



SUPERVISION OF PUPILS

'Juniors in the community should show due respect for their Seniors, and Seniors should love and care for their Juniors.' (RSB63)

1. Responsibility

1.1. The House Master/ House Mistress (HsM) has responsibility for pupils in their house, day and night. This responsibility may be delegated to their Assistant or another appropriate member of staff during their absence or day off.

1.2. In addition, each house has a house parent on duty during the working day so that there is a continuous presence in the house.

2. Registration

8.00-8.40 am	Registration in House
12.35-12.50 pm	Afternoon registration by Tutor
7.20 pm	Evening registration (start of prep) in House
9.00 pm	Evening Assembly and registration in House
Check in times published for different year groups	In House, check in with Staff

2.1. During the working day, teachers have responsibility for recording absences from lessons on iSAMS and can use the system 'ALERT' button for pupils that are deemed missing five minutes after the lesson was due to begin.

2.2. Pupils in the Health Centre are supervised by the nurse on duty (24 hour care).

3. In the event of an emergency

3.1. A named member of the Senior Leadership Team is on call overnight and at weekends during term time and are contactable via the duty phone.

3.2. The Duty and Emergency Call Out¹ notice provides full details of the SLT on call and house duty rota as well as a list of emergency contact numbers.

Claire Murphy

Director of Pastoral Care
January 2022

¹ The Duty & Emergency Call Out Notice is for internal use only.