor(s) is/are the child's first line of defence, somebody who will listen and offer advice. The form tutor(s) should take an interest in every aspect of the child's life. In forms where there are two form tutors, it is important that they develop an effective partnership in order that the children may benefit.

### ***Form tutors should:***

- Encourage the child's effort in every sphere: academic, artistic, musical, sporting, practical, behavioral, social and emotional.
- Think POSITIVELY about each child. Make each pupil aware of his/her good points and strengths. Talk about the good things even if you find it temptingly easier to talk about the bad.
- Establish a warm, caring atmosphere in which each child is valued and listened to.
- Avoid comparing one child with a sibling or imposing expectations on a younger pupil based on his/her elder sibling's achievements.
- Draw in the isolated shy child. The use of group activities will often provide opportunities for that child to succeed.
- Allow freedom for children to express themselves openly, to talk about feelings with consideration for others.
- Encourage children to support each other and to be willing to help others in difficulty. Encourage a willingness to ask other staff and children for help (an effective antidote to bullying).
- Provide an attractive, lively classroom with a welcoming atmosphere, including changing displays of children's work.
- Welcome parents' enquiries and involvement. Work with them, keeping the Head and relevant members of SMT informed. Do not be defensive in the event of parental complaints. (See *Complaints*)
- Comment constructively on pupil performance in assessments and reports. Remember that a form tutor's report should not focus solely on academic matters but rather make good reference to a child's whole school life and character. Watch for pupils who are struggling, overstretched, under stress etc. Consult the SENCO about any children causing concern.
- Remember that the training you give regarding values is hugely important. You have enormous power over each child's future. You can either enhance or damage his or her self-esteem.
- Use registration time and other form tutor sessions as important opportunities for engaging actively in pastoral care and introducing or re-informing aspects of social, personal and moral education. They should not be merely used as 'catch-up-on-work' sessions. It is expected that all form tutors should be in their form rooms by 08 15. There will always be parents to consult, staff to see, things to prepare etc.
- Carry out other administrative duties: displaying of timetable and rota of classroom duties, careful placement of desks, checking reports.
- Monitor all iSAMs entries to check on children's progress.
- Work closely with Heads of Year/Heads of Sections over pastoral/discipline issues.

### **Daytime Duties**

There are a number of different duties to be carried out during the daytime. Duties involve maintaining a constant vigilance for what the children are doing. This often means wandering about to ensure that you are kept 'in the picture'. Staff on duty must ensure that children remain in the correct areas. The following areas are out of bounds without permission from the Head or a member of staff:

**Out of bounds:** any place beyond the limits of the school boundary, the River Field and river banks, the kitchens, the Barn and grass area in front of it (except if playing tennis), the Pre-Prep playground, the roofs of school buildings, drives and car parks, staff accommodation.

Breakfast Duty - The Boarding Houseparents, Tutor and Matrons (on duty) all attend breakfast. They have a collective responsibility for ensuring that children eat a sufficient breakfast and that behaviour is well-mannered and orderly.

### **On-Call Duty (See On-Call)**

Morning Break Duty - There are two members of staff on morning break duty in the MS/US play area and two in the JH area. Morning break is an outdoor break unless the weather is inclement. Children may choose to use the library to read but may not linger in the corridors or classrooms. During an outdoor break, it is important to make your way quickly to the relevant play area. Once outside the teachers on duty will need to wander around keeping a close eye on all children. Five minutes before the end of break an outdoor hand bell should be rung. When the weather makes it unsuitable to go outside, the children remain in their form rooms. The duty staff and the on-call member of staff should constantly wander around ensuring that children are behaving in an orderly fashion. Each classroom will have a pair of Year 8 children prefects/monitors.

After Lunch Break Duty - This break duty is very similar to the morning break duty. As with the morning duty, an outdoor bell is rung five minutes before the end to signify 'going-in' time. The use of the library is to be encouraged only for quiet reading.

Snack Break - The on-call staff member supervises snack in the Dining Room. Children can collect snack in the Dining Room and must eat it there or take it outside.

### ***Evening Duties***

Evening duty begins with tea supervision at 18 00.

#### **Prep**

School-supervised prep takes place at 17 00 in A8 and lasts until 18 00. It is conducted in total silence. Boarders who are involved in an evening activity may attend this prep. Children should collect all their equipment and books before prep starts and should not get out of their seats during prep unless there is an emergency or parents have come to collect day children.

#### **Tea Supervision**

At tea, children are encouraged to eat a balanced meal at a controlled pace. Any day children staying for tea must wait until all boarders have been served before getting their meal. Any day children leaving school after this time will need to inform a member of boarding staff.

Once all the children on a table have finished their meal (and staff have given out any notices), they may be dismissed. As in other meals the children remove their own trays.

Please be particularly vigilant at tea to ensure that table manners are of a high standard. Repeat offenders can be asked to clear tables if you feel reinforcement is needed.

Once tea has finished the children may go to prep or an evening activity.

#### **After Prep**

Once tea has ended and prep has been completed, the children have some free time when they can relax and unwind. They are allowed outside (when the weather is good and the evenings light) or in the Sports Hall. Children must be supervised in these areas. Please note that no computer games may be played on library computers.

The members of staff on duty should maintain a wandering vigil ensuring that all children are looked after and are aware of an adult presence.

#### **Snack**

As the evening progresses different year groups go to bed having had 'snack' in the boys' / girls' boarders' common rooms.

#### **Bedtimes**

Times are published in the boarding areas.

### ***Weekend Duties***

Weekend duties are similar in nature to evening duties in as much as they require the duty staff to be constantly aware of what children are doing. Boarding staff will provide a tick-off list showing which children are 'in' at any specific time throughout the weekend. There are columns to be completed by the duty staff as they wander around and at meals. This form is then returned to the House staff at the end of the day. The weekend programme is published by the boarding staff.

### **Saturday Duty**

Saturday evening duty begins at 15 30 and runs very like an ordinary evening duty, except there is no prep in the evening. Children change into home clothes and are allowed to go to the tuck shop or, if they are in Year 8, to the Co-Op. Once tea has finished the children have free-time.

### **Sunday Duty**

Sunday begins at 13 00.

There is a church service every Sunday either in the morning or in the evening. Specific details are given below about church.

On Sundays, some children are taken out (by prior arrangement) by parents or friends. Before they go, they should sign out with the duty staff.

Tea generally takes place at 18 00.

The after tea duty is identical to an evening duty (except that there is no prep) unless there is a late service.

### **Sunday Services**

The school holds a service every Sunday. For formal services, the children wear best uniform pupils are accompanied to Church by the matrons and duty staff. The children sit in the front pews on either side. When appropriate, they are invited to go forward to the altar to receive communion or a blessing, depending on whether they are confirmed or not. If they are going to receive a blessing, they need to hold a service book.

The children should be gathered together (by using the bell) ten minutes before the service starts, where general appearance should be checked. They should walk over to church three minutes before the service is due to begin.

Informal services take place in the Music School or Dining Room and children wear home clothes. As with formal, services the children's behaviour should be exemplary.

Date: July 2019

Signed: Deputy Head Pastoral

Review: September 2020