



Framlingham College Prep School

SUPERVISION OF PUPILS POLICY

All staff are expected to complete certain duties to enable the school to run effectively. Duties are organised by the Senior Master and Head of Pre Prep and rotas published on the Common Room board.

Possible duties during the school day:

Early Morning:

The member of staff should patrol the designated area ensuring each classroom is ready for use. i.e. every desk should have a chair underneath it, and that pupils arrive in an orderly fashion.

Morning break

All children in years 1 to 6 should go outside after they have eaten their snack. Years 7 & 8 have rotated use of the Year 7 & 8 Common Room.

Designated play areas include:

School field (See map) – If dry enough
Large and Small Hard courts (Training shoes only)
Tarmac Courtyard
Junior Block (Year 3, 4 and 5) – If raining
Teaching Block (Year 6 and 7) – If raining
Year 7 & 8 Common Room
Pre-Prep Playground

Snack Duty

The member of staff is responsible for the snack being eaten in the correct places, i.e. Years 6, 7 & 8 – Dining Room, Years 3, 4 & 5 – White Hall.
Pre-Prep pupils eat snack in their classrooms under the supervision of their class teacher.

Outside Zone

The members of staff should make sure that he/she takes with them the first aid box from the corridor in the common room or Pre-Prep office as applicable. If wet, years 6, 7 and 8 should be in Rooms 1 to 4, years 3 to 5 in the Junior Block. The Year 7 & 8 Common Room may also be used. Pre-Prep use rooms 17 and 18. It is the responsibility of the member of staff on duty to decide whether or not it is a 'wet break'.

Lunchtime

Dinner Queue

The member of staff should make sure the children wait quietly in the Long Corridor.

The children enter the dining Room in year groups.

Pre-Prep staff eat with the children to ensure all children eat a balanced meal.

Outside Zone

2 Members of staff should be on duty at lunchtime. Each member of staff is responsible for a first aid kit. If it is wet then the same system that is used at break time will apply.

Afternoon

Changing Rooms – Boys, Girls & Rowley Hall

A member of staff supervises each of these areas for fifteen minutes before the start of activities. The children should not enter these areas without the member of staff being present.

Day Prep

A member of staff, who is not taking part in activities, supervises the children who are doing prep in a classroom. This can be in the main teaching block or the junior block.

For Pre-Prep an After School club is run by a member of staff in the Nursery or a classroom.

End of School

Pre-Prep

Pre-Prep pupils are collected by parents from their classrooms (at 3.50pm) or from After School Club (4.50pm). A member of staff will escort children travelling on the school bus to the Black and White Hall and hand over the children to the driver.

Any children remaining until 6pm are looked after by the member of Pre-Prep staff who is on duty in their classroom and suitable activities are provided.

Junior Block

At the end of the school day (4.50pm), the member of staff should make sure that the children leave the junior block tidy and at 5.00pm send any children to the Main Teaching Block prep rooms.

School Buses:

The school runs a number of local minibus services transporting a number of day students to and from school. It is the responsibility of the school driver to supervise students using these services. It is also the duty of the driver to wait with students until they are collected if parents are not present at the drop-off point. No student must be left unattended at a drop-off point.

Boarding Duties

All members of staff are expected to be involved with the boarding community. The Head of Boarding will detail the roles and responsibilities as laid out in the Boarding Policy.