



ST EDMUND'S SCHOOL CANTERBURY

Pupil Supervision Policy

1. Duty of Care

The Law requires a member of staff always to be mindful of pupils' safety and welfare. Our responsibility for our pupils goes beyond the professional duty of teaching them effectively and safely; there is also a wider legal and moral "duty of care" to see that they come to no harm while they are on school premises or on a school trip. In the classroom, on duty, and while they are on the school site, therefore, we must be aware of our legal duty to provide effective and reliable supervision.

National conditions of service for teachers contain an obligation to maintain good order and discipline among their pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities.

This document should be read in conjunction with the School Safeguarding Policy, the Staff Handbook, the Staff Day Duties Policy, the DfE publication *Keeping Children Safe in Education* (2019). These can all be accessed on the Staff Portal.

2. In Loco Parentis

Because we act *in loco parentis* our legal duty of care is measured by the standards of a reasonably prudent parent. In law, this principle is judged not in relation to the standards of a parent looking after a single child in their own home, but in the context of a school, where there are many more children being cared for under conditions of school life

3. General Supervision during the School Day

3.01 Daily Schedules

St Edmund's seeks to ensure that pupils are properly supervised at all times:

Pre-Prep

| Duty and time | Details |
|---------------------------------|---|
| 8.00-8.30am Before School: | <p>Early Start supervision starts at 8.00am in the late stay room. Two members of staff will supervise children. If more than 16 attend another member of staff will be called to supervise as well.</p> <p>No parents or children are allowed in Abingdon Hall unless they are attending Early Start.</p> <p>The door will be monitored by school staff.</p> <p>Children sign in when they arrive</p> <p>If children are not taken to Early Start then they are the responsibility of their parent/carers.</p> |
| 8.30-10.30am in Classrooms | <p>The doors to Stable House and Abingdon House are opened at 8.30 and monitored until 8.40 when they are locked. Anyone arriving after this time will have to ring the bell to gain access.</p> <p>Children from Early Start are brought over by a member of staff to the classroom doors and passed into the care of the teacher.</p> <p>Teachers and assistants are now supervising the children.</p> <p>Nursery children are signed in as they arrive.</p> <p>Registers are taken first thing in all other classrooms.</p> <p>Children are never left on their own.</p> <p>In the Nursery there will be at least 2 members of staff with a ratio of 1:8.</p> <p>If a member of staff needs to help a child in the toilets they will let another member of staff know.</p> <p>All classrooms have a telephone connection for emergencies.</p> <p>There is always a paediatric trained first aider on site as well as the medical centre.</p> <p>When children have to move around the school site for PE lessons or Forest School they are accompanied by at least 2 members of staff in EYFS classes and 1 in KS1 classes in accordance with risk assessment.</p> |
| 10.30-11.00am Play Time Outside | <p>Duty staff will:</p> <p>Have their break from 10.10-10.30am.</p> <p>Complete risk assessment sheet by checking the playground for any dangers such as an open gate, broken equipment, slippery surfaces, litter, dead animals, animal faeces etc</p> <p>Remove any dangers found or alert Head of Pre-Prep.</p> <p>Keep children away from the danger if appropriate</p> |

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| | <p>Take out equipment for children to play with from wooden shed. Children will use Honey Bee's toilets if necessary.</p> <p>Move around the playground at all times watching the children closely ensuring good coverage of the whole playground.</p> <p>In an emergency ring the bell and ask children to stand still and listen to instructions and if necessary ring doorbell to alert other staff.</p> <p>When the teachers appear at the classroom doors the children will be asked to line up.</p> |
| Inside (due to poor weather) | If the weather is bad and children cannot go out at all they will be looked after by all the Teaching assistants. Dragonflies and Ladybirds will join together and Honey Bees and Crickets. |
| 11.00-12.15pm in Classrooms | Teachers and assistants are now supervising the children. (as above) Nursery children, going home at 12.00 are their parent's responsibility when they are passed over to them. |
| 12.15-12.40 Lunch | <p>Walk children over to dining room in the Senior School in accordance with risk assessment.</p> <p>At least 1 member of staff will sit with each class while they eat.</p> <p>Staff will walk back with children.</p> |
| 12.40-1.30pm Play time | <p>Duty staff will:</p> <p>Ensure gate is closed after children return from lunch.</p> <p>Supervise children as above.</p> <p>There is a staff change over at 12.45.</p> <p>Nursery children, going home at 1.30 are their parent's responsibility when they are passed over to them.</p> <p>Continue as for morning playtime.</p> <p>A bell will be rung at 1.25 and children asked to help to put equipment away. When teachers appear at classroom doors children will be asked to line up.</p> |
| Inside (due to poor weather) | If the weather is bad and the children can't go out at all they will be looked after by all the Teaching assistants. Dragonflies and Ladybirds will join together as will Honey Bees and Crickets. |
| 1.30-3.30pm in Classrooms | Teachers and assistants are now supervising the children. (as above) |
| 3.30pm End of School Day | <p>Children are passed by the teachers into the care of their parents/carers or a named person on the child's contact sheet.</p> <p>Once the children have left the teacher's supervision they are allowed on Pre-Prep playground equipment until 4.00pm but they are the responsibility of their parents/carers.</p> <p>We expect children to follow the playground rules.</p> <p>After 4.00pm the playground is for the sole use of the Late stay children under the supervision of the late stay staff who ensure children keep to playground rules.</p> <p>If children are going into Late stay they are taken into the late stay room by a member of staff and signed in.</p> <p>3.30-5.30 Late stay staff are on duty in either the late stay room or a classroom. (If there are more than 16 children another member of staff will be present)</p> <p>If a child is not collected see Non collection of child policy.</p> |

Junior School

For additional information on the supervision of Boarders, please see Section 5.02 below

Upper School

| Duty and time | Details |
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| 8:00 to 8:30 am morning duty | Duty staff patrol the classroom block and oversee pupils playing in outdoor play areas and basketball court. Duty staff bring in pupils in good time for 8:30 am registration and ring the classroom block bell. Duty Staff ensure pupils are moving to their form rooms and that they are properly dressed. |
| Chapel | Teaching staff ensure that pupils come into chapel in an orderly manner, in silence and are seated sensibly. If possible, staff make sure youngest pupils are at the front. After chapel, staff oversee orderly exit and that pupils leave quietly. |
| Morning Break-outdoors 10:55-11:20 am | Outdoors duty staff member patrols the drive area and makes sure all play is safe both in the drive and in the basketball court. S/he ensures the pupils are back in class for a prompt start for period 4 at 11:20am. If the weather is bad then S/he makes the decision to bring all the pupils in. If so, S/he joins the member of staff inside and shares the duty in the classroom block. |
| Morning Break-indoors 10:55- 11:20 am | Indoors duty staff member asks the pupils to go outside for break (unless there is specific permission). If the weather is bad then all pupils will be inside and the duty shared with the member of staff who was outside. Indoors duty staff member of staff rings the bell at 11.17am. |
| Lunchtime: inside queue 12:20-12:50pm | Duty teacher stands by the servery entrance and control the queue, ensuring good behaviour. S/he liaises with the member of staff outside to make sure there is a constant flow into the dining hall. Once the queue has disappeared, S/he supervises the dining room to ensure good behaviour and basic table manners. |
| Lunchtime: outside queue 12:20-12:50pm | Duty teacher organises the queue by the classroom block and ensure good behaviour. Duty teacher liaises with the inside duty staff to give a constant flow of pupils. S/he oversees safe play, both in the drive in the cage. Pupils should not be in the classroom block at this time unless with specific permission. |
| Late Lunch Outside – Sheepfields/ tennis courts | The tennis courts or Sheepfields may be used, depending on the ground conditions. Pupils should not go to either venue unless accompanied by duty staff. |

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| 12:50-1:20pm | <p><u>Tennis Courts:</u> the route to and fro is via the path by the cricket pavilion. Pupils are to use the courts or the paths surrounding. They should not be playing on the grass since it would therefore be dry enough to use the Sheepfields. Duty staff member ensures safe play and should have a mobile phone in case of emergency.</p> <p><u>Sheepfields:</u> the route to and fro is via the Old Gym. One member of staff should go ahead and one at the back of the group, ensuring no pupils are left behind. The bounds are the row of trees down the middle of the field. Pupils should not throw grass, break off and use twigs and branches or throw sand from the golf sand pits.</p> <p>Duty staff member ensures safe play (so no rough games such as “bulldog”) and should have a mobile phone in case of emergency.</p> |
| Late Lunch Inside 12:50-1:20pm | All pupils may choose to be inside if they so wish. Pupils must behave calmly and quietly. If behaviour deteriorates then duty staff send them outside or place them in Detention/Catch-up. Duty staff member rings the bell just before 1:20pm and then supervises the arrival of the pupils from outside. Duty staff member makes sure that pupils are properly dressed and are making their way to registration. |
| Late Stay 4:00-5:30pm (3:30-5:30pm Wed) | Staff supervise the pupils as they do their Prep. There should be a calm, classroom-like atmosphere. F6 pupils should be collected by their parents and so we should not expect the children to leave on their own. F7 and 8 pupils may make their own way to meet their parents in the car park or head home at the appropriate time. The only exceptions to this for F6 are those pupils who go home on the school buses. If any child remains uncollected at 5:30 pm then staff will escort them to the dining hall and put them in the care of the boarding staff. |

Junior School – Lower School

| Duty and time | Details |
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| 8:00 to 8:30 am morning duty | Duty staff to stand by the cricket pitch entrance and register pupils as they arrive. Pupils should not be in the classroom block at this time without permission. Ensure that the bell is rung on time. <i>*SMT duty staff to supervise and ensure safe play on the climbing frame.</i> |
| Chapel | Form Teachers lead their pupils into chapel in an orderly manner, in silence and ensure that their class is seated sensibly. After chapel, Form Teachers oversee orderly exit and that pupils leave quietly. |
| Morning Break- outdoors 10:55am - 11:20 am | Duty staff oversees safe play on the playground and on the climbing frame. One person to be in close proximity to the climbing frame. Bell should be rung at 11.15am and ensure that the pupils are back in class for a prompt start for period 4 at 11:20am. Pupils should not be in the classroom block at this time without permission. If the weather is bad then S/he makes the decision to bring all the pupils in. If so, pupils go to the classrooms of the members of staff on duty. |
| Lunchtime: in dining hall 12:15pm until last LS pupil has finished eating. | Duty staff help pupils with food choices where necessary. They supervise the dining room to ensure good behaviour and basic table manners. |
| Lunchtime: outside 12:30pm – 1.20pm | Two duty staff oversee safe play on the playground and on the climbing frame. One person to be in close proximity to the climbing frame. Pupils should not be in the classroom block at this time without permission. |
| Lunchtime: inside (if wet) | If it is too wet to be outside then duty staff supervise pupils in 2 classrooms in the LS block. |
| Late Stay 4:00-5:30pm | Register is to be taken by duty staff by 4.10pm. Duty staff to ensure play is calm and quiet. Duty staff to ensure pupils are handed over to a designated adult and that adult signs them out. If any child remains uncollected at 5:30pm then staff will escort them to the dining hall and put them in the care of the boarding staff. |

Typical Weekday Boarding Routine at Choir House

The boys' routine is very regimented due to the amount that is needed to be fitted in to their day and there are peculiarities to each day (e.g. extra rehearsal on Tuesday, no singing on Wednesday etc). In addition the full and detailed routine for each individual day will be provided to parents annually by Mrs Stones.

Wake up time:

At 6.35am all students are woken by staff.

Breakfast/music practices sessions:

From 6.50am the boys have breakfast and do a 20-minute session of instrument practice. Mrs Stones, House Parent completes a choir order and informs the Junior School Office of any chorister absence to be recorded in the register.

Singing rehearsal:

After breakfast, bags and instruments etc. are put on the minibus ready to go to school. At 7.35am Dr Flood collects the boys and takes them to the Cathedral practice room from an hour-long rehearsal (Dr Newsholme teaches the Probationers at Choir House).

School day:

At 8.35am the boys are driven up to St Edmund's accompanied by a member of Choir House Staff. They have a normal school day with their peers.

End of the school day:

At 4.00pm the boys take the minibus back to Choir House, accompanied by a member of Choir House Staff, where they have tea (biscuit, fruit, drink), shine their shoes and are then collected once more by Dr Flood at 4.45pm for a rehearsal followed by Evensong (at 5.30pm). (Probationers stay at Choir House).

Supper:

At 6.15pm the choristers return to Choir House and have supper.

Prep:

Straight after supper (at approx. 6.45pm) the boys complete their prep, supervised by staff. When it is finished the prep is checked by staff and the Lower School prep diary is signed. Lower school pupils usually complete prep at the end of school (3.30pm to 4.00pm).

Activities and free time:

As prep time finishes there is a certain amount of free time before the bedtime routines take over. This is a good time for practising instruments, relaxing in the TV room, or playing outside in the garden. This is supervised by staff on duty. Boys are not allowed upstairs in Choir House.

Getting ready for bed:

- From 7.30pm Forms 4 and 5 begin to prepare for bed. This involves showering, changing into pyjamas, hanging up uniform and tidying personal dormitory space, with lights out at 8.00pm. This is supervised by a member of staff on duty. Matron usually reads to them before they go to sleep.
- Form 6 and 7 boarders follow the same routine at 8.00pm with lights out at 8.30pm. They usually read silently before going to sleep. This is supervised by a member of staff on duty.
- Form 8 boarders may go up to their dorm as soon as prep has finished and relax, watch a DVD or read. Their lights go out at 9.00pm. This is supervised by a member of staff on duty.

At the Weekend

Probationers are collected from school on Friday at 4.00pm and are they free until Sunday at 7.00pm when they return to Choir House. The XVI have Evensong on Friday night is sometimes followed by a rehearsal and then they sing two of the three weekend services on a rota. Between the times that they boys are singing they are allowed to go home, although Choir House is open seven days a week in case parents are unable to pick them up at any time. There are always two members of staff on duty at the weekend.

There is a clear rota which outlines the boys' expected commitments for the term. However, the arrangements for when the boys are free to spend time with parents if parents are able to do so will generally work as outlined in the table below:

| Weekend service when NOT SINGING: | <i>Friday night pick up time</i> | <i>Saturday drop off time:</i> | <i>Saturday pick up time:</i> | <i>Sunday drop off time:</i> | <i>Sunday pick up time:</i> |
|--|----------------------------------|--------------------------------|-------------------------------|------------------------------|-----------------------------|
| Saturday Evensong | 7.15pm | None | None | 9.15am | 4pm til 7pm |
| Sunday a.m. Eucharist | 6.15pm | 12.30pm | 4pm | 1.30pm | 4pm til 7pm |
| Sunday p.m. Evensong | 6.15pm | 12.30pm | 4pm | 9.15am | 12.30 til 7pm |

Whenever boys leave Choir House with a parent, either the parent or child **must** sign OUT with the member off staff on duty. We ask parents to give Mrs Stones at least a week's notice if they intend for

their son to stay at Choir House during the boys' free time. This allows us to cater appropriately and not waste food.

Senior School

St Edmund's seeks to ensure that pupils are properly supervised at all times.

| Time | Details |
|---------------|--|
| 7.15am-8.00am | <p>Having been woken between 7.15am and 7.30am by an appropriate member of residential boarding staff, all boarders register at breakfast in the Dining Hall by 8.05am</p> <p>Deputy Head and Assistant Head on site from 7.30am and issue walkie-talkies to Duty Staff. Deputy Head and Assistant Head are available all day to support Duty Staff.</p> <p>During term time a qualified Nurse will be on duty in the Medical Centre from 07:15 to 21:30. The Night Duty Nurse will be on call 21:30 to 07:15</p> <p>The library opens at 8.30am and is staffed until 7.00pm by the school librarian and then by a member of Duty Staff.</p> <p>At 8.30am two Day Duty Staff begin their duty. Responsibilities of Day Duty Staff can be found in the Staff Day Duties Policy here:</p> <p>https://sites.google.com/a/stedmunds.org.uk/staff-policies/home/senior-school/policies</p> |
| 8.00-9.05 | <p>All pupils register in their Day Houses by 8.35am and follow to Head's or House Line, Chapel or Tutorial</p> <p>Head's Line and Chapel Services are always well attended by staff (see Staff Handbook). House Lines and tutorials take place under the supervision of Housemasters and tutors.</p> |
| 9.05-10.55 | <p>Pupils are registered in lessons and supervised. Attendance Officer locates any unaccounted for pupils. Day Duty Staff are available if problems arise. Medical Centre, Deputy Head, Assistant Head and Duty Staff are connected by mobile phones to enable rapid response.</p> |
| 10.55-11.20 | <p>Day Duty Staff patrol the site.</p> |
| 11.20-13.20 | <p>Pupils are in lessons and supervised.</p> |
| 13.20-14.25 | <p>Lunch break. Day Duty Staff organise the lunch queue and patrol the site thereafter.</p> <p>Pupils with lunchtime rehearsals or other activities are supervised by staff in charge of those activities.</p> <p>All pupils register in Day Houses between 2.00pm and 2.20pm.</p> |
| 14.25-16.30 | <p>Pupils are registered in lessons and supervised. Attendance Officer locates any unaccounted for pupils. Day Duty Staff are available if problems arise.</p> |

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| | Medical Centre, Deputy Head, Assistant Head and Duty Staff are connected by Walkie Talkies to enable rapid response. |
| 16.35-19.00 | <p>Day Duty Staff patrol the site. One member of the duty team will be based in the Library, to ensure its proper usage.</p> <p>Boarders going off-site between 4.30pm and 6pm sign out and back in using the books in their boarding area.</p> <p>At 5.45pm one of the duty staff goes to the medical centre to check on pupils that may miss tea or to assist the medical staff in any way possible.</p> <p>Day Duty Staff tour of the building and relevant areas of the campus, e.g. outer changing rooms, rear of School Hall, etc and all boarding areas (between 4.30pm and 7.00pm), and the Sixth Form Centre.</p> <p>Boarders register between 6pm and 6.30pm at supper in the Dining Hall.</p> <p>Day Duty staff hand over to Boarding staff at 7.00pm and return walkie talkies to Deputy Head's office.</p> |
| 19.00-Lights Out | <p>Evening duty (care of boarders) is undertaken by Houseparents, plus resident Tutors and non-resident visitors. The evening programme in Owen is as follows:</p> <p>Evening duty begins at 7.00pm on a daily basis and commences with a formal transfer of responsibility from day staff to evening staff (as noted above). Important information is passed on - such as absentees from tea who need chasing up. The evening duty routine (Monday-Friday) consists of:</p> <ul style="list-style-type: none"> ➤ The start of prep at 7.00pm, ensuring that all boarders are in appropriate ➤ areas, i.e. studies, library, dormitory bases, Sixth Form Resource Centre, ➤ prep classrooms. ➤ The patrolling of the school (7.00pm - 9.00pm) to maintain the work ➤ atmosphere. ➤ The supervision of the evening snack (Dining Hall servery) (9.00pm - ➤ 9.15pm). ➤ The supervision of the bedtime routine to ensure timings are adhered to |

3.02 Supervision of Sports Activities

All sports activities are supervised either by members of the PE department (lessons), teachers in charge (training sessions) or by Sports staff (pool, fitness gym). The shooting range is only used when there is a suitably qualified person in charge.

3.03 One to One Situations

One-to-one tuition/supervision should only take place where both parties are **visible** e.g. through a window, or vision panel. Doors should not be closed/secured. Care must be taken in one-to-one sports coaching, such that no action/comment might be misconstrued. Also in specialist music lessons (eg. with one-to-one lessons conducted by peripatetics) and in teaching, due care should be taken to ensure that a child or adult does not find themselves in a situation which might cause awkwardness or misinterpretation, and care should be taken when there are movements of location.

3.04 Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school.

3.05 Remote locations

If a member of staff is supervising in a remote location, access to a mobile phone is advisable. Where senior pupils have supervisory responsibilities for younger pupils, there will always be a member of staff readily available and in overall charge.

3.06 Supervision during School Outings, Educational Trips, Expeditions and Tours

In Senior School, staff taking pupils off of the school site on fixtures or trips are required to provide a list of pupils in advance to the Attendance Officer so accurate records can be kept. In Junior School this list is given to the Deputy Head. In Pre-Prep lists of pupils are given to the Pre-Prep Head and the office.

The arrangements for the supervision of pupils during educational visits and trips out of school are described in the School Outings, Educational Trips, Expeditions and Tours Policy. This follows the legislative guidance on staffing ratios for out of school visits. It can be found here:

<https://sites.google.com/a/stedmunds.org.uk/staff-policies/home/senior-school/policies>

3.07 Fire & Emergency Evacuations

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb threat), all pupil and employees must leave the building by the nearest available exit

and assemble at the designated assembly point. Staff should accompany pupils to the assembly points.

Detailed fire evacuation procedures can be found in the Teaching Staff and Support Staff handbooks.

3.08 Unsupervised access by pupils

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

4. Attendance Process

4.01 Framework

The School follows DfE guidelines (October 2014) for registration. We also seek to observe at all times ISI (Sep. 2017) Regulatory Requirements 202-211 in terms of good practice in the management, review and back up of our registers.

4.02 Codes

The school uses registration codes recommended by DfE. These can be found at the following location:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

4.03 Notification of Pupil absence

Pre-Prep

Advance requests for Pre-Prep absence are submitted by parents to Mrs Exley, Head of the Prep-Prep School.

Parents seeking to notify the Senior School of absences on the day either telephone or email the Pre-Prep School first thing in the morning.

Junior School

Advance requests for Junior School Pupil absence are submitted by parents to Mrs Yvonne King and must be authorised by The Head of the Junior School.

Parents seeking to notify the Junior School of absences on the day either email Mrs King yk@stedmunds.org.uk or call her on 01227 475606.

Senior School

Advance requests for Senior School pupil absence are submitted by parents to Housemasters or for cases of longer term absence, the Deputy Head (Pastoral).

Parents seeking to notify the Senior School of absences on the day either email attendance@stedmunds.org.uk or phone in an absence to the Attendance Officer on [07525 276790](tel:07525276790).

4.04 Registration

All pupils are formally registered twice every day.

Registration data is inputted into the school database via 3Sys/PASS.

5. Arrangements for Boarders

5.01 Regulatory Framework

The School always seeks to follow the requirements of NMS Standard 15 – Staffing and Supervision. Specifically:

15.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

15.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.

15.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

15.6 Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate.

15.7 There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.

15.8 Boarders have a satisfactory means of contacting a member of staff in each house at night.

5.02 Registration arrangements for Boarders

- Having been woken between 7.15am and 7.30am by an appropriate member of residential boarding staff, all boarders register at breakfast in the Dining Hall by 8.05am. Junior boarders register in the Common Room of School House. Chorister boarders are woken at 6.30am and register with residential staff before commencing music practice followed by breakfast.
- All Senior School pupils register in their Day Houses by 8.25am and follow to Head's or House Line, Chapel or Tutorial. Junior School boarders go to Junior School and register with Day pupils as below. This includes Choristers who are transported to school and register with their Form Teacher or Tutor on arrival.
- All pupils register in lessons in Periods 1 & 7
- All Senior School pupils register in Day Houses between 2.00pm and 2.20pm
- Senior School Boarders going off-site between 4.30pm and 6pm sign out and back in using the books in their boarding area. Junior School Boarders return to School House at 4.30pm (F6 pupils go to Late Stay from 4-4.30pm) and then register in the School House Common Room at 5.25pm before heading to the Dining Hall for Supper. Choristers are transported to Choir House at 4pm and register on arrival.
- Senior School Boarders register between 6pm and 6.30pm at supper in the Dining Hall
- Senior School Boarders register between 8.45pm and 9pm at milk and biscuits in the Dining Hall. Junior School Boarders are supervised at Supper, during prep (6-7pm) and before bed during free time (7pm – 8.30pm) by Duty staff.

In each case, the absence of a pupil will trigger the initial stages of our Missing Pupil Procedure, according to time of day.

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For boarding hours, advice (as per the Boarding Staff Handbook) is:

Staff should check the following places:

- The relevant signing in/ out book located in the pupil's normal area of residence (to establish whether the pupil is legitimately signed out etc.)
- The Medical Centre
- With the Head of Boarding in person or by mobile phone
- By calling the pupil concerned on their mobile phone – mobile phone numbers are kept with the Head of Boarding, other resident staff, the Medical Centre and in the Weekend Fire Register

5.03 Pupils sponsored under Tier 4 of the Points Based System

As a licensed UKBA sponsor under Tier 4 of the Points Based System, the School has an obligation to report certain events/absences of Tier 4 sponsored pupils to UKBA within 10 working days. This should be done through the office of the Head's PA.

To comply with current legislation, the School maintains up to date 'whereabouts forms' for the Tier 4 pupils during School Holidays.

5.04 Weekday Evening Routine

By 7pm Monday to Friday, Day Duty staff will hand over to one of three boarding staff as determined by the published rota.

Day Duty staff will have liaised with the Medical Centre and, as far as is possible, located any boarders who did not register.

Boarding staff will work swiftly to locate any boarders still outstanding and follow the missing pupil process as necessary. This is followed by a tour of the site to ensure entrances/exits are secure.

Boarding staff, assisted by prefects on duty, oversee the safe and productive execution of Prep between 7pm and 8.45pm by making rounds of the main boarding areas. Advice is that any boarder not seen for more than 20 minutes should become a priority to locate.

Boarding staff will register boarders at milk and biscuits between 8.45pm and 9pm.

Boarding staff (of appropriate gender) oversee bedtimes as follows:

L5 9.45pm

MS 10.00pm

US 10.15pm

L6 10.30pm

U6 10.45pm

Each boarder should be in their rooms 15 minutes prior to bedtime for their year group.

The male staff on duty will perform a final sweep of the main building before setting alarms.

5.05 Weekend Routine

Boarders are woken and registered as per Monday to Friday, but an hour later.

On Saturday mornings, a member of SMT takes responsibility for the Saturday Morning Programme, checking the registers of staff running activities and following standard procedure in the event of missing pupils. SMT will hand over to a member of staff on Day Duty who will remain at a base (usually the Senior Common Room) for much of their time, taking regular walks around the site. This member of staff will hand over to boarding staff at 7pm, as they would Monday to Friday.

Sunday arrangements follow the same pattern as Saturday afternoon.

5.06 Supervision in the Boarding Houses

During the school day, the Day Matron or her assistant will be available to boarders in addition to Day Duty staff. There may be occasions where there is no adult physically present in a supervisory capacity in the boarding house. Such occasions will tend to be when the majority of pupils are also not in the boarding house (such as mid-afternoons during games practices).

Pupils should always have access to the means to seek assistance in an emergency.

Staff cover by day and a list of Tutor Duty Evenings are indicated on House Notice boards.

There will always be at least one member of residential staff in residence in each of the boarding areas every evening during term time.

EOC/ELM/JEPE September 2019

Review date: September 2020