
THE HAMMOND - Supervision of Pupils outside Lesson Times

Revised Aug 2005, Aug 2006, Sept 2007, Nov 2009, Sept 2011, Aug 2012, Nov 2012, Nov 13, August 2014, October 2015, October 2016, December 2016, December 2017

Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

Helping Every Child to Achieve More

During the School Day

Before school - parents are advised that by prior arrangement pupils may be dropped off before 8.30 am. From 8.30 there are members of teaching staff on the premises. However, from 8 am onwards students can report to the Library.

Morning break - there is a rota of staff that under take a 'duty'. This entails monitoring behaviour in and around the school buildings. There are 3 members of staff on during in the performing arts centre and other school buildings and outside spaces. Any illness, accident or incident is to be reported to the School Office (Head of Department, Assistant and Vice-Principals or Principal).

Lunch time - there is a rota of staff on 'duty' each lunch time. The teacher's main task (assisted by Prefects) is to ensure pupils go into lunch sensibly and in the right order. During the second duty the teacher finishes off lunch supervision and checks on class rooms.

Afternoon break (10 mins) - Staff rota

Out of School Time

Twilight Sessions - a member of staff or house staff supervises pupils who are not in class and who stay after school. All day pupils (Year 7-11) who are not in class should report to the Library by 4.00 pm where they will be supervised by a member of the boarding staff until 5 pm. If parents are not able to pick their child up post 5 pm they should contact the school.

Evening meal - boarders return to the boarding house after their evening meal.

Saturday - a member of the Boarding House staff is on site during normal Saturdays and is responsible for the overall supervision of dance pupils, and emergencies such as fire alarms, accidents etc. There is also in operation a Leadership Management Team rota which covers a Saturday morning.

Hammond Performing Arts Associates (9 Sundays during the year) - duty dance staff.

Hammond Youth Theatre – HYT Coordinator – Hannah Thomas.

Guidance for Staff

All staff should be alert to hazards and problems and act if they are concerned about anything. When on duty staff should try to cover all areas of Hoole Bank.

In particular they should be aware of:

- Traffic hazards,
- Heaters - are they too close to furniture, is the room too hot etc
- Inappropriate behaviour, and isolated pupils
- Mess in classrooms and cloakrooms
- Broken equipment or damage to buildings
- Activities on the Peace Garden and the astro turf.

Below are the guidelines that have been introduced for the safety of the Lower School pupils at the end of the day (6.30 p.m.)

At 6.00pm -

- Pupils will leave their lessons, sort out books/bags/coats etc then report to boarding staff in the dining room for 6pm dinner in Oasis.
- During the winter **they will remain there** until the house staff invite them to go to the bus once the bus is stationary.
- **Under no circumstances should pupils move from pedestrian areas until the bus has become stationary and they have been given permission to move.**
- During the summer, they may obtain the house staff permission to go outside but they **DO NOT** go to the bus until told to do so by the house staff.

Any day pupils not collected should travel to the boarding house with the boarders.