

Supervision and Duties Procedure Duties – Senior School

The Deputy Head has responsibility for the oversight of duties.

- Staff are arranged into duty teams responsible for the supervision of the pupils during the School day, until 5.30pm
- Named reserves on the duty rota cover duties across the day (other than those carried out by the SMT) in the event of unexpected staff absences. Cover required for absences known in advance, should be arranged by the member of staff who is to be absent.
- The Deputy Head drafts the duty rota. Staff can arrange to swap with colleagues, informing the Deputy Head and the office staff.
- Heads of House are responsible for supervising inside and outside the refectories at lunch time.

Duties each day as outlined below.

Morning A and B:	11.25 – 11.50am
Lunch A	1.25 – 2.05pm
Lunch B	1.25 - 2.05pm
End of the day A:	4.10 - 5.30pm
End of the day B	4.10 – 5.00pm

Reserves	Cover for the above
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- During morning or lunchtime breaks, pupils should not be in classrooms or the corridors outside unless they are on their way to and from the Library or seeing a member of staff in a classroom.
- Pupils are not allowed down the lane towards the bottom rugby fields and are not allowed on those fields. In good weather, pupils are allowed onto the grass in the Summer and early part of the Michaelmas term when the grass is not too wet – this is at the discretion of the duty staff.
- Balls are not allowed on the yard but are allowed in the Astro and grass.
- Pupils should not be anywhere down the main drive or at the front of the School during the School day.
- Pupils (1st – 5th) are not permitted to cross the road to the post office during the School day.

Start of the day SMT duty: A member of SMT is on duty from 8.00am – 8.35am each morning.

Morning Break Duty A person: Checks that prefects are on duty and the building is quiet, then wander the yard/ grass area.

Morning Break Duty B person: Goes straight to the yard or Astro. Monitor yard/ Astro area. At end of break, stand by the yard door, checking that pupils are properly dressed as they come into School.

Lunch A: Check that the prefects are on duty and that the main building is quiet, then wander the yard/ grass area

Lunch B: Go straight to the Astro. Monitor yard/Astro area. At end of break, stand by the yard door, checking that pupils are properly dressed as they come into School.

NOTE: The duty staff should also make sure that they are monitoring behaviour on the Astro. This is most likely to mean that a member of staff walks to the far end of the Astro.

End of the day A: (potentially until 5.30pm), supervise the NON-BUS pupils in the ICT 1. Ensure that all pupils are signed in and out of prep on the system. Answer telephone when Reception calls to inform pupils that parents have arrived. Assist with Prep supervision in ICT 1 until all pupils have gone home. When all pupils have left, go to Reception and check with SMT duty person and the person on Reception that all pupils have left the premises.

If members of staff have activities which run past 5.30pm, they should ensure that the pupils are picked up by parents before they leave; it is not the responsibility of the duty member of staff to supervise these pupils.

End of the day B: Go to ICT2 and remain there. Sign all BUS pupils in on the prep system. If deemed necessary, the prefect on duty might supervise additional pupils in HIST 1. At 4.55pm, sign all pupils out of ICT2 and ensure that it is cleared of pupils, and that the pupils have logged off. Supervise departure of buses at 5.00pm.

Pupils must travel to and from school in full school uniform. The only exception to this is when a pupil has been taking part in an official after-school sporting activity. On these occasions, suitable and clean clothes should be worn, most likely a School tracksuit. VI Form pupils are similarly expected to travel to and from School formally dressed.

End of the day SMT duty: At the end of each day, a member of the SMT clears the driveway of pupils (4.00pm – 4.15pm) and ensures that the VI Form have signed in if they are remaining on the premises beyond 4.00pm. A member of SMT is available in School each evening until 5.30pm or until the last pupil leaves.

Deputy Head
September 2025