



Supervision of Pupils

Nisi Dominus Frustra - Without the Lord, everything is in vain

MISSION STATEMENT

- * A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

AIMS

Working with **integrity** your child will:

- * Be inspired to develop **confidence** to thrive in all areas of our rich curriculum.
- * Foster the skills and talents which enable them to **organise** their learning and plan to achieve success.
- * Demonstrate **persistence** to flourish in the face of challenge.
- * Show **resilience** and learn from difficult situations.
- * **Get along** with others, work collaboratively and accept everyone.

Objectives

Rose Hill School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, in line with [Keeping Children Safe in Education, DfE, 2025](#), [Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities, August 2024](#) and [Early years foundation stage statutory framework For group and school-based providers, DfE, 2025](#). Pupils receive regular advice on safety issues.

Site Security

The main building, Pre-Prep building and Sports Hall are accessed by an entry coded key pad. The perimeter of the site is fenced. CCTV is in operation in key areas.

Playtime

Early Years

Please refer to Early Years Handbook

Years 1 and 2:

Playtimes occur between 10.30 - 11.00am and 12.30– 1.30pm
One teaching assistant or lunchtime supervisor supports one teacher.

Early Years: Children in both Nursery and Reception are escorted from their classroom and supervised in their play area. Each year group is supervised by two members of staff, at least one member of staff holds an approved level 6 qualification, and the other staff member holds an approved level 3 qualification. Years 1 and 2: Two members of staff (teachers, support staff, lunchtime supervisors) on duty.

Prep School:

Playtimes occur between 10.30 - 11.00am and 12.30 – 1.45pm
Two Playground Supervisors support two teachers on duty.
A qualified paediatric School Nurse is available between 9.00am and 4.00pm daily.

Off Site

The Educational Visits Policy sets out procedures which are aimed at providing appropriate supervision of pupils who are off site. Members of the Games Department supervise pupils on away matches.

Drop off Arrangements

All pupils could attend Breakfast and be dropped off from 7.30am

PrePrep

Children are brought by parents to the outer classroom door from 8.00am. The Class Teacher and/or Teaching Assistant will receive the child.



Prep

Children may be dropped off outside the dining room from 8.00am where they are supervised by duty staff and go straight to their classrooms.

Pick Up Arrangements

PrePrep

Children are released by their class teacher from the external classroom door only when parents/guardians are identified.

Late pick-ups (until 4pm) are supervised in the Octagon and from 4.15pm(4pm) - 5.15pm in After School Care, Monday to Friday, with the addition of Twilight 5.15-6.15pm taking place in the Dining Room and Library.

Prep

Children walk down the rear path of the school and await pick-up with a duty teacher in front of the PrePrep. All pupils in year 6-8 who have permission to walk home leave school via Reception to sign out.

Staffing

A member of the Management Team is always on site from 8.00am until the last child has gone home.

During the Day

PrePrep pupils are supervised at all times.

Prep School pupils are supervised for the majority of their day at school, but they are also expected to move around the school site without direct supervision although in reality an adult is never far away.

Visitors

All visitors to the school are required to report to the School Office to sign in and collect a badge. Staff are encouraged to challenge anyone who is not recognised as having a legitimate reason to be at the school.

DUTIES

All teaching staff are required to carry out duties in accordance with their terms of contract.

The Assistant Head (Operation) organises the duty rota. Duty Staff are assigned a set day each week for the term.

All PrePrep members are responsible for checking that all windows are closed, doors locked, toilets flushed, and staff room cups are put in the dishwasher and set to wash. All PrePrep staff members ensure the staff room is tidy.

A member of the Management Team is assigned duty at the end of each day until 5.30pm or when child is either transferred to Twilight or collected.

Responsibilities

One member of the duty staff supervises the morning arrival of children in the Dining Room.

8.00am	Dining Room doors open to all pupils. The children go to their classrooms to get themselves ready for the day. All children should be in their classroom with their Form Tutor.
8.20am	Pupils are registered
8.30am	At 8.30am the bell for Assembly is rung and Form Tutors supervise the children's silent entry into the Theatre.
10.30am	The Break bell rings and both duty staff and playground supervisors supervise the children outside on fine days on the fields (with tracksuits and trainers) and on the



	courts (trainers only must be worn on the courts). When the weather is wet the duty staff supervise the children in their classrooms with the help of duty prefects and the playground supervisors. Children who wear tracksuits etc. at break must be brought in to change for lessons before the rest of the children who come in for lessons when the end of break bell rings. An early whistle is recommended here.
12.30pm	The lunch bell sounds and duty staff supervise the children's orderly entrance into lunch. When children are out to play during the lunch hour, they must be supervised. It is important that the duty staff liaise with each other and the supervisors to ensure that the proper supervision of children is maintained. Teaching and support staff follow a duty rota between 12.30 and 1.45pm
4.00pm	Lessons end. One member of duty staff supervises the safe dismissal of Years 3 -8 from outside the Sports Hall. Walkers & Cyclists sign out at Reception
4.15pm	The bell rings and children go quietly to prep or go to their after-school activity.
5.15pm	Prep and after school activities finish and the MT Duty Staff member dismisses the children from outside the Sports Hall.
5.30pm	Children waiting for collection after 5.30pm should wait in the Reception area supervised by the MT Duty Staff

Prep Duty

4.15pm	A bell rings for the end of tea break. Duty Staff should be in the assigned area of supervision (Library)
5.15pm	Prep finishes. Prep Duty Staff ensure that prep room is left tidy. Children should be dismissed in an orderly fashion and correctly dressed with a blazer ready to go home and are walked to the gate and handed over to a member of MT.
5.15-6.15pm	Twilight – pupils go to the Dining Room for a light tea and are collect by parents from the Dining Room door. Two members of staff are on duty. Monday-Thursday only.

Prep is an occasion when pupils are expected to work independently. In order for preps to be successful and valuable.

DUTIES (PrePrep)**Octagon Supervision**

Supervision is offered to PrePrep children if they are not collected promptly from school. A member of staff supervises PrePrep children. Supervision in the Octagon begins from 3.45pm and it is anticipated that children are collected by 4pm (4.15pm at the latest). If a parent/carer is unavoidably delayed, school is notified and the After School teacher will supervise the child/children until the parent arrives. The duty teacher is also responsible for checking all windows are closed, doors locked, toilets flushed and staff room cups are put in the dishwasher and set to wash. Also, the duty teacher ensures the PrePrep staff room is tidy.

Playtime Supervision

All staff are required to take a number of playtime duties during the week. This is usually one morning break and one lunchtime break – but is dependent on the number of staff and assistants available and the clubs and activities being undertaken during the week.

Extracts from Early Years' Handbook

Arrival

- On the **first day only**, EYFS children can arrive up to 9am. **For all other pupils, registration is from 8.20am on all other days.**
- External classroom doors open from 8.00am (if you are not familiar with the building, please come to the front door of the Pre-Prep department.)

Collection

- Nursery, pick up should be made from the external classroom doors at 12.15pm or 3.30pm for extended hours.



- Reception children are released to the person collecting them at 3.30pm from the Reception classroom doors.

THE SCHOOL DAY: ARRIVALS AND PICKING-UP

PrePrep

Arrivals

Parents escort children to the appropriate entrance door and wait until the class teacher opens the door from 8.00am. Registration is taken by 8.20 am. Or to arrive at 7.30am for Breakfast. (This arrangement needs to be made, in advance, with the School Office.)

Collection

For children in Nursery, pick up should be made from the external classroom doors at 12.15pm. (During the Summer Term, on a Monday, Tuesday and Wednesday, Nursery children should be collected from their classroom door at 3.45pm). Reception children are released to the person collecting them at 3.45pm from their classroom door.

AFTER SCHOOL SUPERVISION

PrePrep children who have an older sibling or whose parents are late may stay in the Octagon until 4pm.

AFTER SCHOOL CARE: From Nursery age, there is a facility for After School Care between 4.00pm and 5.15pm each day at a charge from £9.95 per session. Further details can be obtained from the school office.

Prep School: Arrivals from 8.00am through the dining-room door and straight to classrooms where pupils will be met by their Form Tutor. It is important that pupils do not arrive before 8.00am as the School cannot be responsible for them before this time.

Please drop off by the wall in front of the Main Entrance. For safety reasons, children must get out of the car on the school side. Prep School children with younger siblings should be dropped at the car park and walk up the path.

Late Arrival – Registration takes place at 8.20 am followed by Assembly. Any latecomers must go immediately to the school office to register.

Late Pick-Ups - If you are going to be late to collect your child, please let the School Office know. A member of MT will remain on duty until your child is collected.

Pick-Ups by someone who does not normally pick up - The School Office should be informed in good time before pick up.