



Tormead
SCHOOL

Supervision, Dismissal and Collection of Pupils Policy
This whole school policy also applies to Prep School

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1. Introduction

- 2.1 The Governing Body and the Head are required to ensure, as far as is practical, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. All staff at Tormead have a duty of care to all pupils in the School. It is their responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that Pupils are present on the school grounds, as well as during activities either on or off the site. It is the Head's responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

2. Supervision During the School Day: Early Years – Reception

- 2.1 Supervisory Ratios
- 2.2 The staffing ratios for Pupils in the Reception class comply with the requirements outlined in the Early Years Foundation Stage (EYFS) Statutory Framework:
- i. When an instructor or a person with Qualified Teacher Status (QTS) is present, the ratio of staff to pupils will not exceed 1:30.
 - ii. When a person with QTS is not present, the ratio of staff to pupils will not exceed 1:8, with at least one member of staff holding a full and relevant level 3 qualification and at least half of all other staff holding a full and relevant level 2 qualification.
 - iii. At least one person holding a current paediatric first aid (PFA) qualification is on the School premises at all times when Reception children are present i.e. 7.30am to 6.00pm.
- 2.3 All Tormead teachers working with the Reception class hold QTS. Tormead teaching assistants are working with the Reception class should hold, or be working towards, full and relevant level 3 qualifications. Those who have not yet gained such qualifications will not be permitted to act in a supervisory role with the Reception class unless a person with QTS is also present.

Before School	<p>Pupils in the Reception class are not expected to arrive in the Prep School before 8.00am</p> <p>If booked in advance, Pupils may attend Breakfast Club in the Senior School Atrium from 7.30am, where they are supervised by the adult on duty in Breakfast Club. At 8.00am, they move to the Early Years play area They are supervised according to EYFS ratios</p> <p>Pupils not attending Breakfast Club may arrive from 8.00am and should go directly to the Early Years' play area in the Autumn Term. In the Spring and Summer Terms, they should report on arrival to the main playground. In both locations, they will be supervised according to EYFS ratio.</p>
Break Time	<p>The duty rota displayed inside the staffroom details the supervision of Pupils during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, Pupils in the Reception class are supervised in accordance with EYFS ratios. Initially they are supervised in the outdoor Early Years play area. The Early Years Coordinator will then decide when the Pupils should join the main playground.</p>

	<p>During 'wet/indoor' playtimes, when Pupils in the Reception class are joined in the Early Years play area by Year 1 Pupils, two members of staff will be on duty and supervise in accordance with EYFS ratios.</p>
Lesson Time	<p>Teachers are responsible for the supervision of their class. A teacher or teaching assistant is present in the Reception classroom at all times. EYFS supervision ratios are also maintained when the Pupils are at games/gymnastic sessions with specialist teachers.</p> <p>No class is ever left unsupervised for any reason. In case of emergency, or when moving from class, a teacher might:</p> <ol style="list-style-type: none"> i. Summon a teacher from an adjacent classroom to supervise the Reception class whilst the incident is dealt with; ii. Use the telephone, if available, to summon help, either by calling the Prep School Office (254), Head (201) Deputy Head (251 or the Senior School Office (245/ 223/ 284);
Lunch Time	<p>Pupils in the Reception class are accompanied to lunch by their class teacher.</p>
Lunch Time Playtime	<p>The duty rota displayed inside the staffroom details the supervision of Pupils during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, Pupils in the Reception class are supervised in accordance with EYFS ratios. Initially they are supervised in the outdoor Early Years play area. The Early Years Coordinator will then decide when the Pupils should join the main playground.</p> <p>During 'wet/indoor' playtimes, when Pupils in the Reception class are joined in the Early Years play area by Year 1 Pupils, two members of staff will be on duty and supervise in accordance with EYFS ratios.</p>
Dismissal	<p>All Pupils must sign out at dismissal. Pupils are released into the care of:</p> <ol style="list-style-type: none"> i. A parent/ carer or an individual named by them (at the beginning of the year, parents are asked to name individuals who will regularly collect their daughter at the end of the day). Adults will need to show identification until they are known to staff. ii. Staff who escort them to Pre-Prep Classrooms, where they are supervised by staff. iii. In exceptional circumstances, where one of the named individuals is unable to collect the Pupils, communication will take place to identify an alternative adult and verify his/her identity.
After School Activities (physical and sporting)	<p>All sporting or physical activities are run subject to the submission of an appropriate risk assessment in accordance with the School's Risk Assessment Policy.</p> <p>As well as considering this assessment, teachers should consider:</p> <ol style="list-style-type: none"> i. Barring access to equipment without direct teacher supervision ii. The safety of any apparatus/equipment being used iii. The suitability of the Pupils' clothing for the activity iv. Teaching methods being used.

	Ratios of supervision will comply with those set out in the EYFS framework.
After-school care (including 3-3.40pm in classrooms; homework club until 4.30pm; Sports4Kids until 6pm) Includes the non-collection of pupils.	<p>Pupils in After care are supervised at all times in accordance with EYFS -after school ratios. Teaching assistants assist with supervision until 4pm and teachers run Homework Club until 4.30pm. Pupils in Sports4Kids are supervised at all times by Sports4Kids staff.</p> <p>A member of the Prep School Senior Team is on duty every evening until 6.00pm and can be contacted via either of the school offices.</p> <p>If a Pupil is not collected at the end of Sports4Kids (6.00pm):</p> <ol style="list-style-type: none"> i. The Pupils will be made as comfortable as possible and reassurances given to their care and safety. ii. The parents/ carer will be contacted by all methods; if contact cannot be made in 15 minutes, staff will contact one of the listed emergency contacts. iii. Efforts to contact the parents/ carer/ emergency contact will continue, but if this fails after a further 15 minutes of trying, we are required by Surrey Social Services to arrange temporary care. Contact will therefore be made with the out of hours emergency team on 01483 517898. iv. Parents will be charged at the current rate until collection.
Evening Events	Special arrangements will be made for any Pupils remaining in school for any event after 6.00pm.

3. Supervision During the School Day: Prep School Years 1 - 6

Before School	<p>Pupils are not expected to arrive in the Prep School before 7 8.00am</p> <p>If booked in advance, Pupils may attend Breakfast Club in the Senior School Atrium from 7.30am, where they are supervised by the adult on duty in Breakfast Club. At 8.00am, they move to the Prep playground, where a member of the teaching staff will be on duty.</p> <p>Pupils not attending Breakfast Club may arrive from 8.00am and should go directly to the main playground, where a member of the teaching staff will be on duty.</p>
Break Time	<p>The duty rota displayed inside the staffroom details the supervision of Pupils during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, Pupils are supervised on the main playground by at least two members of staff.</p> <p>During 'wet/indoor' playtimes form tutors stay with their classes.</p>
Lesson Time	<p>Teachers are responsible for the supervision of their class.</p> <p>No class should be left unsupervised for any reason. In case of emergency teachers might:</p>

	<ul style="list-style-type: none"> i. Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; ii. Use the telephone, if available, to summon help, either by calling the Prep School Office (254), Head (201) Deputy Head (251 or the Senior School Office/Reception (245/ 284/ 223); iii. Send a pupil, where appropriate, with either a green or red medical help card (found in every classroom) to the School Office.
Lunch Time	Classes are accompanied to lunch by their class teacher (If a specialist teacher has taught the class immediately before lunch then they may supervise the class to the dining hall where they will meet their class teacher). Peripatetic teachers might either accompany the pupils directly to the dining hall or take her to the Prep School Office, to be walked over to lunch by a member of the office staff.
Lunch Time Activities	All Pupils in lunchtime activities will be supervised by the member of staff running that activity, who will ensure that adequate supervision and care is in place.
Lunch Time Playtime	<p>The duty rota displayed inside the staffroom details the supervision of Pupils during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, Pupils are supervised on the main playground by at least two members of staff.</p> <p>During 'wet/indoor' playtimes, pupils are supervised by their form tutor.</p>
Dismissal	<p>All Pupils are signed out at dismissal by a teacher. Dismissal points are from the Front Door and side gates in Hillier House, Year 6 Gate or black gate on Cranley Road and is supervised by the form teacher or other teacher. Pupils are released into the care of:</p> <ul style="list-style-type: none"> i. A parent/carer or an individual named by them. ii. Playground to await either four o'clock dismissal, buses (escorted by the Head, or in the Head's absence, the Deputy) or the start of clubs (including Homework Club).
After School Activities (physical and sporting)	<p>All sporting or physical activities are run subject to the submission of an appropriate risk assessment in accordance with the School's Risk Assessment Policy.</p> <p>As well as considering this assessment, teachers should consider:</p> <ul style="list-style-type: none"> i. Barring access to equipment without direct teacher supervision ii. The safety of any apparatus/equipment being used iii. The suitability of the Pupils' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards, and mouth guards) iv. Teaching methods being used.
After School Activities (Other)	All teachers involved in such activities must be aware of the Health & Safety Policies and Procedures in place in the relevant department.
Sports4Kids 4.30-6.00pm	Pupils in Sports4Kids are supervised at all times by a supervisor, and a Sixth Form pupil(s).

	<p>The Sports4Kids’s supervisor is in contact with the Prep School Office by telephone. A member of the Prep School Senior Team is on duty every evening until 6.00pm and can be contacted via the office.</p> <p>If a Pupil is not collected at the end of Late Room (6.00pm):</p> <ul style="list-style-type: none"> • The Senior Member of staff on duty is informed <ul style="list-style-type: none"> i. The Pupils will be made as comfortable as possible and reassurances given to her care and safety. ii. The parents/ carer will be contacted by all methods; if contact cannot be made in 15 minutes, staff will contact one of the listed emergency contacts iii. Efforts to contact the ’ parents/ carer/ emergency contact will continue, but if this fails after a further 15 minutes of trying, we are required by Surrey Social Services to arrange temporary care. Contact will therefore be made with the out of hours emergency team on 01483 517898. iv. Parents will be charged at the current rate until collection.
Evening Events	Special arrangements will be made for any Pupils remaining in school for any event after 6.00pm.

4. Supervision During the School Day – Senior School

Before School	<p>Pupils should not be on site before 7.30am unless they are part of a supervised activity. On arrival they should go their classroom or to the Breakfast Club in the Atrium, which starts at 7.45am. The School Office and Wellbeing Centre are staffed from 8.00am and if Pupils need assistance and cannot find a member of staff elsewhere, they should go there, as directed by signs placed in every form room. There is a member of SMT on duty outside the main school building to welcome pupils into school before 08:25am.</p>
Break	<p>It is the responsibility of all members of staff to maintain supervision via a general watching brief during break time. Pupils are permitted to spend break times in their form rooms if they so wish, but are also permitted to go outside, to the Library, to see teachers in the Staff Room etc. All form rooms display clear signage which directs pupils to the School Office if they require adult assistance but are unable to locate a teacher. However, there will most often be a member of staff in the near vicinity of their form room or in the staff room. Head of Year (HoY) offices are based near year group form rooms and at least one Head of Year and SMT member will be on duty during breaktime.</p>
During Lessons	<p>Teachers are responsible for the supervision of their class.</p> <p>In case of emergency teachers might:</p> <ul style="list-style-type: none"> i. Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; ii. Use the nearest telephone to summon help by calling the School Office/Reception (245/ 284/ 223);

	<p>iii. Send a pupil with either a green or red medical help card (found in every classroom) to the School Office.</p> <p>In case of pupil illness, teachers should send the unwell pupil, normally in the company of an accompanying pupil, to seek help from the School Health Care Lead.</p>
Lunch Time	A duty rota of staff is shared via One Drive; this details the supervision of pupils in the Atrium during lunchtime and walk round duty. Furthermore, a member of SMT is on duty to support staff on lunchtime duties.
Lunch Time Activities	All Pupils on lunchtime activities will be supervised by the member of staff running that activity.
Lunch Time Break	<p>Staff on walkaround duty patrol the corridors to ensure supervision during the lunchtime break. Teachers should patrol the entire school site, including Form Rooms, Common Rooms and bathrooms. Teachers are instructed to pair up, or knock clearly and loudly, announcing their entry before entering the bathroom.</p> <p>However, it is the responsibility of all members of staff to maintain supervision via a general watching brief during this period. Year 7 – Year 10 pupils are only permitted to spend lunch times in their form rooms when raining, but should eat packed lunches in the Atrium or designated Pod areas; exceptions may occasionally be made for Pupils with severe allergies. They are also permitted to go outside, to the Library, to extra-curricular activities, to see teachers in the Staff Room or the Wellbeing Centre etc. All form rooms display clear signage which directs Pupils to the School Office if they require adult assistance but are unable to locate a teacher. However, there will most often be a member of staff in the near vicinity of their form room/ in the staff room.</p>
After School Activities (physical and sporting)	<p>All sporting or physical activities are run subject to the submission of an appropriate risk assessment in accordance with the School’s Risk Assessment Policy.</p> <p>As well as considering this assessment, teachers should consider:</p> <ul style="list-style-type: none"> i. Barring access to equipment without direct teacher supervision ii. The safety of any apparatus/equipment being used iii. The suitability of the Pupils’ clothing for the activity (this includes removing jewelry and watches, and wearing appropriate protective equipment such as shin guards, and mouthguards) iv. Teaching methods being used
After School Activities (Other)	<p>All teachers involved in such activities must be aware of the Health & Safety Policies and Procedures in place in the relevant department. Teachers running after-school activities are responsible for supervising the Pupils in their care.</p> <p>A member of the Senior Management Team is on duty every evening until 6.00pm. The rota is displayed on the daily bulletin and held in the School Office and Reception.</p> <p>Sixth Form House Captains may wish to run events, rehearsals etc. after school. They are permitted to do so but the Head of House in question is responsible for ensuring that a register of Pupils in attendance is sent to the Front Office and that staff are readily available to support senior pupils supervising younger pupils in house activities. The SMT member on duty should confirm that these Pupils – as well as all others not in staff-supervised activities - have left the premises by 6.00pm.</p>
Homework Club	Homework Club takes place in U5 and U7, beginning at 4.10pm and ending at 6.00pm. All Pupils from Year 7 to 11 should be in Homework Club if they are not in any other

	activity. Year 11 Pupils are given the option of working collaboratively in U8 if they wish. The Pupils are supervised by members of staff according to the rota, and should sign in and out on the daily register using Evolve. Pupils may leave whenever they choose to meet their parents, but must sign out upon so doing. A walking bus at 6pm can be provided, if required. Parents are made aware that after 6.00pm there is no supervision. Sixth Formers may remain in the Sixth Form Centre unsupervised until 6.00pm. Sixth Formers must sign out using the biometric system.
Evening Events	Special arrangements will be made for any Pupils remaining in school for any event after 6.00pm. Staff in charge of these events, including sports staff returning from training or fixtures, are expected to ensure that Pupils have been collected.
After School Dismissal	Pupils are allowed to leave the school site unsupervised. Staff responsible for after-school activities should be reminder of their responsibility to ensure pupils have a safe means home.

5. Supervision of Pupils on Visits

- 5.1 For detailed guidance on the appropriate supervision of pupils on trips, please read the Visits Policy and accompanying appendices.

6. Other Policies

- 6.1 The School also has policies in related areas that should be read in conjunction with this one. They are:

Anti-Bullying Policy
Pupils' Code of Conduct
Health & Safety Policy
Pupil Absence Policy
Risky Areas Policy
Safeguarding Policy
Visits Policy

Date of Last Review: March 2024

By Resolution of the Governing Body:

Mr Matthew Howse
Chair of Governors

Mr David Boyd
Head

March 2024

Appendix 1: Dismissal Procedure for Prep Pupils

Tormead Preparatory School

Guidance on walking home from school

This is guidance only and cases will be looked at on an individual basis.

EYFS-Year 2 pupils-must be collected by an adult, either the parent or another adult named by the parent with written, signed, consent. An adult is someone over the age of 18.

Year 3 and 4-must be collected by someone over the age of 16. The advice of the NSPCC is followed here. This states, 'Children under eight cannot judge the speed and distance of moving vehicles. They still need help when crossing roads.' The responsibility of assisting a child who is 8 or under is deemed too great by the school for a child under 16.

Years 5 and 6-We encourage **all** parents and carers to collect their children from school. However, as there is no set age at which the law allows for children to go home alone, we recognise that parents of children in Years 5 and 6 may want to support their children in developing independence. Tormead Prep feels that Year 5 is too young to walk home due to the many busy roads in the area. However, with written, signed, consent, Year 5 pupils may be collected by an older sibling (Year 7 plus) and the destination of the pupils must be given (e.g., waiting car, home etc) in advance. If the distance to be walked is over one mile, an appointment with the Head to discuss arrangements must be made for consent to be considered. Pupils in Year 6 can walk home alone with the prior, written, signed, consent of a parent or carer, provided that the school and the parent have no concerns about the child's ability to keep themselves safe. They will not be allowed to take home younger siblings (Year 4 and below) as they are below the age of 16. If a pupil is out of year, they will be considered by their age not by their school year.

Please note, when a pupil leaves the school site, their wellbeing and safety is the responsibility of the parents/carer.

When planning your child's journey from home, please consider the following points:

1. Have you discussed with them that they must walk straight to school or straight home, using the agreed safe route?
2. Are there roads to cross on the route and how busy/safe are those roads?
3. Do you trust them to behave sensibly when with a friend or group of friends?
4. Are they road safety aware?
5. Would they know what to do if a stranger approached them?
6. Would they know what to do if they needed help?
7. Do they understand about keeping themselves safe and not to make any dangerous choices, either by themselves or with a group of friends?
8. Have you had reason to question their judgement for their age?

Pupils walking home in Year 6 can bring mobile phones to school and leave them in the school office during the day. Air tags are not permitted in school.