

# Supervision Policy

Reviewed and updated 3<sup>rd</sup> September 2024

## Introduction

The aim of this policy is to ensure that teachers and staff at L'École bilingue fully understand their role and responsibility in ensuring pupils safety whilst in the school's care.

## Before school

Start of the day is as follow:

- **8h30:** early children / Welcome in playground / Parents leave their children at the gate.
- **8h45:** Elementary school only / Welcome in playground / Parents leave their children at the gate.
- **9 to 9:10 am:** Nursery school / Welcome in classroom → lessons start at 9:15 am
- **8:45 to 8:55 am:** CP & CE1 / Teachers call pupils in playground / Welcome in classroom → lessons start at 9 am.
- **8:30 to 8:40 am:** CE2, CM1 & CM2 / Teachers call pupils in playground / Welcome in classroom → lessons start at 8:45 am
- **9:10 am:** Gates close

Pupils may arrive before 9am. Parents can drop their children from 8.30 when a member of staff is on duty in the school playground.

“Maternelle” children in the playground are taken in the main hall upstairs at 8.45.

Elementary children stay in playground when a member of staff is on duty in the school playground.

Staff are waiting for the school bus to arrive around 8.45 and take nursery children upstairs. Bus elementary children stay in playground when a member of staff is on duty in the school playground until 9am.

## Break Periods

A rota for adult supervision of pupils is in place (see school duties). A minimum of 2 adults per break are on duty when nursery children are out at play and 1 adult for elementary children.

In the event of inclement weather, nursery children will remain in the nursery hall upstairs. Elementary children will remain in their classroom where adult staff will ensure regular supervision throughout.

## Lunchtimes

A rota for adult supervision of pupils is in place (see school duties). Children are supervised by a minimum of 3 adults (2 teachers, 1 kitchen assistant in nursery and 2 kitchen assistant and 1 teacher in elementary).

## After School

Nursery and Elementary children are taken to the main gate by their teacher and given to their parents or a designated adult. If it is the wish of their parents, Y6 children are allowed to make their own way home.

## Leaving School

No child should leave the premises during the school day unless agreed with and picked up by the parents or other adults parents have officially authorized to pick them up.

## After School Care or Clubs

Afters school care or clubs are provided until 5.00/5:10 pm respectively. Children attending the After School Care are picked up by their parents or a designated adult.

Parents whose children attend School Club must follow the Parents Association (APEB) policy given to them at registration.

**Supervision during Educational Visits**  
Please refer to the Educational Visits Policy



**MATIN/MORNING**

- **8h30-8h45** : Accueil, dans la cour, des enfants matinaux (Maternelle & Élémentaire) - Aucun parent n'est autorisé dans la cour / *Welcome, in the playground, for children who arrive early (Maternelle & Élémentaire) - No parents in the playground*
- **8h45** : Les enfants matinaux de Maternelle sont conduits à l'étage par l'enseignante ou l'assistante de Petite Section - *Early children of Maternelle are taken upstairs by the Petite Section teacher or assistant*
- **8h30-8h40** : Accueil des enfants du cycle 3 d'Elémentaire (CE2/CM1/CM2) - Aucun parent n'est autorisé dans la cour / *Welcome for children of CE2/CM1/CM2 in Élémentaire - No parents in the playground*
- **8h45-8h55** : Accueil des enfants du cycle 2 d'Elémentaire (CP/CE1) - Aucun parent n'est autorisé dans la cour / *Welcome for children of CP & CE1 classes in Élémentaire - No parents in the playground*
- **9h-9h10** : Accueil des enfants de Maternelle - Aucun parent n'est autorisé dans la cour / *Welcome for children of Maternelle - No parents in the playground*
- **9h10** : Fermeture du portail / *Gate closure*

**APRES-MIDI / AFTERNOON**

- **15h30 (Mer./Wed. 12h15)** : Fin de journée pour la Petite Section, la Moyenne Section et la Grande Section (Maternelle)- Les enseignants accompagnent leurs élèves au portail. / *End of day for Élémentaire - Teachers take their pupils to the gate.*
- **15h45 (Mer./Wed. 11h45)** : Fin de journée pour les classes de CE2, CM1 & CM2 (Elémentaire) - Les enseignants accompagnent leurs élèves au portail. / *End of day for CE2m CM1 & CM2 classes - Teachers take their pupils to the gate.*
- **16h (Mer./Wed. 12h)** : Fin de journée pour les classes de CP & CE1 (Elémentaire) - Les enseignants accompagnent leurs élèves au portail. / *End of day for CP & EC1 classes Élémentaire - Teachers take their pupils to the gate.*
- **16h-17h (Mer./Wed. 12h-13h)** : Garderie (£5)/ *After school care (£5)*  
*Parents of children in Maternelle who are staying after 15h30 (Mon., Tue., Thu. and Fri.) and after 12h15 will be charged.*  
*Parents of children in CP & CE1 who are staying after 16h (Mon., Tue., Thu. and Fri.) and after 12h will be charged.*  
*Parents of children in CE2, CM1 and CM2 who are staying after 15h45 (Mon., Tue., Thu. and Fri.) and after 11h45 will be charged.*

2024-2025

# SCHOOL HOURS

		AM	PM
A	PS, MS & GS	Welcome/Playground [9h-9h10] => Teaching starts at 9h15	15h30 (Wed. 12h15)
B	CP & CE1	Welcome/Playground [8h45-8h55] => Teaching starts at 9h	16h (Wed. 12h)
C	CE2, CM1 & CM2	Welcome/Playground [8h30-8h40] => Teaching starts at 8h45	15h45 (Wed. 11h45)

The school GATES open at **8h30** & close at **9h10**.  
They reopen at **15h30** (Wed. 11h45) & close **16h10** (Wed. 12h25)

# GARDERIE HOURS

Mon/Tue/Thu/Fri	Wed
Until 17h	Until 13h

The school GATES **reopen at 16h50** (Wed. 12h50) & **close at 17h** (Wed. 13h).