REVIEW DATE	September 2026
NEXT REVIEW DATE	September 2027
POLICY OWNER	Deputy Head (Pastoral)
AVAILABLE TO	Staff

NEWCASTLE HIGH SCHOOL FOR GIRLS

GDST

GIRLS' DAY SCHOOL TRUST

Supervision of Pupils (Senior School)

1 Policy Statement

1.1 Scope

This policy applies to staff (including volunteers) at Newcastle High School for Girls ("School").

This policy can be read with the School's Code of Conduct for Staff and staff job descriptions.

1.2 Policy Aims

Through the operation of this policy, we aim to:

- protect the health and safety of pupils at the School; and
- ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

2 Responsibility

2.1

All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

3 General Supervision

3.1 Supervision Before and After School

On a day-to-day basis day senior school pupils are expected to arrive at school from 08:00-08:35.

If they arrive before 08:15, pupils in Years 7-11 can go into the LRC, or to the Dining Hall if they want breakfast. Year 11s can also use Room 3 for quiet study at this time. Sixth Formers can go to their form rooms or the Common Room. From 08:15, all pupils can go to their form

rooms. Pupils will not be directly supervised until registration at 08:45, although staff will be on site, including Reception staff. In cases of emergency, pupils should go to Reception for assistance.

At the end of the school day, pupils are permitted to work in the School LRC, Dining Hall, Sixth Form Library or the Sixth Form Common Room, but may not work unattended elsewhere in the school. All pupils should be off-site by 18:00 when the Receptionist leaves and must sign-in and out at reception if they are staying to work after school.

3.2 Supervision During Breaks and Lunchtime

Senior

All staff are allocated a duty to supervise pupils at either break or lunchtime. See Staff Duties Appendix for details.

Fob access to the Brandling and Dance Studio will be limited to staff only at break and lunchtimes. Pupils are only allowed in these buildings at these times if supervised by a member of staff, including Peri teachers. Pupils will need to either be met by the relevant member of staff, or ring the bell at the main entrance to be let in the building.

3.3 Supervision During Non-Contact Time for Pupils (including Sixth Form)

If possible, pupils in years 7-11 must go to a timetabled lesson during non-contact times to register and complete independent work (e.g. if a GCSE option has been dropped, they should still attend the timetabled lesson and complete their own work in this time.) In some cases, they will be added to the 6th Form Supervised Study timetable, but this needs to be agreed with the Deputy Head Academic first.

If this is not possible, they must go to the LRC during any non-contact time and sign in and out at reception. They will be supervised by the Librarian or, if she is not present, by the reception staff.

Sixth Form pupils can work in a sixth form classroom, the Common Room, Sixth Form Library, or LRC during non-contact time.

If any pupil is leaving throughout the day, they must sign in and out via Inventry.

Fob access to the Brandling and Dance Studio will be limited to staff only during non-contact time (before 09:05 and after 15:50). Pupils are only allowed in these buildings at these times

if supervised by a member of staff, including Peri teachers. Pupils will need to ring the bell at the main entrance to be let in if there are no staff there to meet them.

4. Supervision During Curriculum Time

4.1 Arrangements for Cover of Absent Colleagues

Senior

All classes, except Sixth Form, will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Art and Science, the classroom teacher may be supported by a technician.

The person responsible for setting cover ensures that all lessons are covered if necessary and staff are aware of these procedures.

4.2 Supervision During PE lessons (including changing arrangements, both on and off site)

All pupils are supervised during PE lessons in accordance with other curriculum subjects. Pupils should arrive at school in their PE kit.

4.3 Supervision of Pupils Attending Lessons with Peripatetic Teachers

Senior

A list of pupils who are taking lessons is given to office staff to record on SIMS registers for teaching staff to see via E-Praise in advance of lessons.

Pupils need make their own way to individual lessons.

The school employs a Walking Chaperone specifically to accompany Senior School pupils walking between the two Senior School sites during the course of the school day.

Pupils in Years 7 and 8 walking individually, or in small groups (less than 4) to attend peripatetic music or speech and drama lessons at the Brandling Park Campus, meet the Walking Chaperone in the Reception area of either the Dame Catherine Cookson Building or the

Performing Arts and PE building, and are accompanied for the whole of the journey. Pupils in Years 9 and above may also request a chaperone from Reception if they wish to.

If the Walking Chaperone is not available to accompany pupils, another member of staff or a member of the Sixth Form will be contacted from the Sixth Form Common Room to accompany the pupils to the building. A member of school staff, or Peri staff, would accompany them back to Senior School after the lesson.

The Walking Chaperone also patrols the route between the two sites at each lesson changeover period to monitor the conduct of the pupils on the journey and to observe and detect any hazards or unusual circumstances on the route.

5 Supervision During Extra-Curricular Activities

5.1 Arrangements for Keeping Records of Attendance

All extra-curricular trips are subject to clear policy and procedures as stated in the "Educational Visits Policy and Procedures". Registration must be taken before departure and at key points as set out in the itinerary of a trip.

5.2 Supervision of Pupils Travelling to Matches and Other Venues

Pupil:Staff ratios are the same for travelling to matches and other venues as for all educational visits.

5.3 Supervision of Pupils while waiting to be collected by Parents at the end of an activity

On any school organised visit which takes place off site, staff must wait with the pupils until all have been collected by parents.

For all on site activities parents are made aware of dismissal times (on co-curricular timetables and letters home) and asked to collect their child promptly. Pupils may wait to be collected in the LRC (until 18.00). Reception is always staffed until 18.00.

5.4 Supervision of Pupils attending Clubs organised by third parties, but which take place on site

The school's robust letting procedures ensure that appropriate Staff:Pupil ratios are adhered to for all activities run by third parties on site.

6 Supervision During School Visits

6.1 Arrangements for Children on Visits in the UK

All extra-curricular trips are subject to clear policy and procedures as stated in the "Educational Visits Policy and Procedures". Registration must be taken before departure and at key points as set out in the itinerary of a trip.

6.2 Arrangements for Children on Visits Abroad

All extra-curricular trips are subject to clear policy and procedures as stated in the "Educational Visits Policy and Procedures". Registration must be taken before departure and at key points as set out in the itinerary of a trip.

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	Duty	Mon	Tues	Weds	Thurs	Fri
1	Break (11.10-11.30): a. Hall/Dining Hall b. Dining Hall and New Building 1st Floor (including mobile phone checks) c. DCC building: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks); 1st and 2nd Floors (including mobile phone checks)	a. Mrs Hodges b. Mrs Hall c. Mrs Hardie	a. Mrs Watson b. Mrs Cranston c. Mrs Sharp	a. Mrs Hamer b. Mrs Franks-Doyle c. Mrs Cameron	a. Mr Doyle b. Mrs Mansueto c. Mrs Mawhinney	a. Mrs Wilson b. Mr Crosby c. Mrs Wildish
2	Lunchtime Detention					Miss Penny
3	Lunchtime - Early Lunch Queue Supervision (12.30-12.50)	Mrs Snowdon	Mrs Waton	Mrs Thew	Mr Harrison	Ms Emmett Mrs Wildish from 1.00 -1.30

4	Lunchtime (Hall/DH) 12.30-13.30	Mrs McFarlane	Mrs McFarlane	Mrs McFarlane	Mrs McFarlane	Mrs McFarlane
5	<u>Lunchtime Patrol 12.30-13.00</u> a. Outdoors (Pupil Plaza, Astro and Locker area) and New Building 1st Floor (including mobile phone checks) b. DCC building 1: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks) c. DCC building 2: 1st and 2nd Floors (including mobile phone checks)	a. Mrs Tasker b. Mrs Dodd c. Mr Doyle	a. Mr Postlethwaite b. Mrs Gittins c. Mr Tyndall	a. Mr Proudfoot b. Mrs Scatchard c. Mrs Wren	a. Mr Morton b. Mrs Hamilton c. Mrs Rutherford	a. Mrs Merrifield b. Mr Emerson c. Mr Willis

6	<u>Lunchtime Patrol 13.00-13.30</u> a. Outdoors (Pupil Plaza, Astro and Locker area) and Adamson Building 1st Floor (including mobile phone checks) b. DCC building 1: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks) c. DCC building 2: 1st and 2nd Floors (including mobile phone checks)	a. Ms Chambers b. Senora Estevez c. Mrs Robson	a. Mr Gouge b. Mr Hyde c. Mr Clifford	a. Mrs Sanderson b. Mr Lovell c. Mr Caulfield	a. Mrs Barwick b. Mr Voysey c. Mrs Robson	a. Dr Reed b. Mrs Robinson c. Mr Cooke

Other areas to be monitored as follows:

Dance Studio: DHt

Brandling: Mon: KWa; Tues: SNe; Wed: ADo Thurs: ADo; Fri: KWa

LRC: ASi/KRi/Reception Staff

Gate (8.00-8.30): Mon: EWa/SPe; Tues: KTh/AHa; Wed: LFr/TSn; Thurs: DHy/AWi; Fri: SEm/VMa

After-School Detention: HoYs

After-School Supervised Study: TSn/LFr/DHy

Late Duty: Mon: LFr; Tues: AHa; Wed: TSn; Thurs: JGr; Fri: JCr

Description of Duties

1. **Dining Hall: break duty: One member of staff to oversee queue, one to patrol/monitor bins/pupils leaving with food etc.** Please monitor pupils on phones; uniform infringements; any behaviour in breach of the school's code of behaviour. If pupils are caught on phones, please ask their names and send them to reception to hand their phones in until the end of the day and issue a mobile phone demerit. Please also do a sweep of the 1st floor corridors in the Adamson building and check areas where pupils may congregate, e.g. behind the curtains, in the glass room etc. Please ensure pupils clear rubbish from the tables as they leave and don't take food into other areas of the building.

2. **Outdoors (Pupil Plaza, Astro and Locker area) and Adamson Building 1st Floor (including mobile phone checks):** please monitor pupils on phones and all pupils for eating where they shouldn't; uniform infringements; any behaviour in breach of the school's code of behaviour. If girls are caught on phones, please take their names and send them to reception to hand their phones in until the end of the day. You will also need to issue them with a demerit.

3. **DCC building 1: Ground floor: quad, classrooms, LRC, toilets (including mobile phone checks):** please monitor pupils on phones and all pupils for eating where they shouldn't; uniform infringements; any behaviour in breach of the school's code of behaviour. If girls are caught on phones, please take their names and send them to reception to hand their phones in until the end of the day. You will also need to issue them with a demerit.

4. **DCC building 2: 1st and 2nd Floors: all classrooms including Art Rooms (including mobile phone checks).** As above but on the second and third floor classrooms, including Art Rooms. Please also check the 6th Form Library and Common Room periodically.

5. **Dance Studio:** Check building for pupils before leaving at break and lunchtime. Pupils should only be in the Dance Studio for supervised co-curricular activities at these times. Fob access will be limited to staff only at break and lunch, and staff running clubs/lessons will need to let pupils in through the main entrance at these times.

6. **Brandling:** Check building at the start of break and lunchtime, to ensure no pupils are left in the building unsupervised. Monitor pupils on phones, eating etc. Pupils should only be in the Brandling for supervised co-curricular activities, including peri lessons, at these times. Fob

access will be limited to staff only at break and lunch, and staff running clubs/lessons will need to let pupils in through the main entrance at these times.

7. **Gate/Reception Duty:** meet and greet pupils on arrival, monitoring and challenging uniform/eating/drinking etc. as required. Greet Junior School parents and pupils arriving for the shuttle bus/lessons and send pupils to the soft seating area in the Dining Hall where they will be supervised by a designated member of staff.

NB: at break-time, only one person will be on duty in the DCC building as most pupils will be in the Dining Hall at this point. Please remember pupils should not be eating around school buildings and all food should be consumed in the Dining Hall, 6th Form Common Room or Pupil Plaza.

Supervision of Junior School Pupils and Senior School

Senior School

Senior School Morning – Staff are in the Senior School Dining Hall for 08:00 am to supervise LKS2/Y5/Y6 girls as they arrive for their lessons at Senior School. Staff hand over to Senior School teaching staff for registration. Please see below supervision arrangements at Senior School:

Before School (Wednesday, Thursday and Friday)

Girls will be registered and supervised by Miss Iverlyn Williams alongside Junior School girls who will be transported to Junior School on the minibus shuttles.

Breaktime (Thursday and Friday)

Girls will be supervised by Mrs Ruth McFarlane on Thursdays and by Ms Sandra Soulsby on Fridays.