



WAKEFIELD GIRLS' HIGH SCHOOL

SUPERVISION POLICY: after school and before school care

Document Control

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Aim

The Foundation aims to provide a safe and controlled environment for pupils during designated times outside of normal school hours.

It is clearly not possible to have open-ended supervision without time limits at the Foundation schools and this is reflected in the individual school policies.

The schools' individual procedures identify the specific times when pupils may arrive at school and after which time they must leave school. The schools also have designated places on the premises where pupils must go if they arrive before the start of the formal school day or stay after the formal school day and are not involved in a scheduled after-school activity.

The Foundation will comply with relevant legislation in terms of providing sufficient qualified staff to supervise pupils where such legislation exists.

WGHS Senior School Procedures

Students are allowed on site from 7.30am. Between 7.30 and 8.00am, students must be downstairs in Peppers Dining Hall, where staff are available. All students should sign in between this time.

Students are allowed access to their Form Rooms and Common Rooms from 8.00am by which time members of staff are in the relevant school buildings.

After the end of school at 4.00 pm students must go to the Library and sign in (and sign out on departure). Students collecting and eating a snack from Peppers must sign in by 4.30. Students may stay in the Library, supervised, until 6.00pm, when their parents must collect them from school as there is no supervision after this time. Students are not permitted to sign out of the Library to leave the premises, for example to go to the shops, and then return.

Year 11 students may stay in the Y11 Common Room until 4.30pm and Sixth Form students may stay in the Sixth Form Centre until 6pm. Students working in the Sixth Form Centre until 6pm must register their name on a G-Doc so that the member of SLT on duty is aware of who is in the building. They must enter the time they leave the premises on the same document.

Students in Years 10, 11 and Sixth Form are allowed to be in the multi-gym with staff supervision until 5.00pm. They should be in no less than groups of three.

After 4pm, students may only be working in other parts of the school if they are supervised by a member of staff.

A member of the SLT will be on duty each day up to 6.00pm and will remain on site until all students have been collected.