REVIEW DATE	September 2026
NEXT REVIEW DATE	September 2027
POLICY OWNER	Junior School Head
AVAILABLE TO	Staff

NEWCASTLE HIGH SCHOOL FOR GIRLS

GDST

GIRLS' DAY SCHOOL TRUST

Supervision of Pupils

(Junior School)

Junior School Staff Duties

All teachers are responsible for insisting on standards of good behaviour around the school. In addition, all staff, full-time and part-time, are expected to help with daily duties. It is very important that these are done consistently and fully, to establish good standards of behaviour in school and safeguard the girls.

Start of Day at Chapman House

Staff are expected to arrive promptly for 8.00 am duties.

At 8.00 am, the girls go to the following areas:

Nursery – Nursery classrooms

Reception – KS2 yard with a designated member of staff responsible for the care and supervision of the Reception pupils.

Key Stage 1 and 2 – KS2 yard with a designated member of staff.

End of Day at Chapman House

At the end of the school teaching day, girls will be taken to the Pupil Entrance Door and dismissed by a teacher. Girls are not allowed to leave until the teacher has checked which adult is collecting each child. Staff are not allowed to hand a child over to another parent unless this has been agreed in advance with the class teacher.

In Nursery, the end of the day is 3:00 pm
In Reception, the end of the day is 3:00 pm
In KS1, the end of the day is 3:30 pm
In LKS2, the end of the day is 3:40 pm
In UKS2, the end of the day is 3:50 pm

The pupils are supervised at the Pupil Entrance Door for a ten-minute collection window before they go to one of the following areas if they are not collected:

- After School Club with After School Club staff (pupils with an ASC booking, EYFS pupils using the school bus service, pupils waiting for a sibling with a later finish time, and pupils who have not been collected and are not attending a club)
- Library and Conference Room with a supervising member of staff (pupils attending a 4:00 pm club).
- Bus collection area with a bus chaperone.

Library and Conference Room – The supervising adult should manage the room to be calm and orderly. Girls can eat their snacks and read.

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.

Senior School Collection – Staff (chaperones and drivers) supervise the girls boarding the buses and ensure all belts have been fastened. Y3 buses are chaperoned. Y4 pupils are organised onto the Y4 buses by a chaperone, and pupils who need support travel on the bus with the chaperone and the other buses are unchaperoned. The Y4 chaperone is responsible for registering the girls from the Y4 buses at the end of the journey and ensuring they arrive in school safely. UKS2 pupils can travel unchaperoned unless a staff member raises a concern. Bus drivers must ensure the girls get off the buses and go into school safely where they are registered.

Supervision Duties

Outdoor Duties

Dry Weather - Nursery pupils are supervised in the Nursery outdoor area. KS1 and KS2 pupils are supervised on the KS1 and/or KS2 yards. Staff will supervise the girls outside, interacting with them and encouraging play. They should monitor behaviour and intervene when necessary. If first aid is needed, staff will assess whether to send the girl to Reception or call for help in the playground. If help is needed, two older girls will be sent to the Reception. Girls must ask permission to go to the toilet or inside the building, and the member of staff on duty is responsible for informing the teacher if the pupils have not returned when the classes are lining up. The person on duty should line the children up in classes, ready for morning registration and at the end of breaks. Children should be collected promptly from the playground by the teacher of their next lesson.

Wet Weather – Nursery girls are supervised in the Nursery Classrooms, Reception girls are supervised in the classroom or The Bubble, and KS1 and KS2 girls are supervised in the Hall.

EYFS, KS1 and LKS2 pupils must be collected for peripatetic music lessons and the supervising adult must be informed.

Lunch Hall – Staff should arrive promptly for duty, control the queue, and oversee the general behaviour of the girls, keeping an eye on their manners, maintaining order, and dealing with any accidents. Staff should assist the girls in making suitable lunch choices, clearing their places completely, and taking their trays to the racks provided.

After School Club

After School Club runs from 3:10 pm until 6 pm each weekday evening. Parents can book their daughter into ASC ahead of the session. Any child not collected at the end of the day will go into ASC to wait to be collected. Tea can be booked in advance, although girls may choose to bring their own snack/packed tea if they prefer.

The ASC takes place in the Nursery classroom. Girls are signed into the club on arrival, and are signed out once collected by their parent or guardian.

Three staff members supervise the girls.

TA level 3 (EYFS full and relevant qualification) - Amy Dargan

Mrs Natasha Croce – Junior School Administrator

Miss Wendy Wilson TA Level 3 (EYFS Full and relevant qualification)

Other staff

Miss Sam Caisley, (Junior School Administrator) works in the Pupil Entrance Reception to monitor parents collecting the pupils and assists with any queries from parents.

A member of JSLT with DSL or DDSL status is available to assist if required.

EYFS girls can attend ASC until 6 pm. There are a minimum of 2 staff present. The ratio for supervising Nursery girls in this club is 1:8. For Reception it is below 1:30. Older girls can be included in these ratios. There is always a member of staff with Paediatric first aid present and a member of JSLT on call.

In the event of absence, other TAs with suitable level qualifications cover ASC upon request.

Bus Supervision

Girls who use the school bus service will be escorted to the Dining Hall at the following times by a chaperone or TA:

EYFS: 3:00 pm the chaperones will collect the girls from the classrooms and escort them to the Dining Hall.

KS1: 3:30pm the chaperone will collect the girls from the Pupil Entrance area and escort them to the Dining Hall.

LKS2: 3:40pm the chaperone will collect the girls from the Pupil Entrance area and escort them to the Dining Hall.

UKS2: 3:50pm a TA will collect the girls from the Pupil Entrance area and escort them to the Dining Hall.

On dry days, girls will be chaperoned on the yard prior to boarding the bus.

Girls are registered with the chaperones via the Vectare App and are seated in allocated areas of the dining hall waiting to be escorted onto the relevant school bus. Chaperones ensue the girls are seated and waiting calmly. Girls are not permitted to use iPad during this time.

Co-curricular Clubs

It is the responsibility of the member of staff to collect the girls for the club at the start time, register the girls and supervise the girls in the classroom/space. The staff member will take the girls to the Pupil Entrance at the end of the club and wait until their parents arrive. If they have not been collected five minutes after the club has finished, the girls will be taken to ASC where they will wait for their parents.