



SUPERVISION DUTIES AND PLAY TIME (Reception – Year 8)

Responsible for Policy	
Author	Head of Organisation
Approval	Compliance Committee
Review Dates	
Policy Date	Spring Term 2026
Next Review Date	Spring Term 2028
This policy applies to Hazelwood School	

Introduction

At Hazelwood School we live in a community and treat one another as we wish to be treated (both pupils and staff). It should be noted that teachers are always 'on duty' in this community and we are always looking after the pupils in our care. This is essential if our pastoral care is to be effective. This is explained from the very first induction meeting held by a member of the Senior Management Team for all new staff at the start of the academic year or throughout the year, depending on their start date.

The Head of Organisation publishes a duty rota each term, to ensure adequate supervision is in place.

Aims and Objectives

We are all responsible for the behaviour of pupils on the School premises. Throughout the day, staff should consistently exercise the School's Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy.

Staff have a duty to:

1. Deal with inappropriate behaviour.
2. Report it immediately to Heads of Year or a member of the Senior Management Team and record it on the School's database CPOMS.

The School Day

Breakfast Club: 7.30am - 8am

- Assistant Tutors supervise pupils during breakfast.
- Please notify a member of the office if pupils arrive before 8.00am parents will be notified to arrange for them to have breakfast at School.

Before School: 8am

- Pupils can begin to arrive for School, and all Form Staff should be in their Form Rooms.
- Members of the staff are on car park drop off duty to welcome the pupils and ensure their safe passage to class.

Reception to Year 8 Fruit Break: 10.25am - 10.50am

- Members of staff are on duty in the designated areas.
 - Baily terrace (a quieter space for pupils to play)
 - Top, middle and bottom court

- Astro
- Adventure playground
- Courtyard (a quieter space for pupils to play)
- Sports hall
- Outdoor Box (weather permitting)
- Ruth Bourne Building

- **Outdoor Gym Equipment**

All pupils in Years 3 to Year 8 are allowed to play on the outdoor gym equipment supervised by staff on duty on the adventure playground and top court. During adverse weather, the gym area will not be available to use.

- **Tree house and outdoor box**

The tree house and outdoor box area is open and supervised during the Spring and Summer months when dry.

Lunch: Reception to Year 2: 11.45am - 2pm

- Reception to Year 2 teachers and TA's take their own classes to the dining hall and supervise.
- After lunch TA's take the pupils to the top and middle court and adventure playground.
- Reception to Year 2 return to class at 1.00pm.

Lunch: Year 3 and Year 4: 12.20pm – 1.30pm

- Pupils go straight to the dining hall from their lesson and line up.
- Teachers and TA's supervise their lunch.
- At 12.40pm, pupils go to the top court
- At 1pm, pupils move to the middle court and adventure playground.
- Years 3 to Year 4 return to class at 1.30pm.

Lunch: Years 5 to Year 8: 1.05pm – 2pm

- Pupils go straight to the dining hall from their lessons and line up for lunch.
- They then go to their designated play areas, astro and bottom court.
- They are supervised by teachers, AT's and TA's.
- Year 5 and Year 6 can utilise the calm and connect space available from 1.30pm in the box, which is also supervised.
- Year 7 and Year 8 can also use the common area in the Ruth Bourne Building as this is a quieter, more social place, which is also supervised.
- All pupils return to their form rooms at 2pm for afternoon registration.

Other break and lunch time arrangements

Toilets during Break Times: Reception to Year 4 use the toilets in the Baily Building, Year 3 to Year 5 can also use the "junior toilets" in the main building and Year 6 to Year 8 use theatre toilets and toilets in the Ruth Bourne Building.

When pupils are required to change during break times for sport, this is supervised by Sports Staff.

Staff eating in the dining hall are responsible for supervision from the start of lunch until pupils have finished their lunch.

Wet Play

A member of the Senior Management Team and the staff on duty make the decision whether it is indoor or outdoor play and communicate this to all staff, usually through email. Class teachers are responsible for establishing classroom rules/items available in their own rooms. Assistants/form tutors supervise in their classrooms. Age-appropriate DVDs are allowed for wet play.

We aim to have outdoor play whenever possible.

Late room: Reception to Year 2: 3.30pm-4.30pm

- At 3.30pm pupils are dismissed from their form.
- Pupils being picked up via rolling pick up move to the car park with a member of staff from their year group who supervises them as they are picked up by their parents or guardian.
- Pupils being picked up at the Baily Building (Autumn Term 1 only) wait outside their classroom for their parents or guardians.
- Pupils in a club go to the club destination.
- Pupils in the late room go to the late room classroom to be registered.
- Reception late classroom is on the lower ground floor of Baily Building
- Year 1 to Year 2 late classroom is on the entrance floor level of Baily Building.

Late room: Year 3 and Year 4: 4.00pm - 4.30 pm

- At 4.00pm pupils are dismissed from their form.
- Pupils being picked up via rolling pick up move to the car park with a member of staff from their year group who supervises them as they are picked up by their parents or guardians.
- Pupils who are in the late room go to the late room classroom to be registered.

Car Park, Tea and Prep and Clubs: 4.30pm- 6.00pm

- At 4.30pm any pupils leaving will go to the car park, with their teachers for rolling pick up.
- All staff who do not have a club are on duty to supervise pupils being picked up in the car park.
- Staff assist in taking pupils to their cars and ensure the safe collection of pupils. Pupils should wait quietly and safely.
- An authorised collection register is in place for individuals who are regularly collected by someone other than their designated family members.
- A designated safe word, **“safe journey,”** is used and must be requested if collected by any unauthorised adult.
- A permission list is maintained for those who are allowed to walk home or leave from the bus drop-off point.
- Those pupils who have a club or who are in tea and prep go to the dining hall
- Any Reception to Year 2 pupils in tea and wrap-around care are brought over by the late duty staff) or their club venue for registration.
- Any pupils not collected by 4.45pm are taken into the dining room to be supervised by the Tea and Prep member of staff.
- When Safeguarding issues arise, the Designated Safeguarding Lead informs staff of confidential pupil information related to pick up arrangements that may refer to one parent being able to pick up a pupil and another not.
- The member of staff on sign in duty registers the tea and prep pupils and checks all club registers using SOCS.
- The office can see any pupils who have not been registered and can contact parents/pupils who have not accounted for, and parents of any pupils not collected at the expected time.

Pupils in an External Club:

- Pupils in an external club are collected from the dining hall by the club leader.
- The club leader can take their own club register using SOCS and will liaise with the member of staff on duty regarding any pupils who are absent.
- Pupils staying for prep remain in the dining hall
- At 5pm they are then taken to the library for prep by the prep duty member of staff.

- Reception to Year 2 pupils staying for after school care post 5pm are taken to the lower ground floor in the Baily Building and are supervised by the wraparound care staff, consisting of TA's and teachers.

End of Clubs: 5.30pm/5.45pm

- Pupils are taken to the front of the sports hall and are dismissed to their parents.
- Any pupils in after club care go to the library and are registered by the member of staff on prep duty.
- It is important for all staff to familiarise themselves with the electronic collection register to ensure that pupils are only collected by authorised adults.

End of the School Day: 6pm

- The member of SMT on duty will arrive at the library to collect any pupils who have not been picked up by the 6pm deadline.
- Any Reception to Year 2 pupils not collected by 6.00pm are also brought up to the library at this time.
- The SMT member of staff will attempt to contact parents.
- If no contact is made, the child will remain on School property under supervision.
- A charge may be made to parents for late collection.