



## SUPERVISION OF PUPILS

This policy applies to all members of our school community including those in our Early Years setting

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Trips and Visits Policy
- Missing and Uncollected Pupil Policy

This document is reviewed annually by Mrs Annabel Robinson, or as events or legislation change requires.

Supervision of Pupils	
Reviewed by:	Mrs A Robinson, Assistant Head (Pastoral) Mrs C Sweeting, Head of Prep
Date of last review:	September 2025
Approved by:	Local Governing Body
Date of approval:	September 2025
Reason for changes:	Annual Update
Next scheduled date for review:	September 2026

---

## CONTENTS

Entry	Page
Policy Statement	2
<b>Senior School Procedures</b>	3
• Day to day duties involving the supervision of pupils	3
• The Library	3
• Staffing ratios for the supervision of pupils	3
• Staff Absence	4
• Offsite activities	4
• Requirements of staff when undertaking duties which involve the supervision of pupils	4
• Staff supervision in remote locations	4
• Missing pupils	4
Appendix 1 - Staff Duty Rota	5
Appendix 2 - Supervision of Pupils (Afternoon Assistants)	6
Appendix 3 - Form Tutors and Form Rooms	7
<b>Prep School Procedures</b>	
Staffing ratios for the supervision of pupils	8
Daily duties	8
• Foundation Stage duties and routines (Nursery)	9
• Reception Classes	9
• KS1 (Pre-Prep) duties	10
• KS2 duties and routines	11
Other Whole School Arrangements:	13
• Bus Pupils	13
• Wet weather procedures before school	13
• Wet weather procedures at break time and lunchtime	13
• Discipline	13
• Missing children	13

---

## Policy Statement

This policy applies to all members of staff who work at Tranby School, teaching and non-teaching. All members of staff should familiarise themselves with this policy. The supervision of pupils is a tremendously important aspect of our work in school; it is the responsibility of all staff to ensure that the school provides a safe and supervised environment for the pupils.

The policy considers the following when making decisions about the supervision of pupils:

- a. the age and maturity of the students
- b. the number of students
- c. any special needs of students
- d. the type of activity in which they are engaged
- e. the location of such activity.

## Aims of the supervision of pupils policy

- To protect the health, safety and well-being of pupils around the school during the normal school day, particularly when they are outside of lessons.
- To ensure that all staff are aware of where and how colleagues are deployed for supervision duties outside of normal lesson times.
- To outline the main requirements of staff when they undertake duties and are involved with the supervision of pupils outside of lesson time.

When considering and making decisions about the supervision of pupils the school will consider the following:

- age of the pupils
- number of pupils involved
- any special needs
- the type of activity in which they are engaged
- the location of the activity.

---

## SENIOR SCHOOL PROCEDURES

### Day to day duties involving the supervision of pupils

- Senior duty                      All day
- 10.30-10.50                      Break duty
- 12.50-13.25                      Lunch 1 duty
- 13.25-14.00                      Lunch 2 duty
- 16.00-16.15                      Bus duty

These duties will be undertaken by members of staff; break and lunch duty are supported by Sixth Form prefects.

A copy of the staff duty schedule is attached (Appendix 1).

### **The afternoon assistant will also undertake the following duties:**

- Lunch: outside around the front of the school.
- Car Park and pupil pick-up monitoring after school.

A copy of the afternoon assistant's schedule is attached (Appendix 2).

### The Library

Pupils can spend breaks or lunchtimes in the library according to a rota designed by the Library Manager and the Senior Deputy Head. The Library Manager is responsible for any pupils who spend their break or lunchtime in the library. In the event of the Library Manager's absence, suitable staff cover will be sought by the Senior Deputy Head, or the library will be closed.

### Staffing ratios for the supervision of pupils

In the Senior School, staffing ratios for teaching do not exceed 1:24 and often the ratio of staff to pupils is 1:18. For lunchtime activities the staff to pupil ratio is no more than 1:24; in activities where the number of pupils exceeds 24, other staff will be present to assist.

At break times and lunch times the number of duty staff is in line with the number of pupils needing supervision: please note the staff duty rota (Appendix A). In addition to staff supervision, several Sixth Form prefects assist staff on duty at lunch and break times; they are responsible to the member of staff on duty.

Very infrequently will older pupils supervise younger pupils; in circumstances when this does happen there will always be a member of staff in very close proximity e.g. for activities at lunchtime.

The staff ratio for out of school care, including Trips and Visits, is **1:17 for the Senior School**.

### Staff Absence

In the event of a member of staff being absent, the Assistant Head (Curriculum) will arrange suitable cover for timetabled lessons.

Regarding staff duties and lunchtime activities, staff are responsible for organising duty swaps for anticipated absences. For unanticipated absences, the Assistant Head (Curriculum) will ensure adequate supervision of pupils.

---

### **Offsite activities**

For detailed guidance on the appropriate supervision of pupils on trips and out of school activities, please read the Trips and Visits policy which can be found on Teams.

### **Requirements of staff when undertaking duties which involve the supervision of pupils**

- insist on appropriate forms of behaviour
- insist on good manners
- insist that pupils treat each other, and staff, with respect
- do not allow pupils to sit on desks or have their feet on classroom furniture; insist that they respect their form rooms
- expect pupils to be presented according to our expectations of uniform
- engage with pupils when undertaking duties.

### **Staff supervision in remote locations**

The geography of the Senior School means that there are no significant remote locations. All classrooms are near to a telephone, whether it be a Head of Year office, SLT office or one of the main school offices. However, a mobile telephone is needed when public examinations take place in the school gym.

### **Missing pupils**

A missing pupil is defined as one who is not present without authorisation or explanation.

In the event of a pupil being reported as missing, the procedure is to inform the following:

- Senior School office
- the respective Head of Year who will log this information
- the Deputy Head Pastoral
- as a matter of course, the pupils' parents should be informed
- should the pupil not be located, the Headmistress and Senior Deputy Head must be informed.

A

## Duty expectations for all staff at all duties 2025-26

- If you are to be absent on a day when you have a duty, it is your obligation to organise a duty swap
- Missed duties are to be followed up on and challenged, given how they put our students at significant risk by undermining our safeguarding systems
- Arrive promptly for the duty period; do not leave until relieved (if a staff member is missing, inform senior duty staff member)
- Interact with pupils positively – good morning/afternoon; try to use pupil names; ensure they greet you appropriately
- Uphold behaviour expectations:
  - When inside: combating running, shouting, pushing; check uniform (shirts tucked in, top buttons done up, blazers on, skirts appropriate); ensure no one is journeying to the top floor
  - When outside: overseeing the informal football/other ball games played; ensure year groups are not playing against older year groups; ensure no one is leaving the site

Further to this, our Supervision of Pupils Policy states:

Requirements of staff when undertaking duties which involve the supervision of pupils

- insist on appropriate forms of behaviour
- insist on good manners
- insist that pupils treat each other, and staff, with respect
- do not allow pupils to sit on desks or have their feet on classroom furniture; insist that they respect their form rooms
- expect pupils to be presented according to our expectations of uniform
- engage with pupils when undertaking duties.



**Duties explained:** NOTE: these may be subject to revisions in year due to staffing changes/needs

Duty / Time	Duty area	Explanation
Senior Duty – all day	Whole school	A member of SLT monitors duty attendance at key points during the break, lunch and after school. The staff member completing the senior duty should ensure they check in with the afternoon assistant during lunch time.
Assembly	Whole school	A senior staff member patrols the school ensuring all pupils are in assembly or other supervised activity. All toilet facilities are checked.
Break	Refectory - staff	Manage the queue for the break time service. Ensure all pupils are consuming their food in the refectory and disposing of their crockery and litter correctly.
	Refectory – prefects	One to manage the queue for the break time service. The other to ensure all pupils are consuming their food in the refectory and disposing of their crockery and litter correctly.
	Outside A	The fields furthest from the main building, including the hard play area. Ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be on the hard-court areas if the grassed areas are unsuitable for play.  <b>If the weather is so poor that this duty is judged unnecessary, the staff member should relocate to the school foyer given the greater number of pupils that will be indoors.</b>
	Outside B	The fields closest to the main building, including the Prep School playground. Ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be on the hard-court areas if the grassed areas are unsuitable for play.
Lunch (1 and 2)	Refectory - staff	Manage the queue for the break time service. Ensure all pupils are consuming their food in the refectory and disposing of their crockery and litter correctly.
	Refectory – prefects	One to manage the queue for the break time service. The other to ensure all pupils (Y7-11) are consuming their food in the refectory and disposing of their crockery and litter correctly.
	Science, English, Maths, Languages corridor patrol	Patrol the corridors in this area and ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be outside if the weather is fair. Check and empty classrooms if behaviour is inappropriate.
	Wilberforce	All floors: actively patrol the corridors in this area and ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be outside if the weather is fair. Check on behaviour in the library by liaising with the library staff.
	Outside A	The fields furthest from the main building, including the hard play area. Ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be on the hard-court areas if the grassed areas are unsuitable for play. Liaise with the Afternoon Assistant where necessary to manage behaviour.  <b>If the weather is so poor that this duty is judged unnecessary, the staff member should relocate to the school foyer given the greater number of pupils that will be indoors.</b>
	Outside B	The fields closest to the main building, including the Prep School playground. Ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be on the hard-court areas if the grassed areas are unsuitable for play. Liaise with the Afternoon Assistant where necessary to manage behaviour.
After School	Buses (Astro) (Staff)	Please try and make a prompt arrival to the top of the stairs before the buses for 4pm. Check bus passes for every pupil. If they have no bus pass, collect their ticket for that day. All pupils should have a pass or a ticket. If a driver is unrecognised, coordinate with Prep School bus duty staff member to check the ID of the driver.



Duty / Time	Duty area	Monday		Tuesday		Wednesday		Thursday		Friday	
Senior Duty (all day)	Whole school	NC		KH		NC		AR		KH	
Break (10.30am-10.50am)	Refectory (Staff)	JDH		MJB		JGH		SF		FH	
	Outside A	RB		BW		EF		FW		EF	
	Outside B	FB		AA		SE		RB		AB	
Lunch refectory 1 (12.50-1.20pm)	Refectory staff 1	VP		AR		BW		VP		FW	
	Refectory Prefects 1	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect
Lunch refectory 2 (1.20-1.55pm)	Refectory staff 2	JB		RBai		NC		HR		GR	
	Refectory Prefects 2	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect
Lunch 1 (12.50-1.20pm)	Science, English, Maths, Languages corridor patrol	CP		EJW		MJB		RBai		CF	
	Wilberforce	JGH		HR		SMc		SE		CC	
	Outside A	OM		ADD		JB		SR		JHar	
	Inside B	CF		GP		SF		NC		RC	
	Outside	Afternoon assistant		Afternoon assistant		Afternoon assistant		Afternoon assistant		Afternoon assistant	
Lunch 2 (1.20pm-1.55pm)	Refectory Prefects	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect	Prefect
	Science, English, Maths, Languages corridor patrol	AB		SMc		JH		JDH		KR	
	Wilberforce	AA		CP		HR		NO		RSK	
	Outside A	KH		FH		AR		ADD		KH	
	Inside B	GR		SM		NO		OM		AR	

	Outside	Afternoon assistant	Afternoon assistant	Afternoon assistant	Afternoon assistant	Afternoon assistant
4.00pm - 4.15pm	Overseeing pupil pick-up	Afternoon assistant	Afternoon assistant	Afternoon assistant	Afternoon assistant	Afternoon assistant
	Buses & driver check	EJW	MJB	RC	RSK	JB

## Prep Staff Duties 2024-25

Day/ Time	Morning drop off 8.30-8.45	Before School 8.30-8.40	Morning Break 10.15 - 10.35	Morning Break 10.15-10.35	Lunchtime Inside 12.00 – 12.20	Lunchtime 12.35-13.00		Lunchtime 12.35-13.00	Afternoon play – when needed 14.00 - 14.10	Late Stayers 15.30-16.00
Area of supervision	Goldfish bowl	Playground and cloakroom	Cloakroom then playground	Climbing Frame	Refectory	One member of staff in the woods. One member of staff on the playground.		On Call staff member	Playground only (may be only 1 or 2 classes)	ASC Room/ library
Monday	AF/RD	JH	AF	RD	JH	RD	HS	AF (On call)	AF/ML (Y2) RD/ML (Y1)	AD/ML/RD
Tuesday	AF/RD	JH	AF	MD	JH	AF	RD	JH (On Call)	AF/ML (Y2) RD/ML (Y1)	AD/ML/RD
Wednesday	AF/RD	JH	AF	RD	HS	RD	AF	MD	AF/ML (Y2) RD/ML (Y1)	AD/ML/RD
Thursday	AF/RD	JH	RD	AF	JH	AF	RB	RD (On call)	AF/ML (Y2) RD/ML (Y1)	AD/ML/RD
Friday	AF/RD	JH	HS	RD	MD	RD	AF	RB	AF/ML (Y2) RD/ML (Y1)	AD/ML/RD

KS2

Prep PG			Prep PG		Prep Refec	Prep Refec	PrepPG	Prep PG	LS	Bus	Pick Up
8.25 - 8.45			10.15 - 10.35am		12.10 - 12.40	12.40 - 12.55	12:10-12:40	12.40- 13.10	15.30-16.00	15.45-16.10	15.45-16.00
Mo	AN	LB/KD	CC/TM	KD TV CC	LB/KD	TV	ML SM	ML LB LW	ML	SM	ALL
Tu	AS	LB/KD	TM	KD LB TV	LB/KD	TV	ML TV	ML KD DW	ML	AN	ALL
We	AS	LB/KD	CS	KD LB TV	LB/KD	SS	ML TM	ML CC LB	ML	DW	ALL
Th	AN	LB/KD	DW	KD LB TV	LB/KD	TV	ML AN	ML CS KD	ML	AS	ALL
Fr	AS	LB	SS	LB SM LW	LB	DW	ML SS	ML AS LB	ML	LW	ALL

## Appendix 2

### Supervision of Pupils – Afternoon Assistant

12.00	Collect KS2 playground bag
12.10	KS2 playground duty Open the shed and prepare equipment
12.40	KS2 playground duty
13.00	Senior school duty <ul style="list-style-type: none"><li>• Supervise outside areas including field/hard play areas</li></ul>
14.05	Escort senior pupils back to classrooms  Supervise KS1 (Pre-Prep) playground
14.25	Break
14.45	Support in Prep classrooms / admin
15.20	Support KS1 (Pre-Prep) pupils getting ready for home, and escort and supervise at pick up door (based in Pre-Prep area of the Prep School)
15.40	Collect KS1 (Pre-Prep) pupils, and escort and supervise at pick up door (based in Pre-Prep area of the Prep School)  Remain at pick up door for KS2 pupils coming out
15.50	Escort late stay (4pm) pupils to the fenced pick up area (outside the Senior DT room) and supervise
16.00	Supervise Senior and Prep school pupils at pick up
16.15	Duties end

Forms 2024-2025

Year 7

T-Falkingham

T-Hastings

Years 8-11	
T-Ounsworth T-Cook T-Birtchnell T-Chambers T-Wallis T-Riley	T-Davis T-Rayns T-Boddy T-Beardsley

Sixth Form

T-Pick

T-Marshall

---

## **PREP SCHOOL PROCEDURES**

### **Staffing ratios for the supervision of pupils**

In the Prep School, staffing ratios for teaching do not exceed 1:24 in KS2 and 1:22 in KS1 and Reception. In other EYFS classes relevant staff: child ratios of 1:13 (where a qualified teacher/Early Years Professional/Level 6 is working with the children), or 1:8 (where a qualified teacher/Early Years Professional/Level 6 is not working with the children) are maintained.

Out of hours provision maintains a ratio of 1:8 for pupils of EYFS age and a ratio of at least 1:20 for older children. Activities have a ratio of at least 1:20.

At break times and lunch times at least two members of staff are available in each playground/ outside area. In the EYFS dining room and playgrounds, appropriate staffing ratios are maintained. An adult is present in each playground for 10 minutes before the start of school each day.

The staff ratio for trips and visits is at least the statutory requirement for EYFS, KS1 and KS2. This must be reduced if additional risks are identified through the trip risk assessment (e.g., the presence of water, busy streets). In EYFS, if children are taken off the premises for an outing or walk, at least two members of staff will accompany them, and appropriate ratios of adult: children will be used for the activity.

At the end of the day one or two members of staff escort pupils to the bus stop. At least two members of staff supervise pupils being collected from the pick-up door, and/or .

### **Daily duties**

The duty list for playground supervision is produced by KS1/KS2 co-ordinators as appropriate and is displayed in the staffroom. No alteration may be made to this without prior consultation with the KS1/KS2 co-ordinators.

It is the responsibility of the named person to be on duty in the appropriate place as follows:

Pre School Duty	-	KS2	08.30 to 08.44
Pre School Duty	-	KS1	08.30 to 08.45
Morning Break	-	KS1/KS2	10.40 to 11.00
Lunch Time	-	KS1/KS2	12.00 to 13.10
Afternoon Break	-	KS1	14.05 to 14.20

A supervised Late Stayers facility runs from 15:20 to 16:00 for pupils with older siblings in the Prep or Senior School.

Bus Duty – Pupils are taken to the buses by staff. Staff must wait in the bus bay area until the last bus leaves the school premises.

It is the responsibility of duty staff to ensure that pupils are not left without being in the care of a responsible adult.

It is the responsibility of the teacher or support staff on playground duty to:

- decide whether breaks will be indoor or outdoor
- send minor injuries to the First Aid room
- supervise the controlled entry of children into school at the appropriate time and ensure that the cloakrooms are clear.

The exact nature of duties varies between Foundation Stage, Key Stage 1 and Key Stage 2.

### **Foundation Stage duties and routines**

---

**Nursery:**

7.30 am	Morning session begins, children are admitted through the Nursery door for breakfast.
8.30 am	Nursery door is opened to admit children and parents/guardians. Children remove outdoor clothing, put up names on self-registration boards and are then delivered by the parent/carer to their key person group.
11.30 am	Nursery children are supervised by staff in using the toilet facilities, lining up and walking to the Refectory for their midday meal. Foundation Stage staff supervise pupils during their meal.
12.15 pm	The staff on duty escort the children back to Nursery for “quiet time” and hand over any half-day children to parents and carers.
12.30 pm	Registers are taken. The lunch duty staff supervise the children changing into outdoor clothing and take them outside for playground activities.
Afternoon	Duty staff ring the bell for “tidy up time” and then again for lining up, then escort children to change into indoor clothing and back to their rooms for afternoon activities.
3.15-3.30pm	Nursery door is opened to parents and guardians for collection of the children. ‘Pick-up’ pupils taken by a Nursery Nurse to Pick- Up supervisors, who then take them to the pick-up point to meet parents.
3.30 pm	Evening activities for those booked into Nursery. Late Stayers pupils taken by member of staff and passed to staff in relevant supervised area.
6.00pm	End of Nursery Day

**Reception Classes**

7.30 am Morning Care begins

8.30 am	Morning Care pupils taken by morning care staff to KS1 playground. Early drop off children supervised by staff member on entrance door and sent on to supervised KS1 playground.
8.45 am	Bells rings. Pupils line up on the playground and are taken inside under supervision of member of staff. Class teacher collects rest of pupils at Reception School entrance. Pupils are escorted to the classroom and an attendance register is taken.
11.30 am	Reception classes are supervised by Reception staff in using the toilet facilities, lining up and walking to the Refectory for their midday meal. Foundation Stage staff supervise pupils during their meal.
12.15 pm	Members of staff on Reception duty collect pupils from Nursery and supervise changing into outdoor clothing and playground activities.
Afternoon	Duty staff ring the bell for “tidy up time”, then escort children to change into indoor clothing and back to classrooms. Afternoon registration.
3.20 pm	Pupils are escorted to Prep office entrance for collection by parents/guardians or passed to supervising staff in relevant locations for clubs, Late Stayers, bus pick-up or After School Care. ASC staff member to register and collect the ASC children and escort to the ASC room.

---

4.00 pm Any pupil, who is a late-stayer (for Seniors), who are not collected by 4.15pm will be supervised in ASC and their parent is contacted.

### **Pre-Prep (KS1) duties**

7:30 am Morning Care begins

8.30 am Pupils are taken to KS1 playground.

8.40 am Pupils line up on the playground.

8.50 am Staff take classes from the playground to the classrooms and Class teachers mark the Attendance Register.

10.15 am The staff member on duty supervises playtime.

10:35 am The staff member on duty rings the bell and the children stand still. The bell is rung a second time and the children line up quietly in class order. Teachers collect their classes from the playground promptly and line up in the foyer to the assembly hall or other designated place supervised by Prep staff.

10.50 am Children leave the assembly hall. Lessons recommence.

12.00 pm KS1 classes begin walk to the refectory and line up to receive their midday meal.

Teaching staff and support staff supervise pupils during their meal.

12.25 pm Lunchtime supervisor and member of staff on duty supervise the playground.

1.05 pm The staff member on duty rings the bell.

1.10 pm Registration; lessons recommence

2.05 pm Afternoon break (procedures as for morning break)

2.20pm Teachers collect their classes from the playground.  
Lessons recommence.

3.30 pm Pupils go to the pick-up door, supervised by staff, or to the KS1 library for Late Stayers, bus pick-up, After School Care or after school clubs. ASC staff member to register and collect the ASC children and escort to the ASC room.

4.00 pm Any pupil, who is a late-stayer (for Seniors), who are not collected by 4.15pm will be supervised in ASC and their parent is contacted.

### **KS2 duties and routines**

7:30 am Morning Care begins

8.30 am Duty staff go to KS2 playground and path in front of School.



8.40 am	The children filter from the playground into their cloakrooms and then into classrooms. The outside door is closed by a member of staff – any latecomers must enter through the main door and report to the Prep office before they go anywhere else in the building. Duty staff should ensure that the cloakrooms are cleared so that lessons can begin promptly.
8.45 am	Class teachers mark the Attendance Register.
8.50 am	Lessons Commence
10.15 am	Duty staff supervise playground unless the weather is inclement (see separate procedures below). Outdoor shoes must be worn outside. One member of duty staff should check that classrooms and toilets are clear. Pupils are not allowed to be in the building at break unless given permission by an adult.
10.35 am	Children walk up to school quietly and promptly and line up in the foyer to the assembly hall or other designated place supervised by Prep staff.
10.50 am	Children leave the assembly hall. Lessons recommence.
12.10 am	KS2 classes begin to enter refectory and line up to receive their midday meal or go outside for playtime.
12.10 pm	Lunch for pupils attending lunchtime clubs and all other Year 3 pupils
12.20 pm	Other Y4 pupils
12.25 pm	Other Year 5 pupils
12:30 pm	Other Year 6 pupils

Teachers supervise pupils in the refectory. Support staff and/or teachers supervise pupils outside.

The duty staff check the toilets and cloakrooms at least once during the lunch break.

1.05 pm The children filter back into school for the same as for morning break. Children come into school quietly and promptly.

1.10 pm Registration; lessons recommence.

3.40 pm Pupils leave the building via the pick up door.

Pupils go to the pick-up door, supervised by staff, or to the KS1 library for bus pick-up. Late-stayers go to ASC area (they will be escorted to the pick up fence at 3:50). Pupils attending After School Care will go to the ASC room. Any pupils attending other after school clubs will go to designated and pre-decided areas.

At 4.00 pm any pupils not collected are to be taken inside the building where they supervised by an ASC member of staff and parent is contacted. The office staff/Head Teacher are responsible for making any arrangements deemed necessary to ensure that these children reach home.

### **After School activities**

Staff supervising after school activities or away matches should remain with the pupils involved at the designated collection point until all children have been collected. If a child is not collected, the member of PLT on duty should be contacted.

---

## Other Whole School Arrangements

### Bus Pupils

Pupils are supervised by a member of staff after they have collected their belongings to the place allocated for their supervision. The bus register (end of day register) is checked, and pupils are escorted to the bus bays to await the arrival of the buses. They are supervised by the teacher on duty.

### Wet weather procedures before school

The pupils enter the school via the cloakroom doors and wait in their classrooms. The member of staff on playground duty is responsible for supervising the classrooms.

### Wet weather procedures at break time and lunchtime

In the event of inclement weather, it is the responsibility of the teachers or support staff on duty to:

- decide whether it is indoor break.
- if possible, inform all staff 10 minutes before break
- patrol the classrooms and designated areas

Where outdoor playtime is deemed unsuitable pupils remain in their classrooms or other designated areas. The members of staff on duty supervise the classrooms and corridors. Pupils must occupy themselves quietly and sensibly. Pupils who misbehave are dealt with following the procedures set out in the Behaviour Policy.

### Discipline

The Prep School's expectations of pupils' behaviour and the consequences of inappropriate behaviour may be found in the Behaviour policy. Any incidences of undesirable behaviour should be passed on to the class teacher of the pupil concerned, or the Key Stage coordinator in the first instance.

### Missing children

Please see the missing and uncollected child policy.

### End of Day

The School's After School Coordinator is present in school until 18:00 to ensure adequate supervision of pupils.