



Warwick Preparatory School

Staff Guidance on Supervision at Warwick Prep School September 2020

This guidance is written in conjunction with the Foundation Health & Safety Policy (June 2019)

49.0 Supervision

49.1 Due to the differing requirements and ages of pupils, the School each have their own individual procedures which is followed to ensure adequate levels of supervision are provided.

49.2 Specific responsibilities are placed on Heads, Educational Visits Co-ordinators, leaders of extra-curricular activities, Heads of Departments, EYFS managers and Boarding House parents for ensuring that risk assessments are carried out and include levels of supervision.

Requirements of each duty:

Staff on duty must take their Red Triangle outside with them.

All members of staff are allocated duties at the beginning of each term. Please ensure that you check the duty rotas for the date and time of all duties. It is the responsibility of each member of staff to ensure the safety and well-being of all the children during their duty period. Please begin your duties promptly and ensure that any unusual observations or circumstances are reported to the office immediately.

Appendix 1 - Supervision analysis for details of times and numbers of staff on duty.

Before School Duty

Nursery

- The children are supervised from 7:45am in the Nursery.

Reception

- Duty begins at 7:45am on Reception playground or in specified classrooms if wet.
- Parents can park on the Foundation School Site at 7:45am. Children enter the building via Door B, where they are supervised, and make their way to the Reception Playground.

- Staff are to sign children in using the class signing in sheets which are located in the Reception corridor.
- At 8.25am children collect bags and are brought into school.

Lower School

- Duty begins at 7:45am on the Playground or in the Open Area when wet for Y1 and Y2.
The children are in zoned areas due to Covid 19 restrictions.
- Bags are left under class signs out on the playground.
- One member of staff is on duty at the gate and one member of staff if on duty in each year group zone. There is also an additional member of staff.
Four members of staff are on duty at all times from 7.45am – 8.25am
- Class teachers collect the children from the playground at 8.25am.

Middle and Upper School

- Duty begins at 7:45am on the Main Playground and the Hogan Playground or in the dining hall/classroom/ main hall, when wet for Y3 to Y6.
- Three members of staff are on duty in the main playground between 7.45am and 8.40am for Y3 and Y4. Two members of staff are on duty on the Hogan Playground for Y5 and Y6.
- The children are in zoned areas due to Covid 19 restrictions.
- It is mandatory for Staff on duty, on the Hogan Playground, to collect the walkie talkie from the office as a H&S measure.
- Girls who arrive with musical instruments should take them, at 8.00am to the Music School entering via the main entrance.
- Girls attending before school activities should enter the school via main entrance at 8.00 am. Children should not enter the school building for any other reason other than the toilet.

Morning Break

Nursery

- The children have a mid-morning drink and snack in their classrooms.

Reception

- Reception play in their own playground.
- Staffing is arranged to ensure maximum first aid coverage.

Lower School

- Year 1 and Year 2 children play on the main playground in their zoned areas due to Covid 19 restriction.
- Due to Covid 19 restrictions we are currently operating two staggered playtimes.

- At the end of playtime, the whistle is blown for the first time, the children freeze. Upon the second whistle the children line up in forms and enter the school with their teacher, through the appropriate doors, in a quiet and orderly fashion.

Middle and Upper School

- The children should collect their drink and snack and then go outside. Eating and drinking by Middle and Upper School children must take place outside of the building, in their designated areas and zones.
- At 10.37am when the whistle is blown for the first time, the children freeze. Upon the second whistle the children line up in forms and enter the school, through the appropriate doors, in a quiet and orderly fashion.

Morning Break – Wet Weather

Duty staff are to make a decision as to whether it is an outdoor or indoor break time.

Nursery

- Nursery Staff will play circle games, read stories etc

Reception

- Children to remain in form rooms and have snacks/drinks there.
- Reception teachers / TAs are to share the duty but remain in form rooms.

Lower School

- Children to remain in form rooms and have snacks/drinks there.
- Y1 and Y2 teachers / TAs are to share the duty but remain in form rooms.
- All children should be provided with a suitable activity.
- Scissors or glue should not be used unless this is a supervised activity with a member of staff.
- Children should not wander in and out of their own form room.

Middle and Upper School

- The children remain in their form room and have snacks/drinks there.
- Prep Form teachers to return to form rooms and Specialist teachers and TAs to release them for a comfort break.
- All children should be provided with a suitable activity.
- Scissors or glue should not be used unless this is a supervised activity with a member of staff.
- Children should not wander in and out of their own form room.

Lunch Duty - Dining Room

- Good table manners, politeness and a tolerable noise level should be in practice at all times when children are waiting for or eating lunch.
- All children have a school lunch (charged as a separate fee). Permission for children to bring a packed lunch will only be given by the Head for medical reasons.
- Special diets are catered for.
- Menu sheets should be displayed in all form rooms and, when appropriate to age, discussed with the children.
- All children in Pre Prep receive a hot meal each day either in the dining hall or the main hall. Two venues are now being utilised due to Covid 19 restrictions.
- Due to Covid 19 restrictions the children in the Prep dept. have a packed lunch and a hot meal on alternate days. These are scheduled as Rota 1 and Rota 2.
Rota 1 – Y5 and Y6 have a packed lunch in their classrooms whilst Y3 and 4 have a hot meal in the dining room at staggered times. Rota 2 – Y3 and Y4 have a packed lunch in their classrooms whilst Y5 and 6 have a hot meal in the dining room at staggered times.
- Children should be encouraged, not forced, to try food and to eat something.
- If staff are concerned about the amount of food, too little or too much, that individual children are eating please speak to the Head of Prep/Pre-Prep.
- When Pre Prep children have finished their main meal they must seek permission by raising their hand in order to eat their dessert, and again raise their hand to indicate they have finished and due to Covid 19 restrictions their tray is cleared away for them.
- When Prep children have finished their main meal if their plate is clear they are able to take their plates, cutlery and beaker to the washing up area and collect their dessert. If their plate is not clear they must seek permission to clear their plates by raising their hand. Following this they may collect their dessert.
- After eating either their packed lunch or hot meal, the girls must wait for their designated playtime to begin before leaving either the classroom or the dining hall.

Appendix 2 – LTS Overview of Supervision

Appendix 2a – Lunchtime Arrangements for Pre Prep

Appendix 2b – Lunchtime Arrangements for Prep

Lunch Duty – Wet Weather

Nursery

- After lunch the children will play in their classrooms or may watch a DVD in the playroom.

Reception and Lower School

- Reception are supervised by their TA or designated LTS
RHS and REB should go to one classroom and RHE and REK to another.
- Due to Covid 19 restrictions we have had to stagger lunchtimes.

Year 1 - at 11.50 – 12.20 the children are to remain in their form rooms. They will be supervised by their TAs 11.50 – 12.00; then by 2 x TA, and 2x LTS until 12.20pm. At 12.20 take to main hall for lunch until 12.50, teachers collect.

- Due to Covid 19 restrictions we have had to stagger lunchtimes.
Year 2 – at 12.10 – the TAs take the children to the dining room for lunch.
TAs take to the children back to their class at 12:50.
At 12:50 – The 4 designated LTS will then supervise them until 13.10.
- Philippa Mitchell is to float between Year 1 and Year 2
- If the Open Area is not being used for PE. Year 2 may use this space.

Middle and Upper School

- Due to Covid 19 restrictions the children in the Prep dept. have a packed lunch and a hot meal on alternate days. These are scheduled as Rota 1 and Rota 2.
Rota 1 – Y5 and Y6 have a packed lunch in their classrooms whilst Y3 and 4 have a hot meal in the dining room at staggered times. Rota 2 – Y3 and Y4 have a packed lunch in their classrooms whilst Y5 and 6 have a hot meal in the dining room at staggered times.

- **Wet Weather Plan – Rota 1 / Prep**

- Year 3 - 12:40 Lunch in dining hall.
13:10 Return to form room accompanied by two LTS.
3VS will be supervised by x 1 LTS until 13:40.
3HC will be supervised by x 1 LTS until 13:40
- Year 5 - 12:40 Packed lunches in form room supervised by rota based staff.
At 13:10 LTS will supervise:
5LW will be supervised by x 1 LTS until 13:40
5WS will be supervised by x 1 LTS until 13:40
5KC will be supervised by x 1 LTS until 13:40
- Year 4 - 12:40 – 4CM need to be split between form rooms 4JB and 4LG.
4JB form room will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10 where they can then go to the dining hall for lunch.
4LG form room will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10 where they can then go to the dining hall for lunch.
- Year 6 - 12:40 – 6SW need to be split between form rooms 6JJ and 6CM.
6JJ form room will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10. They will then return have their lunch in their form room supervised by rota based staff.
6CM form room will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10. They will then return have their lunch in their form room supervised by rota based staff.

Philippa Mitchell is to float

- **Wet Weather Plan – Rota 2 Prep**
- Year 6 - 12:40 Lunch in dining hall.

13:10 Return to form room accompanied by x 2 LTS.
(6SW need to be split between form rooms 6JJ and 6CM).

6JJ will be supervised by x 1 LTS until 13:40

6CM will be supervised by x 1 until 13:40

- Year 4 - 12:40 Packed lunches in form room supervised by rota based staff.

At 13:10 LTS will supervise:

4JB will be supervised by x 1 LTS until 13:40

4LG will be supervised by x 1 LTS until 13:40

4CM will be supervised by x 1 LTS until 13:40

- Year 5 - 12:40 – 5KC need to be split between form rooms 5LW and 5WS.
5LW form room will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10 where they can then go to the dining hall for lunch.

5WS form room will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10 where they can then go to the dining hall for lunch.

- Year 3 - 12:40 – Y3 to remain in form rooms.
3HC will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10. Then have packed lunch in their form room supervised by rota based staff.
3VS form room will be supervised by one member of teaching staff on the KHS Plaza Rota until 13:10. Then have packed lunch in their form room supervised by rota based staff.

Philippa Mitchell is to float

Appendix 3 – LTS Wet Weather Arrangements

Lunch Duty - Outside

- Reception children play on the Reception playground at 12:20 to 12:50. They are supervised by their designated LTS.
- Due to Covid 19 restrictions Year 1 – 11:50 to 12:20. They are supervised by 2 of their designated LTS and 2 of their TAs.
- Due to Covid 19 restrictions Year 2 – 12:40 to 13:10. They are supervised by their designated LTS.
- At the end of each lunchtime play the whistle blows and the children line up in forms, waiting for the class teacher to come out to the line and escort them inside.
- Due to Covid 19 restrictions the children in the Prep dept. have a packed lunch and a hot meal on alternate days. These are scheduled as Rota 1 and Rota 2 and mean that they have an impact on playtimes.

Rota 1 –

Y4 and Y6 have their playtime on the KHS Plaza from 12:40 to 13:10.

Y5 have a packed lunch in their classrooms from 12:40 to 13:10 and then outside on the main playground in their designated zone until 13:40.

Y3 have a hot meal in the dining room from 12:40 to 13:10 and then outside on the main playground in their designated zone until 13:40.

Y6 have a packed lunch in their classrooms from 13:10 to 13:40.

Y4 have a hot meal in the dining room from 13:10 to 13:40.

Rota 2 –

Y3 and Y5 have their playtime on the KHS Plaza from 12:40 to 13:10.

Y4 have a packed lunch in their classrooms from 12:40 to 13:10 and then outside on the main playground in their designated zone until 13:40.

Y6 have a hot meal in the dining room from 12:40 to 13:10 and then outside on the main playground in their designated zone until 13:40.

Y3 have a packed lunch in their classrooms from 13:10 to 13:40.

Y5 have a hot meal in the dining room from 13:10 to 13:40.

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