



ALDENHAM  
— SCHOOL —

## **SUPERVISION OF STUDENTS POLICY**

**Revised January 2026  
by the Deputy Head Pastoral**

## **Overview**

Aldenham School has a responsibility to ensure, as far as is practicable, a safe environment for all employees and for all students throughout the school day in order to ensure their health and safety and welfare. The School takes its duty of care very seriously and bases this on the principle of *in loco parentis*.

The School has a responsibility to be able to account for the whereabouts of its students at all times whilst at school and aims to ensure, when and where practicable, that students are appropriately supervised at all times. However, in the context of a large school site extending over 120 acres, there will inevitably be a degree of freedom and occasions when students are not under the direct vigilance of staff, although all staff maintain an active presence around the site.

## **Normal School Days (Monday to Friday in term time)**

### **Supervision before 8.30am**

Day students arrive at school by coach or are dropped off by parents. The member of staff in charge of coaches has a mobile phone which is used by parents or the coach company in the event of transport difficulties.

Students should arrive between 8.00am – 8.30am and go to their Houses. The School cannot supervise students who arrive before 8.00am or guarantee access to their House. Day Houses (including Martineau's) will always be open and staffed by 8.00 am. All students who arrive after 8.40am (the end of morning call) are to attend Period 1 and register there.

### **Registration**

A register (Call) of all students is taken at the start of the morning and afternoon sessions (8.30am and 2.10pm). This registration is completed by the tutor in the morning and by the HSM at 2.10pm in House. In addition, all teachers are required to register student attendance on iSams every lesson. Parents are responsible for notifying the school if their child is absent for any reason, via MSP. The Attendance Officers phone the parents / guardian of those students who are unaccounted for at morning registration.

### **School Office**

The School Reception is staffed from 7.30am to 5.00pm or 5.30pm, depending on the day during school term time. An answerphone will cover all other times. Students who arrive at School after 8:40am but during Period 1 must go immediately to their first lesson where they will be registered. Students arriving after Period 1 must sign in at Reception. Any student leaving the School site, other than on an organised trip or fixture, must sign out at the School Reception. When it is not staffed, signing in / out sheets are available.

## **Lessons**

Students should be supervised during lesson time and staff have a responsibility to maintain a positive environment in the class. No student is allowed into a laboratory, Art, or Design Technology workshops unsupervised. Sixth formers may have private study periods when they are not under direct supervision, and in these cases must be working in the library, where the librarian is present, in the Sixth Form centre or back at House, where they must sign in. Martineau's students are not allowed to return to their House outside break and lunch time. A Day House matron is present during the day to supervise both Day Houses.

## **Sixth Form Centre**

- This area may be used by sixth formers during lesson time in order to study.
- At break and lunch time, this area may be used.
- Any event outside normal school hours (e.g. evening boarders' activities) must be organised and directly supervised by a member of staff.

## **Responsibility during the day**

Duty schedules are compiled by the Deputy Head Co-curricular and Outreach. These schedules are updated termly and are circulated electronically to all staff members.

School duties are a high priority for all staff, and they must:

- arrive on time for duties;
- ensure students are behaving appropriately;
- complete the duty until the stated time;
- Arrange for a colleague to cover their duty if they cannot undertake it for unavoidable reasons.

The duty staff are expected to undertake the following roles:

## **Break Time**

At morning break time (10.40 - 11.05am) there is always a member of staff in each of the Houses. The Matrons are an active presence, often running a House tuck shop.

Break time supervision around the remainder of the site is informal due to the large site, although there is a specific duty rota for staff who walk around the site to ensure appropriate behaviour. In addition, staff are moving between buildings and reminded to keep a vigilant eye on proceedings.

## **Lunchtime**

During lunchtime, there is a duty rota, and 2 / 3 members of staff are on duty from the beginning of lunchtime until the last student has left the dining hall. Duty staff are supported by School praes. The primary role during the first part of the lunch break is to supervise the lunch queue and ensure that students are well behaved. The second part of the lunch duty involves a member of staff supervising the Dining Hall and ensuring that students are appropriately behaved. Staff are encouraged to eat in the dining hall and support as required. In addition, 1 or 2 members of staff patrol the main areas of the school site.

## **General**

Students must always remain on site during the school day, unless they have parental permission to leave for an appointment. On such a large site, students should not normally venture beyond the School shop, tennis courts or Astroturf except for school activities / games. When accessing venues across the Aldenham Road students are reminded to take extra care. Students do not have access to some areas such as the Catering and Maintenance areas.

If students wish to leave site during the school day, they must have permission from their HSM and must sign out at Reception. Failure to sign out will normally result in a Friday detention.

## **School Prefects (Praes)**

The School Praes have a wide range of responsibilities, including supporting staff in supervising the lunchtime queue. They are also expected to be present at break times in the School tuck shop to maintain good order and uphold school rules.

## **Road Crossing**

There are two occasions each week when the whole school is required to assemble in the Chapel, at these times the zebra crossing is supervised by the member of staff on duty to ensure that students cross safely. The member of staff on duty should assemble students at the side of the road and allow them to cross in groups when appropriate.

## **Travel to and from School**

Coaches drop off and pick students at the Coach Park. McGill's and Beevor's Houses have additional parking space available for parents that can be used for drop-off and pick-up. Parents can also use the lower car park in front of the Prep School and Woodrow's. The member of staff in charge of coaches has a dedicated phone for contact with the coach companies.

For the pick-up at 5.30pm (4.05pm on Monday and Friday and 4.40pm on Wednesday) the member of staff in charge of coaches will be assisted by those on the daily rota, whose main task is to supervise the students crossing the access road to parked cars. The coach departure is orchestrated by the members of staff in charge of coaches. Students waiting for a delayed coach will be supervised until its arrival. Students who miss a coach or who are waiting for parents after are instructed to return to Houses or the Dining Hall.

Students are not supervised by a member of staff when travelling on a school coach but are expected to behave responsibly and adhere to School Rules. Several coaches have CCTV cameras for recording student activity. The School will investigate complaints about poor behaviour.

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of student supervision. Such details are available in the Staff handbook on the HR Hub, other supporting documents can also be accessed here.

### **Supervision on Educational Trips**

The arrangements for the supervision of students during educational trips and fixtures are described in the Educational Visits Policy. Boarding students returning from trips to the coach park after 9.00pm will be escorted to their Houses.

### **Health Centre**

The Health Centre is open daily between 8.00am – 5.00pm or 5:30pm, depending on the day.

The school nursing team provides help for boarding students and for day students who are taken ill whilst at school. If a day student takes ill or has an accident at school, parents will be contacted and requested to collect their child or accompany them (if possible) to hospital.

### **Boarding Houses**

As Sixth Form students have access to their study rooms during the day, there should always be an adult present in the senior boarding houses. If this provision is not available, due to illness or otherwise, then the House will not be open to students returning for extended periods of time. Working School Hours run from 08.30am – 4.00pm for the purposes stated above.

### **Boarding**

There will always be an adult on duty during boarding hours in each of the Houses during the week. They will be based in the boarding houses or supervising the students whilst they attend supper in the dining hall. Between 4.30pm Friday and 10pm Sunday, staff are always on duty and either present in the House or nearby on site and immediately available by telephone.

Boarders call times are as follows are only taken by a member of staff:

|            |  |
|------------|--|
| AM CALL:   | 07.30-07.45                            |
| PM CALL:   | 17.30-17.45                            |
| PREP CALL  | 19.00pm                                |
| FINAL CALL | 22.00pm. (9.45pm for Year 9 students). |

This adult should either be the resident tutor on duty that day or, if unavailable, the HSM's spouse or other member of staff as arranged and agreed by the HSM. **There is always a member of staff on duty and present in the building between the hours of 10pm and 8.30am**

Where the commitments of the HSM or House tutor on duty mean that they are not available at any of the times indicated above, a matron, HSM's spouse or other member of the teaching staff may fulfil the role. However, Houses must ensure students are fully aware of who is available in the House and where they may be located. **Notices clearly fixed to doors or on central House notice boards must clearly state which adult is available and their contact phone number.**

## **Day Houses**

A member of staff is on duty in Day Houses in the morning from 8.00 – 8.30am and at lunch and break times. In addition, there is a day matron in the senior Day Houses. Day Houses are out of bounds to students before 8.00am and after 5.40pm unless directly supervised by a member of staff.

## **Cover by staff from outside the House**

It is the HSM's responsibility to ensure that a member of staff covering in the Boarding House is fully briefed about procedures in general. Very exceptionally, staff in one boarding House may be asked to take responsibility for another House whilst remaining on duty on their own. This arrangement should be agreed in advance with the Deputy Head Pastoral and Head of Boarding. Where such an arrangement is necessary, in an emergency, a member of SLT should be contacted immediately to be notified of the difficulty and for help.

| <b>Staff Member</b> | <b>Mobile number</b> |
|---------------------|----------------------|
| AJH                 | 07977 392382         |
| LRL (DSL)           | 07884 585324         |
| PJR                 | 07557 008543         |

Arrangements for boarding students seeking time away from school are dealt with specifically in the Boarding Students out at Weekends Policy.