



**APPLEFORD SCHOOL**

**SUPERVISION AND REGISTRATION OF PUPILS POLICY**

**This policy applies to the whole school, including boarding**

**This policy, which applies to the whole school, is available on request from the school office.**

**Applies to:**

- The whole School, all staff (teaching, boarding and support staff), proprietors and volunteers working in the School

**Related Documents:**

- Anti-bullying (Policy 4.1)
- Safeguarding Children, Child Protection (Policy 17.1)
- Physical Restraint and Intervention (Policy 5.3)
- Special Educational Needs and Disabilities (SEND) (Policy 22.1)

**Monitoring and Review:**

This Policy will be subject to continuous monitoring, refinement, review and audit by the Headmaster. The Proprietor will undertake a full review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged no later than one year from the date shown below, or earlier if changes in Legislation, regulatory requirements or best practice guidelines so require. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

The policy may be reviewed as an outcome of representation from a School Council meeting or by parents.

The current policy was reviewed and approved by the proprietor in January 2018

This policy will next be reviewed by January 2019.

Signed

Dr P. Gardner  
Managing Director

Mr D King  
Headmaster

**The Role of All Staff:**

All staff are expected to encourage good behaviour and respect for others in pupils and to apply the behaviour management strategy fairly and consistently.

All staff will take responsibility for maintaining good behaviour within the classrooms, dormitories and throughout the school.

**Areas out of bounds:**

Pupils are informed by receiving information in school assemblies, house meetings and from posters on areas which are out of bounds. Boarding houses are out of bounds during the school day. An exception to this rule is that some pupils are allowed as long as they are supervised to their boarding houses to change to/from Games kit. Any pupil going to Maddington or Cedar Boarding House must always sign out, and sign in at the reception desk. Areas behind school buildings are out of bounds unless a pupil is given permission by a member of staff.

**Playground / break time supervision:**

Break time staff are requested to monitor pupils by moving around the school grounds, talking to pupils and generally being vigilant about out of bounds areas. Classrooms are locked if left unattended by the class teacher.

**Toilets and changing area:**

There are dedicated toilets and changing areas for different year groups.

Lower School changing and toilets are in Elm House.

Upper School pupils use The Beeches toilets and the sports hall toilets and changing area. Upper School pupils should never be in Lower School toilets or changing areas, and Lower School pupils should never be in Upper School Pupils toilet/changing areas. Staff on duty need to have an awareness of where pupils are during changing times.

**Personal Privacy:**

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

**Registration: Lesson 1: 8.50 – 9.30am and Lesson 9: 4.10 – 4.50pm**

Teachers complete their class registration at 8.50am, and again at 4.10pm. The School Receptionist checks the registers after each registration to ensure every pupil is present or that the reason for the pupil's absence is logged. If a pupil is missing, the Receptionist contacts the parent/carer.

On a Friday, school finishes earlier and so the register is taken in lesson 7: 2.30 – 3.05pm

**Registration: Class registration for each lesson**

Pupils are registered for each class and absences checked (a pupil may be attending a therapy session or music lesson).

**Registration: Day pupils**

Two registers are kept at the reception desk in Oak House.

- One for taxi and bus day pupils
- One for day pupils dropped off by parents

The above registers are taken when pupils arrive at school (from 8.20am). If the register is not complete in the morning, the Head of Oak House informs the receptionist at 8.50am, who will then enquire why a pupil is missing from the register.

**Registration of boarders:**

There are five houses that need registering on a daily basis:

- Elm House (Lower school boys)
- Maddington House (Upper school boys)
- Cedar House (6<sup>th</sup> Form boys)
- Willow House (Lower school girls)
- The Beeches (Upper school girls)

Registration is taken in each boarding house at: 8.40am, 5.00pm, 7.00pm and 9.00pm (or allocated bedtime) by duty staff. These registers ensure all pupils have returned from their evening routines or externally run clubs. The final registration occurs during lights out when the staff sign to confirm all pupils are in bed.

The first registration is taken before the pupils leave the boarding house for school in the morning.

**Registration of boarders at evening meal:**

The first sitting diners are registered before going to the dining hall and a member of staff takes that register with them to the dining hall. The second sitting register is taken and the students remain in care of the second group of the staff on duty. There are two or more members of staff on each sitting in case of a missing student or incident.

**Registration of boarders at weekends:**

Trips out:

Weekend activities have dedicated registers, one is given to each bus driver so that the staff member on duty may register the pupils per bus and/or groups. If pupils divide up on the trip out (then each member of staff with each group of pupils has a register). This register also has staff mobile numbers/the house mobile numbers and the school contact details.

**Lunch (Monday – Friday):**

There are three lunch sittings. Registration is taken at each sitting. If a pupil is missing, this is immediately communicated to the school office and the pupil is located, or reason noted for the pupil not attending lunch.

**Friday sign-out registration:**

Sign out of all day pupils going home and boarders' going home for the weekend is usually taken by the house-parents in the sports hall at the end of the school day on Fridays. Each houseparent is responsible for signing out the pupils from their own boarding house. Two allocated staff members sign out the day pupils.