



WAKEFIELD GIRLS' HIGH SCHOOL

Document Reference	Pupil Supervision (before and after school) Senior Section Policy
Version Number	V1.03
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Quality Assurance	
Name of Approver / Committee	WGHS GEC
Date Ratified	11.10.2023
Date of Next Review (Annually)	October 2024

VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD ANNUALLY

Version	Date	Change details
V1.00	Nov 2019	Updated, L Ladds
V1.01	Sept 2020	Updated, L Ladds
V1.02	Aug 2022	Updated, L Ladds
V1.03	Sept 2023	Updated, J Harris

To be published on the following:

Staff shared	X	School website	X
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WGHS Senior Section Pupil Supervision (before and after school) Policy

1. 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.

2. WGHS Senior Section Procedures

Students are allowed on site from 8.00am. They must enter the buildings via their designated door and go straight to their form room.

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 must sign in by 4.15pm. 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 must not stay beyond the end of the school day in the Common Room (allowing time to collect their things). All Sixth Form girls are encouraged to be off site after their last lesson and to not stay at the end of the day.

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.

SLT staff will monitor and check the building at regular intervals.

A text/phone call from the relevant member of staff to signal that all students have left school.