



BRAMLEY SCHOOL & NURSERY

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IAPS school for girls aged 3 to 11

BRAMLEY SCHOOL

SUPERVISION POLICY

Revised September 2005

Revised September 2007

Revised September 2009



Headmistress: Mrs. Paula Burgess BEd (Hons), MA, NPQH

Bramley Educational Trust Limited Registered Charity No: 270046

Morning	<p>While children are on the school premises, they are the responsibility of the staff and therefore they must be adequately supervised at all times.</p> <ol style="list-style-type: none"> 1. Pupils should not arrive at school before 8.15am. There is an Early Bird facility for pupils who arrive from 8.15am in the dining hall, where a member of staff will be there to supervise. 2. From 8.30am, pupils should go straight to their class/form rooms. 3. Little Bramley and Reception wait in the outdoor learning area where a member of staff will be present. <p>From Year 1 upwards, girls are encouraged to be independent, in leaving parents at the white line in the drive and walking into school on their own. Parents are welcome to bring their daughter to the classrooms, if they have a particular need.</p> <p>When the Assembly or first lesson bell goes at 8.55 a.m. the side gate is padlocked and remains so all day. Therefore any late arrivals need to be admitted through the main front door by the Secretary or a member of staff. Please see Registers' Policy for detail.</p> <p>Girls are NOT permitted to open the front door at any time.</p> <p>At the end of the day, girls return to their classrooms with a member of staff to pack homework and tidy their form room. They are then dismissed by the form teacher from the main front door, having collected coats from the cloakroom. Girls who are late in being collected must wait outside the school office with their form teacher.</p>
Leaving School	<p>No child is allowed to leave the school premises without prior permission from the Headmistress. If a child is required to go to the doctor/dentist/visit another school etc. a letter should be sent to the school beforehand, requesting absence and stating the times involved. When a pupil returns to school during the day she should always report to the secretary, who will amend the register.</p>
Errands Within School	<p>If children need to fetch anything from different rooms at some distance, they <u>always</u> go in pairs, never alone.</p>
Sickness	<p>If a child is unwell, the First Aid Staff or appointed person should be contacted and they will decide upon a course of action. If the child is to be sent home, the Secretary or one of the First Aid Staff will telephone and the child will then wait with the Secretary or in her own classroom, as appropriate. Mrs Burgess should be informed if a child is being sent home during the day.</p>
Emergencies	<p>Only in an emergency should classes be left unattended and even then another near by member of staff should be made aware of the situation.</p>

Playtime	At playtime all children should be under the supervision of the members of staff on duty on the netball court, the climbing frame or on the playing field, but nowhere else in the school, unless with a member of staff. Girls leaving the playground to go to the toilet wear a yellow band and always go in pairs.
Excused from P.E. etc.	Children who are unable to take part in P.E. lessons, ballet, etc. should remain with their class to watch the lesson. If this is not practicable other suitable arrangements should be made by the class teacher.
Visitors	Any visitors on the school premises during normal school hours will be requested to sign in the visitors' book and wear a 'Bramley' label, with the exception of those accompanying the Headmistress on a tour of the school.
End of the Day	It is the responsibility of the member of staff teaching a class at the end of the day to see all girls in that class safely off the premises. If the member of staff is unable to do this, she must make arrangements with another teacher.

At the end of the last lesson, girls return to their classrooms with form teacher, to tidy the rooms and pack homework. This teacher then dismisses them from the main front door after they have collected coats from the cloakroom. The teacher is responsible for ensuring that any girl, who is late in being collected, waits with her/him outside the School Office.

Pre-Prep

If someone other than the parent is going to collect their daughter from school, they need to sign the 'home time' book. This is kept in the Little Bramley classroom by the door for parents of Reception and Little Bramley children. A book is held in both the Year 1 and the Year 2 classrooms. The parent or teacher needs to write down the name of the person who is collecting their daughter and sign that they have given permission to collect their daughter on their behalf. This applies to other members of their family as well as friends.

Staff will not allow their child to go home with someone other than the parent without the parent's signature authorising the school to do so.

If the parent has a regular arrangement with another adult, e.g. a childminder, then a permission slip may be completed. This is available from the School Office and should be handed into the class teacher.

If, for one reason or another, the parent finds they are unable to collect their daughter and the 'home time' book has not been signed, then the School Office should be telephoned and the secretary informed of the new arrangement.

No child should leave the school premises unless accompanied by an adult known to them. If parents wish their daughter to walk or cycle to or from school alone, they must state this in writing to the Headmistress, since it is a parental decision and not the school's responsibility.

Collection after extra-curricular activities	It is the responsibility of the member of staff organising the after-school activities to ensure that all the girls are collected safely.
Supervision of Early Years	All children operating within the Early Years Foundation Stage will be supervised according to policies outlined in the EYFS.
Supervision of Pupils in Out of School Care	Supervision of pupils in Discovers' Club out of school care has staffing arrangements in line with the EYFS. Pupils from age 3 to 7 years, the recommended staffing ration is 1:8
Supervision on School Visits	<p>The organiser of the outing must ensure that there is sufficient adult supervision, either additional staff or parents. The absolute minimum is one adult to ten children and there should always be a minimum of two adults.</p> <p>Where younger children or more complicated activities are involved the number of adults needs to be increased.</p> <p>All organisers of outings must ensure that they are familiar with the Health and Safety Policy detailed in the School Visit policy and all relevant forms must be completed and held on file by the Health and Safety Officer.</p>