
Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Integrity | Respect | Responsibility

Introduction

We are committed to ensuring that all students are safe in school. The school ensures that systems are in place to ensure students are safe and supervised. Professional judgement is needed in view of the age of the students and the activities in which they are engaged. It is important for staff to understand the importance of student supervision and observe the following guidelines

Aims

- Decisions regarding the supervision of students take into account their age and number, the activities in which they are engaged and their location, whilst accounting for any special needs
- The staff ratio for the supervision of children is to ensure that they are safe at all times especially when they are involved in school activities on or off the school premises (ratios should be appropriate to the age of the pupils and the nature of the activities involved)
- Supervision of children in remote locations is safe (where appropriate, a mobile phone will be provided)
- Activities involving student supervision are overseen by a member of staff

Expectations

Staff members on duty are expected to:

- report to duties punctually
- avoid becoming absorbed in watching children's games or talking to other members of staff
- prevent inappropriate behavior
- encourage sensible behavior
- report any seemingly problematic behavior

The teachers have a duty of care to the students, which is based on the principle that they are in loco parentis. In order for teachers to carry out their duties effectively they have certain responsibilities.

These include:

- ensuring that they are aware of school policies and obtain the information they need in order to carry out their professional duties effectively
 - ensuring the maintenance of good order and discipline at all times during the school day (including morning and lunch breaks) when students are present and are on the school premises
 - ensuring the maintenance of good order and discipline at all times during educational visits/trips
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Movement Around the Building and Transition times

- Students who wish to leave a lesson for any reason must ask permission; if they need to see medical staff the teacher will give them a note to take with them. In certain medical situations the child may be allowed to leave the classroom at will; staff must be aware of particular arrangements
- Primary students are to be accompanied during transition times/ between lessons by a member the teaching staff

Supervision Before School

The school day commences at 07.30am.

No supervision is available for students prior to this.

All students must report to their home room/form room at 7.30 am.

Students may be escorted by a parent or authorized adult to their class whilst on campus.

All students who arrive at school via the official bus gate entrance must immediately report to their allocated homeroom.

Students should not play any games or any other activities whilst inside the school campus unless otherwise officially engaged with an activity organized by a member of staff and is therefore part of a school club.

Leaving the school site

Students are not allowed to leave the site during school hours unless there is clear written evidence of a request from the parents or guardian. The written request must be presented to the home room/form teacher, who must indicate their approval.

Sickness

When students are taken ill during the school day, the school will, if required and usually after discussion with the school nurse contact the parents in order that their child can be collected. In the event that parents/guardians cannot be contacted the child may stay at the clinic. The school reserves the right to take the student to hospital, if this is deemed in the best interest of the student.

Supervision in the classroom

It is required that all teachers supervise their class at all times. Students should not be left in the class without the supervision of a teacher at any time. Classroom Assistants (CRA) are not allowed to cover the class at any given time. During the changeover of specialist teachers between lessons it is vitally important that the previous teacher is supportive and does not leave the class unattended until a handover has taken place with the subsequent teacher.

Wet Weather/ Exceptional Circumstances

In case of wet weather/exceptional circumstances, students will move to their assigned classrooms. Teachers are required to supervise their students during wet breaks or under exceptional circumstances as delegated by the

principal. The staff members on duty should patrol corridors/communal spaces ensuring sensible behavior. CRAs/subject specialists and senior students will assist staff during wet breaks and lunches.

Emergency

In case of an emergency please send a student to the main office or adjacent classroom to seek help. Do not leave the class unattended.

Identification Expectations and Requirements

All staff are required to wear their identity cards on a lanyard provided by the school. Should a member of staff forget their card then a temporary card may be obtained from reception.

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff should ask politely of strangers to identify themselves and report to the school office if there is a concern.

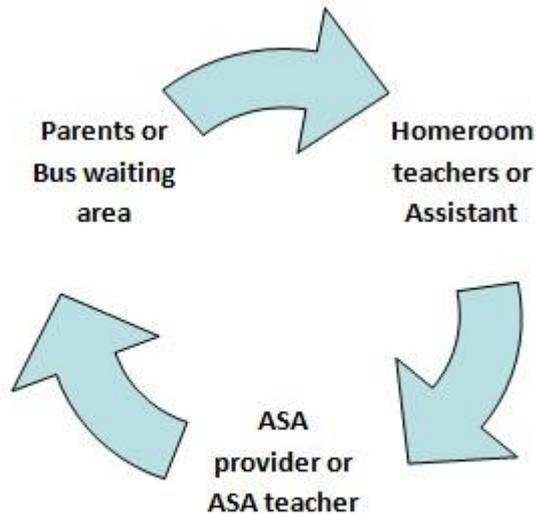
Supervision at mid-morning snack/lunchtime

All staff are allocated duties:

- There must be adequate supervision at all times.
 - A duty rotation for break and lunchtime supervision will be displayed in the designated areas.
 - Duty staff should begin supervision promptly.
 - All staff need to be available at the end of break/lunch to ensure students return to classes promptly.
 - Students should never be left in classrooms during break times or lunch times.
 - Staff should support each other in maintaining adequate levels of supervision during recess times and/ or when required.
 - The level of supervision provided must ensure the health and safety and welfare of the children.
 - If the behavior of a student during the morning and lunch break threatens the health and safety and welfare of others, they may be placed with a member of the SLMT or coordinator subject to the severity of the 'case'. In the first instance the student should be kept with the member of staff until a changeover occurs and the matter dealt with at that time.
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ASA's – Procedure

Children attending clubs and extra-curricular activities should not be left in school unattended.



Above illustrates the clear procedure that should be followed by all.

Teachers should arrive in the designated ASA classroom/location at least 5-10 minutes before the start of the ASA. The students will be brought to you by the designated teachers.

No students should be left unaccompanied in the changing rooms; students must be supervised at all times. If the changing rooms are busy, teachers must make sure the students get changed in a classroom with supervision.

Attendance must be taken before the start of each ASA, if a student is missing from the list, the teacher must find out if they have been in school. If so, and they are absent from the activity, the teacher must liaise with the homeroom to find out why they are not at the activity.

Supervision After School/Students Going Home: ASA Clubs

When registering for an activity, teachers and providers are informed if the student will be picked up or travelling home by bus.

Children who use the school buses will attend the ASA's until 3.30 pm (4:30 pm for secondary) and then they are taken to the atrium behind the reception and handed over to the transport desk in time to catch the bus. Children waiting to be picked up by their parents must wait with the provider or teacher.

Children who return to school after visits or fixtures must wait in reception with the teacher. There is no charge for pupils if they have been on a school fixture or visit.

Parents will be informed by the activity leader if children will be late home through participation in after-school activities.

Adequate notice should be given of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

Policy Review

This policy is to be reviewed biannually, by section heads, principal and CEO though any deficiencies in arrangements may be remedied without delay.
