



## Woodbridge School Prep (including EYFS) Supervision Policy (including Staff Duties Arrangements and Pupil Access to Risky Areas)

<b>Version Number:</b>	V 3.0
<b>Applies to:</b>	Prep (including EYFS)
<b>Author (s):</b>	Head of Woodbridge School Prep
<b>Review Frequency:</b>	Annual
<b>Policy category (1, 2, 3, 4):</b>	2
<b>Last reviewed:</b>	Michaelmas Term 2023
<b>Next review due by:</b>	Michaelmas Term 2024
<b>Approved on (date):</b>	04.12.23
<b>Committee (s) Responsible:</b>	Education
<b>References (including legal and others eg ISBA).</b>	<p>ISBA Pupil Supervision</p> <p>A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (<a href="http://www.isi.net">www.isi.net</a>)</p> <p>B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>)</p> <p>C: <a href="#">"Health and Safety at Work" Section H of the ISBA Model Staff Handbook</a>,</p> <p>D: <a href="#">"Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide</a></p> <p>E: <a href="#">"Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd</a></p> <p>F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (<a href="http://www.isi.net">www.isi.net</a>)</p>

	Safe Practice: in Physical Education, School Sport and Physical Activity Association for Physical Education (AfPE) 2016 guidelines.
<b>ISI Reg:</b>	14, NMS 9, 20
<b>Other related policies and documents:</b>	<ul style="list-style-type: none"> <li>• Attendance Policy (including EYFS)</li> <li>• Educational Visits (including EYFS);</li> <li>• <i>Medical and First Aid Policy</i> (inc EYFS)</li> <li>• Minibus Policy;</li> <li>• Missing Pupils (including EYFS);</li> <li>• Safeguarding (including Child Protection and EYFS);</li> <li>• Security Policy – Woodbridge School Prep</li> <li>• Risk Management/Assessment;</li> <li>• EYFS Information for Parents;</li> <li>• WSP Parents' Handbook</li> </ul>

## Contents:

1. Scope	3
2. Objectives	3
3. Guidance	3
4. Legal Requirements & Education Standards	5
5. Supervision Procedures and Further Detail	5
6. Uncollected Children	7
7. Clubs and Activities	7
8. Medical Support	8
9. Supervision whilst travelling to and from School	8
10. Special Events	8
11. Security and unsupervised access by pupils	9
12. Use of mobile phones whilst supervising pupils	9
13. EYFS Pupils	9
14. Staff Induction	9
15. Compliance and Monitoring arrangements	9
 <b>APPENDIX</b>	
1. WSP Duty Arrangements Pre-Prep	10
2. WSP Duty Arrangements Prep	12
3. WSP Rules for Homework Room	14
4. WSP Access to Risky Areas	15
5. WSP Pre-Prep Playground & General Rules	16
6. WSP Prep Playground & General Rules	17

## **1. Scope**

This guidance is applicable to all those involved in pupil supervision at the school.

## **2. Objectives**

- 2.1 To ensure that pupils are appropriately supervised during school activities
- 2.2 To consider supervision on arrival and departure from the school
- 2.3 To consider the supervision of Early Years Foundation Stage ("EYFS") pupils

This policy should be read in conjunction with the following:

- Educational Visits (including EYFS);
- Minibus Policy;
- Missing Pupils (including EYFS);
- Medical and First Aid Policy (including EYFS)
- Safeguarding (including Child Protection and EYFS);
- Security Policy – Woodbridge School Prep
- Risk Management/Assessment;
- EYFS Information to Parents
- WSP Parents' Handbook

## **3. Guidance**

- 3.1 The Head of Woodbridge School Prep will be responsible for the implementation of this policy.
- 3.2 Pupils arrival and departure:
  - Normal school hours are 08:20 – 15:50 with booked supervision available from 08:00 – 18:00
  - Pupils are not allowed on site without supervision
  - Where pupils are on site outside of normal hours, at least one member of the teaching staff will be present
    - Children may only be released to their parents, carers or other individuals as notified by the parent / guardian. A password is kept on file for emergency situations for EYFS.

- 3.3 Staff will supervise pupils during breaks and lunchtimes.

3.3.1 In case of an emergency and if prior notification is impossible (i.e. sudden ill health), a member of staff nearby should be informed to keep an eye on the class, and the Office notified to contact a member of SLT.

If a class is noticed to be unsupervised, a member of staff nearby should be informed to oversee the class, and the Office notified to contact a member of SLT.

- 3.4 Separate arrangements will be made for supervision during play / concert rehearsals or similar events.

- 3.5 Members of the PE department will supervise pupils for home and away matches

3.6 There are no boarding pupils at the Prep.

3.7 Registration:

- a register is taken of pupils at the start of the morning and afternoon sessions.
- Parents are responsible for notifying the School if their child is absent for any reason. The School will contact the parent if a child fails to arrive at School without an explanation.
- An informal register is kept of all lessons and any missing pupils should be checked against the register and music timetables and prompt notification given to the Office. If appropriate, the Missing Pupil Policy should then be followed.
- Additionally for EYFS, a child will only be released at the end of their session into the care of a parent or other individual whose name has been notified to the School in writing, in advance. Where this is not possible, a password system is utilised.
- When a member of staff is informed of an unfamiliar adult who is to collect the child. A password will be required to release the pupil to their care.

3.8 Medical Support:

- a qualified nurse is employed at the Senior School
- Matron is Paediatric First Aid trained and trained to administer medication required for our pupils
- a number of staff are trained first aiders and are available to give emergency First Aid treatment

3.9 Pupils will not have unsupervised access in designated or risky areas which will include:

- gymnastic / athletic & climbing activities
- engineering room
- Foor Tech room
- flammable material stores
- grounds, maintenance, catering and caretaking areas

3.10 Designated areas will be kept securely locked, or unavailable, when not in use.

3.11 Travelling to and from School:

- Parents are responsible for ensuring that their children travel safely to and from School
- Pupils are not supervised by a member of staff when travelling on school buses but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated
- A member of staff will accompany pupils to the buses and into School when School buses arrive and depart

### 3.12 Educational Visits:

Arrangements are detailed in Educational Visits and Educational Visits for EYFS children policy guidance

3.13 All staff will be given details of this policy on induction and when any significant changes occur.

## 4. Legal Requirements & Education Standards

### 4.1 References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))

C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](#)

D: ["Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: ["Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors ([www.isi.net](http://www.isi.net))

## 5. Supervision Procedures and Further Detail

### *Pupils' Arrival*

#### 5.1 Pre-Prep

Pupils are allowed on to the School site from 08:00 if they have registered for Early Room. Early room is held in a classroom and is staffed by a Level 3 Qualified Teaching Assistant. If ratios exceed 1:8 then a Qualified Teacher is within hearing distance.

Pupils in EYFS are always within sight or hearing of a member of staff throughout the School day.

The morning routine is published in the Parents' Handbook and updates are issued as required (ie due to COVID).

#### 5.2 Prep

Pupils are allowed on to the School site from 08:00 if they have registered for Early Room. A Teaching Assistant will supervise them in the allocated space.

Pupils must not enter anywhere else in the School other than the designated room.

At 08:20 Year 5 and Year 6 pupils are allowed to proceed to their classrooms for registration where they are supervised by their class teachers and similarly for Year 3 and Year 4 at 08:25. They must not enter the School unsupervised before this time – updates are issued as required

#### 5.3 Registration

Teaching staff take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the School if their child is absent for any reason, as set out in the relevant School **"Parents' Handbook"**. The School will always contact the parent if a child fails to arrive at School without an explanation. The School has detailed attendance procedures in place and a whole School attendance register is maintained in accordance with the Education (Pupil

Registration) (England) Regulations 2006.

#### **5.4 Lessons**

During lessons, the supervision and safety of pupils is the responsibility of class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the dividing of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with the Head of the Prep School.

#### **5.5 Break Times**

As part of their duties all teachers and teaching assistants are responsible for supervising pupils at all break times in line with the duty arrangements, including those specific to EYFS. The expectations of duty staff are also set out in the arrangements and include actively ensuring School Rules are followed and being alert to measures in place as part of relevant Risk Assessments.

#### **5.6 Pre-Prep, EYFS**

A qualified teacher, or Level 3 qualified TA, and another designated adult will be on duty at all times with the Matron available inside in case of emergency.

### ***After school***

#### **5.7 Pre-Prep**

At the end of School, a Form Teacher is present at the designated space to oversee the safe departure of pupils. The children will say goodbye to their teacher who will then note the departure on a written register. Children who are either in Late Room or a Club will be sent to the relevant location by their class teacher. A register for each club will be then taken by the member of staff taking the club. The teacher will alert the Office if any children are missing from the club, if their absence has not been notified in advance.

The register will be completed using the following codes:

H = home

C = club

L = late room

Any pupil who is on the daily list will be taken to the Late Room as will any child whose parent/carer fails to collect. Teaching Assistants supervise pupils in the room between 15:30 and 16:30.

When ratios exceed 1: 8, a teacher with QTS (Qualified Teacher Status) will be present in Pre-Prep and within hearing distance of the Late Room.

In the event that a child is not collected by 16:30 a teacher will remain with them until appropriate arrangements have been made with the parent/carer. The child will join the chargeable T club until a maximum time of 17:15 while arrangements are being put in place.

#### **5.8 Prep**

At the end of School, the Form Teachers will dismiss their pupils to parents or direct them to the Hall if they are doing a club, noting their departure on a written register with the codes below.

H = home

C = club

L – late (homework club)

At the end of School a Duty Teacher will be present in the Hall. Any pupil who has not been collected by 16:00 will join the Homework Club

Duty Teachers, assisted by Matron, will supervise pupils in the Homework Club between 16:00 and 17:00. The teacher will sign the pupils in on arrival and sign them out when departing with their parents / guardians at the designated time or being taken to the bus by Matron.

At 17:00 any remaining pupils will be taken to the chargeable T Club and signed in with the duty member of staff. Parents of any pupils not previously booked into T Club will be contacted to ensure collection is planned.

Arrangements for staff and pupils are set out in the **“Rules for Homework Club”** and duty arrangements for more information.

## 6. Uncollected Children

**Ten minutes after the expected collection time a member of staff will contact by telephone:**

- Parents
- Nominated adults as per the emergency contact form completed when the child starts School
- If no contact and arrangements can be made, a member of staff will contact either the Deputy Head or Head of Prep
- If no contact has been made an hour after the expected pick up time or at 18:00 whichever is earlier the Deputy Head or Head will contact the DSL
- The DSL will then contact Social Services for advice
- In the event of Social Services being called and responsibility for the child being passed to a child protection agency, a member of the SLT will attempt to leave a further telephone message with the parent / carer or designated adults' answerphone reassuring them of their child's safety and instruct them to contact the local social services department
- Under no circumstances will a child be taken to the home of a member of staff or away from the School's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session
- The child will remain in the care of the School until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Social Services
- Incidents of late collection will be recorded by the Head of Prep and discussed with the parents at the earliest opportunity

## 7. Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled, pupils and parents are informed as early as possible so that they can make alternative arrangements.

The policy: **“Educational Visits (including EYFS)”** provides detailed requirements and guidance with regard to supervision of pupils on all off-site trips.

All clubs and activities must have a Risk Assessment and a register is taken at the start and end of the club. At the end of each club the pupil will be signed back over to their parent or carer or taken to T Club if not collected.

If a child is missing who is due to attend a club the Office is alerted immediately and will then clarify the situation, phoning parents if necessary, and then follow the procedure as set out in the policy: **“Missing Pupils”**.

Any member of staff, including visiting music teachers and sports staff who discovers a child missing must immediately notify the Deputy Head or Head who will follow the procedure as set out in the above policy.

### **7.1 Pre-Prep**

Members of staff stay with the children in their club until 16:30 when they are taken to meet parents. Children must say goodbye to the staff member leading the club before being released into the custody of their parents. The staff member must ensure they have seen the parent before allowing the child to depart.

### **7.2 Prep**

Changing rooms are supervised before and after all Games, PE and Swimming lessons and we follow the Safe Practice: in Physical Education, School Sport and Physical Activity Association for Physical Education (AfPE) 2016 guidelines.

If the teacher requires an additional member of staff, they may call on the assistance of Matron or another member of staff.

Members of staff take due care when supervising pupils changing, e.g. when supervising a small group.

## **8. Medical Support**

A Matron or Relief Matron is on duty throughout the school day and a sick bay is available for emergencies. Please see ***Medical and First Aid Policy***

## **9. Supervision whilst travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from School. Arrangements for ensuring safety and appropriate supervision of pupils travelling on School minibuses to/from School is covered in the appropriate policy.

### **9.1 Pre-Prep**

As a general rule pupils in the Pre-Prep, including EYFS, do not use School transport between home and School. Permission may be granted in certain circumstances in consultation with the Head. Children should be supervised by their parents before and after School, taking particular care when walking to and from the car park.

### **9.2 Prep**

In the morning pupils are escorted from the bus to the building. In the afternoon, Matron or a Duty member of staff escorts the children to the minibus that collects them at the end of School in the top carpark.

## **10. Special Events**

All events held off site must have their own risk assessment in accordance with the policy: ***"Educational Visits (including EYFS)."***

It is also very important that a high standard of supervision is maintained during the School's special on-site events, e.g. concerts, plays or Sports Day. Risk Assessments are also carried out for these events and if the member of staff has any concerns he or she must alert the Deputy Head or the Head of Prep so that other members of staff can be called upon or alternative procedures can be organised.



See also the document: ***“EYFS Risk Assessments – on/off site visits and activities”***.

### **10.1 Supervision during educational visits**

The arrangements for the supervision of pupils, including enhanced supervisory arrangements for EYFS children, during educational visits and trips out of schools are described in our policy: ***“Educational Visits (including EYFS).”***

## **11. Security and unsupervised access by pupils**

Pupils are not permitted to use playground, athletic or School equipment without teacher supervision especially before or after School. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders.

## **12. Use of mobile phones whilst supervising pupils**

Staff supervising children, especially EYFS, must ensure the use of a mobile phone does not detract from the quality of supervision and care of children. More information about appropriate staff use of mobile phones is in the policy: ***“Safeguarding (including Child Protection)”***.

## **13. EYFS Pupils**

The arrangements for the supervision of EYFS pupils are in accordance with the Pre-Prep Supervision as noted in this policy and also set out in our EYFS Policy.

### **13.1 Responsibilities**

Georgina Hill teacher is the recognised Co-ordinator for EYFS and the Head deputises.

## **14. Staff induction**

All new members of the teaching staff receive a thorough induction which includes the School's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times in the relevant school duty arrangements document.

## **15. Compliance and Monitoring arrangements**

This policy will be subject to a thorough review process including consideration at the Education Committee on an annual basis. This will ensure that practice across the Prep School is in line with this policy, the Complaints procedure and with current guidance and legislation.

See below for appendices

## Appendix I

### Woodbridge School Pre-Prep Duty Arrangements Procedure

In the Pre-Prep there are three break times during the School day.

- 10:25 – 10:45
- 12:30 – 13:15
- 14:15 – 14:30

In addition, there is an Early Room from 08:00 – 08:20 and Late Room 15:30 – 16:30. T club is also provided by prior arrangement until 17:00. (See rotas).

#### Break times including lunch time

The Deputy Head prepares a break time duty rota to ensure that there is at least one Qualified Teacher or Level 3 Qualified Teaching Assistant on Duty at all times in the playground, plus either another member of the teaching staff or GAP student. Matron and other Paediatric First Aid members of staff are available within the building for emergencies.

If any member of staff cannot do their duty it is their responsibility to swap a duty with another member of staff. In case of illness, another staff member will be allocated to cover the duty rota. Should a member of staff be unable to attend, as the result of an unplanned event, it is the responsibility of the second person to send a Year 2 child into the building to find them or alert another adult if they cannot be found.

The children are allowed back into the building to use the toilets after asking permission from a member of staff.

Duties include:

- Ensuring children in all areas are monitored
- Ensuring children are wearing suitable clothing for the weather
- Reinforcing Golden Rules
- Children stay within playground unless authorised to retrieve a ball
- Children are playing safely
- Children on the friendship bench are included by other children in their games
- Helping children to sort out disagreements
- Ensuring children collect their possessions at the end of break time and toys are put away

#### Wet playtimes

In the eventuality of a wet playtime the judgement as to whether it is necessary to come back indoors rests with the staff on duty rota. Wherever possible the children will be kept outside in appropriate clothing.

If it is necessary to have 'indoor' break times, the class will remain with the Form Teacher, or teaching assistant in the class. In the eventuality that neither the teacher or TA is able to supervise the children in the class it is their responsibility to arrange for the children to join another class under the supervision of the Form Teacher. In this case the ratio of Qualified Teacher: children will not exceed 1:30.

In very cold weather, the first or last fifteen minutes of lunchtime break will be spent in classrooms.

### Early Room and Late Room

Early Room and Late Room are staffed by a Teaching Assistant. In the event the number of EYFS children in either of these is greater than 1:8 then a Qualified Teacher will be within hearing distance of the room where the children are being looked after. Matron is on site from 08:15 until 17:15. In addition, other Paediatric First Aid trained members of staff are in the building until 18:00, when necessary.

### T club

T club is attended by children by prior arrangement. It is staffed by a Qualified Teacher on a rotational basis. We do not accept more than 1:8 ratio for T club.

### Releasing children to parents or carers

At the end of the day, it is the responsibility of the staff to ensure that children do not leave the premises unsupervised. Children may only be released to their parents, carers or other individuals as notified by the parent. In EYFS a password system is utilised if an adult, other than the usual carers, collects the pupil.

## Appendix 2

### Woodbridge School Prep Duty Arrangements Procedure

At Woodbridge School Prep there are two break times during the school day.

- 10:25 – 10:45
- 12:35 – 13:40

In addition, there is an Early Room from 08:00 – 08:20 and a Homework Club 16:00-17:00. The club is also provided by prior arrangement from 17:00 until 18:00. (See rotas)

#### Break times including lunch time

The Deputy Head prepares a break time duty rota to ensure that there are at least three members of staff on Duty at all times. Matron and other Paediatric First Aid members of staff are available within the School for emergencies.

If any member of staff cannot do their duty it is their responsibility to swap a duty with another member of staff. In case of illness, another staff member will be allocated to cover the duty rota. Should a member of staff be unable to attend, as the result of an unplanned event, it is the responsibility of one of the duty staff to alert the Office staff.

Duties include:

- Walking around the play area to ensure children are monitored
- Ensuring the football pitch is monitored for adherence to rotas, rules and behaviour
- Ensuring children are wearing suitable clothing for the weather
- Reinforcing school rules.
- Children stay within the playground boundaries
- Gates are closed and locked in line with Security Policy
- Ensuring the children are playing safely
- Ensuring that any children on the friendship bench are included by other children in their games
- Helping children to sort out disagreements
- Ensuring the children collect balls/ equipment and put it away in the storage provided

#### Wet playtimes

In the eventuality of a wet playtime the judgement as to whether it is necessary to come back indoors rests with the staff on duty rota. Wherever possible the children will be kept outside in appropriate clothing.

If it is necessary to have 'indoor' break times, the class will remain with the Form Teacher, or teaching assistant in the class, assisted by Leaders. In the eventuality that neither the teacher or TA is able to supervise the children in the class it is their responsibility to arrange for the children to join another class under the supervision of the class teacher. Year 4 can open their partition.

#### Early Room and Homework Club

Early Room is staffed by a Teaching Assistant and the Homework Clubs are staffed by teachers. Matron is on site from 08:15 until 17:15. In addition, other Paediatric First Aid trained members of staff are in the building until 17:00.

### T club

T club is attended by children by prior arrangement. It is staffed by staff on a rotational basis. We do not accept more than 1:10 ratio for T club.

### Releasing children to carers

At the end of the day, it is the responsibility of the staff to ensure that children do not leave the premises unsupervised. Children may only be released to their parents, carers or other individuals as notified by the parent.

## **Appendix 3**

### **Woodbridge School Prep Rules for Homework Club**

- Children's attendance is checked against the dismissal sheet. Any children who are not there, are accounted for and any parents that do not collect their children are contacted.

The children are supervised to work sensibly and quietly and then are dismissed to their parents / carers at the end of the Homework Club from the designated area at the designated times.

Adherence to the School Behaviour Policy is expected at all times.

## **Appendix 4**

### **Woodbridge School Prep Pupil Access to Risky Areas Procedure**

#### **Aim**

The aim of this procedure is to state the School's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of School buildings and grounds on the Woodbridge School Prep site.

#### **Introduction**

On a large and complex site such as this there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

#### **Procedures**

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off.

Much of the School grounds away from the central buildings are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness.

Pupils are informed or reminded regularly by teaching staff of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

A risk assessment for the school site and areas deemed as potential risks is regularly updated.

#### **Unsupervised Access by Pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, Doors to these areas are kept locked at all times when not in use and supervised

Pupils do not have access risky areas as noted in the policy. Clear signs are displayed. There are areas of the School site which are out of bounds without staff supervision and this is noted in the School Rules.

## **Pre-Prep Playground and General Rules**

- All pupils must play within the appropriate boundaries. If equipment goes beyond the boundary, duty staff must be informed.
- All equipment must be returned at the end of Break. Soft balls only to be used.
- Wellington boots to be worn if children are on the grass areas during the winter months.
- Pupils are not allowed inside at break times, unless they have permission from a member of staff.
- During break times pupils must use the lavatories, if necessary, in their own classrooms, apart from Year 2 who should use the nearest toilet in an emergency.
- Pupils must play sensibly and be kind to everyone.
- Pupils must come in from Break as soon as they hear the bell.
- Pupils are to remove their wellies at the door in wet weather.
- Pupils must walk between lessons.
- All children must have a neat and tidy appearance at all times.
- Pupils must wash their hands before going into lunch.

*PAM Sept 2023*



## Prep Playground and General Rules

- All pupils must play within the appropriate boundaries. If equipment goes beyond the boundary, duty staff must be informed.
- All equipment must be returned at the end of Break. Soft balls only to be used. Pupils are not allowed on the courts or in the cricket nets unless supervised by a member of staff.
- Wellington boots to be worn if children are on the grass areas during the winter months.
- Pupils are not allowed inside at break times, unless they have permission from a member of staff.
- Pupils are not allowed in the changing rooms unless supervised by a member of staff.
- During break times pupils must use the lavatories, if necessary, in the Tile building.
- Pupils must play sensibly and there must be no physical contact.
- Pupils must come in from Break as soon as they hear the bell and return any equipment they have used.
- Pupils are to remove their wellies at the door in wet weather.
- Pupils are to walk from The Tile building to The Old Abbey building via the path and not across the grass.
- Pupils must walk between lessons.
- Dress: shirts tucked in, socks pulled up and blazers must be worn to School, at assembly, church and for any formal occasion. All children with long hair must have their hair neatly tied back with a discreet black, blue, red or hair-coloured band. Pupils are to take care of their appearance at all times. No jewellery to be worn apart from watches.
- Pupils must wash their hands before going into lunch.
- No mobile phones are allowed in School unless it is for a pupil who travels to School on a bus. It must be handed in to Matron immediately on arrival at School and can be collected at the end of the day.

*PAM Sept 2023*