



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 Operations

Review Date: September 2023

Next Review Date: September 2024

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 is the child's first line of support, somebody who will listen and offer advice. The form tutor should take an interest in every aspect of the child's life.

Form tutors should:

- Encourage the child's effort in every sphere: academic, artistic, musical, sporting, practical, behavioural, 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 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/Heads of Section/Year 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 Head of Learning Support about any children causing concern.
- Remember that the training you give regarding values is hugely important. You have a key responsibility over each child's future development. You can either enhance or damage his or her self-esteem.
- Use registration time, life skills sessions 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 8.15am. There will always be parents to consult, staff to see, information to share and things to prepare etc.
- Carry out other administrative duties: displaying of timetable and rota of classroom duties, careful placement of desks, checking of reports.
- Monitor all iSAMS/CPOMS entries to check on children's progress.
- Work closely with Heads of Year/Heads of Sections over pastoral/discipline issues.

Daytime Duties

There are several different duties to be carried out during the daytime. Duties involve maintaining a constant vigilance of 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 areas listed below are out of bounds without permission from the Head or a member of staff:

- any place beyond the limits of the school boundary
- the River Field and riverbanks

- the kitchens
- the Barn and grass area behind it and in front of it (except if playing tennis during the summer term)
- the Pre-Prep playground
- the roofs of school buildings
- drives and car parks
- staff accommodation

Breakfast Duty - The duty Houseparents, Tutors, Assistant Tutors and Matrons all attend breakfast when they are on duty. They have a collective responsibility for ensuring that children eat a sufficient breakfast, and that behaviour is well-mannered and orderly.

Morning Break Duty - There are three members of staff on morning break duty (one will complete snack duty, before helping with supervision outside) 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 should constantly wander around, ensuring that children are behaving in an orderly fashion. Each classroom will have Year 8 prefects/monitors who will assist with the supervision of younger years.

Lunch Tray/Queue Duty – There is a member of staff on duty in the dining room at lunchtime that monitors the dining room and ensures that pupils select a balanced diet. In addition to this duty, a member of staff is also on duty to monitor the lunch queue when pupils in Years 7 and 8 come into lunch.

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.

Afternoon Break - The Prefects and Monitors help supervise snack in the Dining Room, alongside a member of staff. Children collect snack from the Dining Room, and eat it outside, snack should not be eaten in classrooms. In the event of inclement weather, the Dining Room can be used for pupils to eat snack.

Pre-Prep breaktimes – There are three members of staff on morning, lunch and afternoon playtime in the Pre-Prep playground. This number is re-assessed regularly in relation to fluctuating numbers in Early Years. One member of staff has responsibility for sweeping the playground at the end of each playtime. There is a fourth member of staff on first aid duty for each of the three playtimes.

Evening Duties

Evening duty for boarding staff begins with prep supervision at 5.15pm.

Prep

School-supervised prep takes place from 4.15pm-6.00pm in A8, alongside the evening activity programme that runs from 4.15-5.15pm (4.15-5.00pm for pupils in Junior House). Pupils are encouraged to work quietly and to ask the member of staff on duty if they need assistance in completing their prep. Boarders who are involved in a late evening activity may also attend this prep, if appropriate. Children should collect all their equipment and books before prep starts and encouraged to remain focused during prep.

All boarders complete a prep session between 5.20pm and 5.50pm; this is supervised by the boarding staff. The Year 7 and 8 boarders complete a second supervised prep session after tea, between 6.35pm and 7.05pm.

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 with other meals, the children remove their own trays. Please be particularly vigilant at tea to ensure that table manners are of a high standard. Once tea has finished the children go to prep (Years 7&8) or have free time (Years 4-6)

Prep

After prep has been completed, the boarders 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. 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 are given 'snack' in the boarders' common rooms.

Bedtimes

Times are published in the boarding areas.

Weekend Duties

Weekend duties are similar in nature to evening duties; they require the duty staff to be constantly aware of what the children are doing. The weekend programme is published by the Head of Boarding/ Housemaster, who will provide a tick-off list showing which children are 'in' at any specific time during the weekend. Duty staff are required to complete a register at various points during the weekend. The register must be returned to the House staff at the end of each day.

Saturday Duty

Saturday evening duty begins at 3.30pm and runs very like an ordinary evening duty, except there is no prep. 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 duty normally runs from 12 Noon – 6.00pm, but timings will be confirmed dependent on the weekend activity and staff will be notified accordingly. There is a church service every Sunday, usually in the morning but occasionally in the evening (specific details are outlined below). On Sundays, some children are taken out (by prior arrangement) by parents or friends. Before they go, they must sign out with the duty staff. Tea generally takes place at 6.00pm, after which staff carry out a normal evening duty. There is no prep, however.

Sunday Services and Times of Reflection

The school holds a service or time of reflection every Sunday. Informal services are held in the Music School, Barn, or Dining Room; formal services take place in St, Nicholas Church. The children are generally allowed to wear smart casual clothing, although school uniform is normally worn by any pupils attending the Remembrance Service.

The children are accompanied at all times of worship by members of the boarding staff. The highest standards of behaviour are expected.