



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

Monday - Friday		
8.00-8.40 am		Registration by House
1.55-2.05 pm		Afternoon registration by Tutor
7.20 pm		Evening registration (start of prep) by House
9.00 pm		Evening Assembly and registration by House
Check in times - published for different year groups		In House, check in with Staff
Saturday	Sunday	
8.40-9.10 am	10.00 am	Registration by House
From 9.00 pm		Evening registration by 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 and co-curricular activities on iSAMS and SOCS. In iSAMS staff 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. The Senior Leadership Team (SLT) are on-call overnight and at weekends during term time and are contactable using the contact numbers on the 'Duty & Emergency Call – Out Notice'.

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

Claire Murphy

Senior Deputy Head (Pastoral)
September 2025

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