



INTERNATIONAL BRITISH PRIMARY SCHOOL

SUPERVISION POLICY

At Academy International British Primary School (AIBPS), we strive to ensure that complete and appropriate supervision of all students occurs throughout the school day in order to provide a safe and secure learning environment.

Aim

The aim of this policy is to:

- Clearly outlines the school's routine to ensure suitable supervision of all students throughout the school day
- Clarify staff members' responsibility and roles regarding student supervision
- Provide a safe atmosphere for students, employees and all visitors regardless of race, gender or ability.

Supervision of the Nursery/Pre-School Class

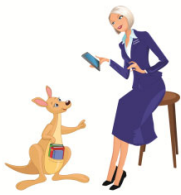
Nursery/Pre-School classes begin with drop off between 7:30am – 7:55am and Roll Call at 7:55 with classes beginning promptly at 8:00am. Parents/Carers or drivers must accompany the child/children safely to Gate 1, where a staff member will receive the child/children. If the teacher suspects that a child is arriving alone, then the parent will be contacted immediately in order to correct the situation. Children are supervised at all times by AIBPS staff members in their designated areas once they enter the school grounds. Nursery/Pre-School classes end at 12:00pm. Parents are to wait outside Gate 1 for the dismissal of their child/children. Students are not released until it is established that the proper adult is there to collect him/her. This is done under the supervision of the Principal and Pre-School staff.

Supervision Before School

Students from Reception to Year 7 are not permitted onto the school site until 7:30am. Parents are regularly reminded that no staff members are on duty prior to this time. Children are expected to enter the school via gate1 where they will be met by AIBPS staff and escorted to their designated area. They will wait here supervised by AIBPS staff until their classroom teacher arrives to take them to class at 8:00am.

Registration

The responsibility for regular school attendance lies with parents/carers They are all requested (and reminded) to inform the school if and why their child is absent. Class teachers record attendance and notify the office of absentees. If no notice is received from a parent/carer, the parents will be contacted after 8:30am. If a child fails to arrive at school, it is the parent's responsibility to take appropriate action to collect and make-up missed work, but school staff will offer practical support.



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Leaving School During the Day

If it is suspected that a student has left the school grounds, staff will try to get the student back to school. Yet, if the student refuses or runs away too quickly, then parents and emergency carers will be immediately notified by telephone. If no one can be reached by telephone, and staff are unable to locate the child, the police will be contacted. Parents are regularly reminded of the importance of the school having current emergency contact numbers.

Students are not permitted off-site during school hours, unless there is a clear, written request from a parent/carer to the school. These notes are retained with the student's records. No staff member will ask a student to run an errand for them that requires leaving the school property.

Illness

If a student has become ill during the school day, office staff make every effort to contact parents/carer by telephone to retrieve the student. Parents/cares are often reminded to update telephone numbers and home information. Sick children will not be permitted to go home unless they have been collected by a parent/carer, driver or other specified chaperon.

Emergency

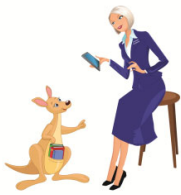
No students will ever be left unsupervised. However, on a very rare occasion, it may be necessary for a teacher to "cover" two classes for a short period of time. Under normal circumstances, one teacher will supervise each class.

Class Time

All children will be in the care of their class teacher throughout the school day, excluding breaks and lunchtimes, where they will be cared for by other AIBPS staff. While students may be taken out of the classroom to work with other adults, they remain in the general care of the class teacher. Students are permitted to independently go to the toilet, walk in the building or run internal errands for staff at the teacher's discretion. All entrances are closed and secured during school times and entry through the main entrance via the Reception Desk is monitored by security. There is access to fenced and supervised outdoor areas. Students will always be supervised by AIBPS staff when learning and playing outdoors.

Visitors

All strangers and visitors on school grounds will be escorted to the Registration Desk in the school entrance. They will be asked their purpose and directed to sign in. If they have no valid reason to be at the school, they will be asked to leave. Parents/carers



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wanting to see staff are asked to please make an appointment with the staff member prior (if the class teacher, preferably through their child's communication book) to arriving at the school. This prevents disruption to class activities and routines. Teachers cannot be removed from class in order to speak with parents. An appointment must be made.

Break Times

The teachers and teaching assistants supervise the play area during break times to ensure students are supervised while playing. Students are only allowed back into the building with an adult's permission. The three school gates are locked and children are reminded about the areas they are not allowed. When break time ends, a staff member will blow the whistle and the students should line up, stand still and await further instructions.

If due to bad weather there is indoor play, then all classes are supervised by an AIBPS staff member. Students are reminded of suitable and safe activities. They are encouraged to play quiet games. Older students may be asked to aid with the play activities of younger students. Students do not leave the play area without an adult's permission. Parents are frequently reminded of the importance of informing the school if they see a problem arising during break times and not to handle the problem themselves. Students are often reminded of the dangers of leaving the school grounds without permission.

Lunch Time Supervision

Adequate supervision is provided to students during the lunch meal and after eating while at play. Students are reminded of appropriate behaviour during lunch. Everyone is to sit and eat quietly, no standing or walking about with food. After 15 minutes, when students have finished eating, they are allowed to play for the remainder of the lunch time. If the supervising staff member believes a student's behaviour during lunch to be harmful to themselves and/or others, then there may be a possibility of lunchtime exclusion.

Note: Children going to and from supervised areas (i.e. hallways or staircases) are expected to do so without direct supervision.

Emergencies

Routine fire drills are practised at different points within the school day, to prepare children for the unexpected. All staff and students leave the building immediately and attendance registers are verified. If an emergency occurs during a lesson, the teacher will send an adult to the office. Classes are not left unsupervised.



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After School Supervision

Teachers certify the safe and organized exit of all students from their classroom. Students are taken to their designated waiting areas where they will wait, supervised by AIBPS staff, until their parents/carer or drivers arrives to pick them up from gate 1 at the end of the day, who will then take over responsibility for them. If a child is not picked up by a parent or driver at the appropriate time, the school will make every effort to contact the parents. **Any child remaining on school grounds after the end of their school day becomes the parents' responsibility unless they are enrolled in After School Care. If children are not registered for After School Care and their parent/carer or driver has not retrieved them within 15 minutes of school ending, a charge of 2,000 CFA per 15 minutes will be charged and requested to pay that day.**

All students have instructions not to leave the school property without their parent/carer or driver. Parents or listed contacts are called if children have not been collected within 30 minutes of the end of classes. If the school is closed early for any reason, all parents/carers are notified in advance, or in an emergency, contacted by phone.

Afterschool Care

Afterschool care is available and provided for Nursery and Pre-School students. Afterschool care is available 12:00-16:30. Parents must register for this service in advance.

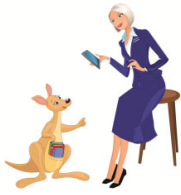
Extra-Curricular Activities

Students participating in extra-curricular activities after school are always required to acquire parental consent, which will include the name and relationship of the person collecting them or written permission allowing the child to walk home alone.

Parents/carers will be notified if the activity is cancelled. However, if it's short notice and is not possible to contact a parent, the student will be supervised at school until the planned end of that activity i.e. the prearranged collection time. Students should not leave the school grounds in these circumstances. They must wait until a parent/carer or driver collects them.

Travel to and from School

The school does not provide student transportation to or from school. Parents/carers are responsible for getting their own children safely to and from school.



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Supervision for Trips or Visits Off-Site

When students are taken off school grounds on an organized visit, the same standards apply i.e. from leaving school until final collection of the students at the end of the visit. Students go on visits at the Principal's discretion. If it is considered that a child's inappropriate behaviour will put themselves or others at risk, then the child will not be allowed to go on a school visit.

Other Relevant Policies

- Health and Safety
- Anti-Bullying Policy
- Behaviour Policy

Date of Policy: July 2017

Date of Review: August 2019