LONDON PARK SCHOOLS

CLAPHAM MAYFAIR SIXTH HYBRID

Supervision of Students

Name	Supervision of students
Regulatory or legal requirement addressed by policy	
Policies referred to	Safeguarding and Child Protection Policy Remote working Policy Attendance Policy
Approved by	Head
Policy owned by	Senior Deputy Head
Date Effective From	July 2026
Date of next review	July 2027
Published on website	n/a

This Policy will be reviewed and updated annually or more frequently when there are changes in legislation and/or government guidance.

LONDON PARK SCHOOLS

CLAPHAM MAYFAIR SIXTH HYBRID

Contents

Aims....3
Supervision during the School Day....3
After School Activities/Care....4
Hybrid Supervision....4
Student Absence....4
Visitors....5
Supervision of Students on Trips....5

Aims

Teachers at London Park School Mayfair, London Park School Sixth and Hybrid @ LPS (the 'School') have a duty of care to all students in the School. It is the School's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that students are present on the School site, as well as during activities either on or off-site, such as Games, PE sessions, or trips.

It is also our responsibility to ensure that there is effective supervision of the School buildings, and that the site is secure.

Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of students throughout the School day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Staff on duty, which includes monitoring students as they arrive in School from 8:15am, morning break times, and lunchtimes, should ensure that they are on-duty at the time specified by the staff duty rota. It is essential that supervision within the School is pro-active. The students must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty might also comfort children who, for whatever reason, appear unhappy. It is important therefore, that staff on duty do not stand together but patrol as much as possible and interact with the children, during all periods of monitoring throughout the day.

Supervision during the School Day

8:15-8:25

Students can arrive at the School from 8:15am. A member of the SLT will be on Door Duty at 106 Picadilly to greet them. The School Receptions are manned from 8:00am-5.00pm.

8:25-8:35

Students are expected to be present in their Form Rooms from 8:25am to register and hand in mobile devices. Students who are late must sign in electronically, and patterns of lateness are monitored by the Pastoral Team. Parents and the local Authority are notified when necessary.

They attend P1 directly from morning Registration.

11:50-12:20

Form Time is a compulsory lesson and happens at the same time each day. tudents will be supervised in their form room by their Form Tutor. On certain days students will attend assemblies during this time, and on other days they will complete activities according to the form time schedule and led by the form tutor.

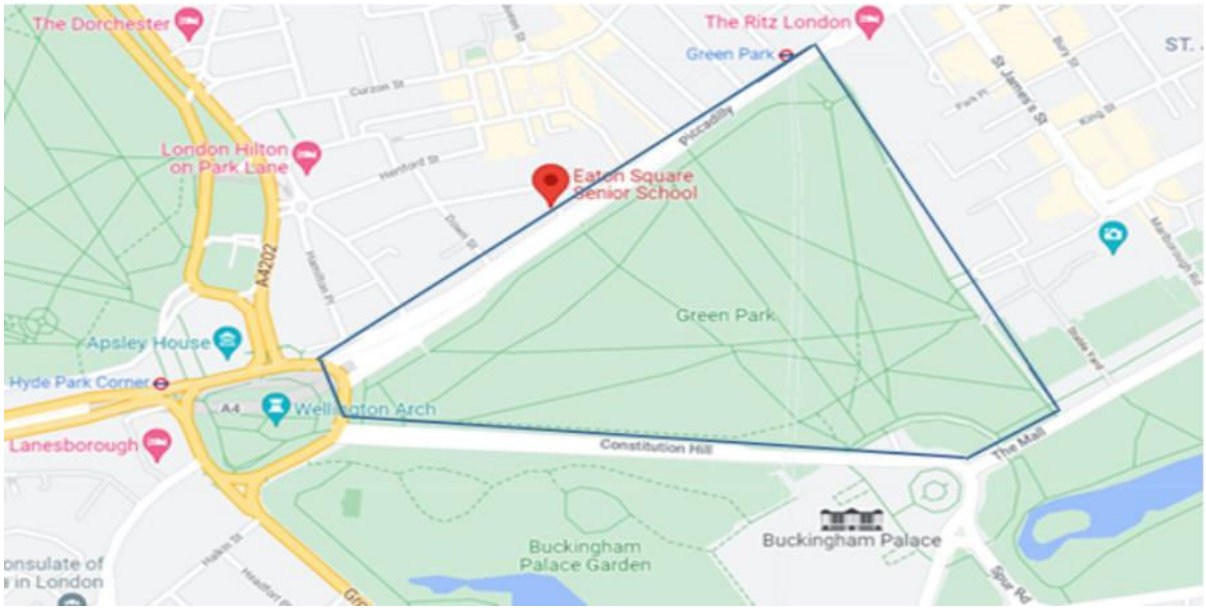
Break & Lunch Time

At breaktimes students from Y7-Y10 must go to Green Park.

Y11 may remain within the School building in the Common Room for morning break and at lunch time, or sign out if they wish to, providing the school has received parental consent. If students are signing out of school they will be permitted to collect their mobile phone from the member of staff on duty, and a central record of their mobile telephone numbers will be held by Reception staff in case of

emergency. Students must return to school 10 minutes before the start of their next lesson and sign in with the member of staff on duty, where they will hand their mobile phone back in.

Year 11 will be briefed by their Head of Section on the proximity that they must maintain to school (namely the Local Learning Area) and trained on what to do if they have an emergency whilst out of school at break and lunchtime.



Sixth Form are able to sign out electronically during Break and Lunch, prior consent via Microsoft Forms from parents is required.

Lesson Time:

Teachers are responsible for the supervision of their class. Students who need to be 'sent out' due to challenging behaviour, will be flagged by email to members of the SLT and the Pastoral Team who will respond by taking the student out of the lesson.

No class should be left unsupervised for any reason. In case of emergency, teachers might:

- Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;
- Call the School Office, Reception, Head's PA, or SLT staff.
- Students may be excused from lessons in certain circumstances to visit the toilet; however, they are encouraged to use the toilet between lessons, or at break times. Students may be excused from lessons to attend a music lesson with a member of the music team.

End of School – 16:00-16:10

Dismissal – students are registered in every lesson. A member of staff will also be on door duty at the main entrance of 106. Sixth form students will sign out electronically at the end of each day.

After School Activities/Care

After-School clubs are monitored by the lead staff member taking a register. Absenteeism or lateness is monitored as a priority by administrative staff, in conjunction with the teacher monitoring the club.

Those doing an after-School activity are under the supervision of the member of staff running the activity until its conclusion when they are collected by parents or monitored in Reception by Administrative staff. Registers are taken of all clubs.

Students leaving the building at any time of the day, due to sickness, appointments, or educational visits, are required to sign out at Reception via the I-pad.

Students who are off Games

Students who are off games will be either:

- At the pitch side, supervised by the teacher running the activity, and assisting sports staff in the running of the sporting activity
- Supervised on site by a member of staff with prior agreement from the Deputy Head Pastoral

Hybrid Supervision

When working remotely Hybrid students should always be supervised by a parent or guardian. Please see remote working policy for further information.

Student Absence

If a student is unable to attend School because of illness, his/her parents/guardians are asked to contact the School Office and give the reason for absence and likely duration of the absence. If the School absence email address is contacted, which is monitored by administrative staff, this is communicated to teachers and Form Tutors.

Visitors

As part of the School's requirement to protect the students in its care, ALL VISITORS to the School are expected to sign in and out at School Reception, where they will receive a yellow lanyard, which they are expected to wear for the duration of their visit. All staff should be prepared to challenge strangers on the premises, and to immediately report concerns to the School Office.

Supervision of Students on Trips

For detailed guidance on the appropriate supervision of students on trips, see 'educational visits policy'.