



WALTHAMSTOW HALL
SEVENOAKS

WALTHAMSTOW HALL SENIOR SCHOOL SUPERVISION OF PUPILS

It is extremely important that the school premises are supervised properly when girls are not in lessons. (NB. A breach of staff duties could constitute gross misconduct if a pupil is injured). Full-time staff are expected to undertake two/three duties a week depending upon wider school responsibilities, including at least one lunch duty. Part-time staff (particularly those who teach a significant proportion of a timetable) are expected to complete one/two duties, depending on the number of periods taught. Staff are requested to sign up for duties for the academic year in September on the notice board in the Staff Room. Staff may have to be allocated certain duties in exceptional circumstances. Staff should arrive punctually for duties and carry them out conscientiously. They are expected to deal with girls who behave inappropriately, drop litter or are out of uniform. If a member of staff is unable to do a duty, they should arrange for a colleague to substitute.

Before School Duty 8.20-8.35am

There is an early morning duty in the Salmon Wing to oversee Year 7 (S1, S2 and S3) and another form group from Year 8 or 9(S4) from 8.20 until 8.30. This duty is carried out by a Head of School or a Deputy on rotation.

All full time staff and those part-time staff teaching period 1 are expected to be on site by 8.25am and at their tutor bases by 8.30am.

Morning duty (before/during Assembly 8.45-9.00)

Staff should stand on steps leading to the Queen Mary Corridor (QMC) as the school assembles – girls should be silent and make sure that the corridors around the Hub including the QMC are not blocked by bags etc. Once Prayers has started, check cloakrooms and form-rooms. Make sure any latecomers have signed in at reception.

Break and lunchtime duties

During morning break-time girls may consume fruit in the Dining Hall, Hub or in their form rooms using bins provided to discard of any waste. Girls may be inside or outside but they are not permitted to eat in corridors. Two members of staff will be on duty throughout morning break and during the entire lunch period to ensure supervision of girls either awaiting their turn for lunch or for those who have finished. During their duties, staff should walk continuously, ensuring all areas of the school are covered. During Monday and Wednesday break-time staff briefings, the rest of the staff will be unavailable.

Packed lunch duty (in Sophie Hare)

Staff on duty should take the packed lunch register and oversee the behaviour of girls from 1.10-1.40. Make sure the packed lunch room (Sophie Hare) is left clean and tidy. Check up on any absentees and inform a Head of School or Deputy as appropriate.

Main Dining Hall

The overwhelming majority of students have school lunch. We have a cafeteria system and students eat in the Dining Hall and in the West Annexe to the side of the Dining Hall. Staff on duty should assist in ensuring civilised, considerate behaviour by girls when queuing in the East Annexe and when collecting and eating their food. Most lunchtime activities are timed to start after lunch finishes, from 1.45.

After School Duty 4.15-4.30pm

The member of staff on duty should ensure that all pupils are either off the premises, in late study or attending a designated after school activity. Pupils attending a designated activity or late study may not leave the school site to purchase items from the Lodge.

Late Study Duty

Late Study is held until 6pm on Mondays to Thursdays in order for girls to do homework or use the ICT facilities. Girls are required to register with the member of staff on duty in the Dining Hall between 4.00 and 4.15pm where they will also be able to have tea. Two staff are on duty in Late Study. Full time staff are required to do this duty approximately three/four times each term. It is normally held in the Library but if there is an after school activity in the Library, Late Study will be held in S3 (Salmon Wing). The Late Study rota is on the Staff Room notice board and on the weekly Bulletin.

Supervision of other activities before and after school

A Deputy Head is on duty from 7.15am to deal with any problems arising before the normal start of the school day at 8.30am. **Pupils may arrive in school from 8.00am but must notify and register with the Deputy Head if arriving between 8.00am and 8.15am.**

Pupils are expected to have left the premises by 4.15 unless they are involved in an after school activity, match or additional 'Twilight' lesson. There are a large number of activities for pupils taking place on the school premises before and after school. In 2017-18 elite squad swimming runs from 7.30am and Trinity Drama and Learning Support lessons take place from 8.00-8.30am on various days of the week. **The member of staff running the activity is responsible for the supervision of the pupils and should take a formal register at the beginning and end of the activity.** Full supervision continues during all of the extra-curricular activities such as clubs or 'Twilight' GCSE lessons. A senior member of staff (Headmistress, Deputy Heads, Head of Sixth Form or Director of Studies) is also on duty at the end of the school day from 4.00- 6pm (5.00pm on Fridays).

Reviewed June 2018
Next Review Date Feb 2020

Signed.....Date.....

Mrs J Adams
Chair of Governors