Wychwood School
OXFORD

Supervision of Pupils.
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Last reviewed: June 2022
Next review: June 2024

It is the general responsibility of all staff to be in a supervisory capacity with pupils at all times.

In Lessons:
In the context of lesson times the teacher should supervise the pupils in his/her care as appropriate to the situation and task. The teacher should always be able to contact another member of staff (whether in person or by mobile phone) should any problems arise.

Outside Lesson Times:
The girls at Wychwood School are seen to be of an age and stage to take appropriate personal responsibility for their actions in their breaks, free time and leisure activities. There are always teaching and non-teaching staff available for girls in the staff room, the school office, the library or in the boarding houses and all extra-curricular activities, including prep, are adequately supervised. Pupils are made aware of where the staff available to them are at all times. See the Prep supervision section in the Staff Handbook.

In the Library:
During school hours the library is supervised by the librarian or covering teachers. During prep time it is supervised in accordance with the prep supervision section of the staff handbook. Saturday morning prep is also supervised. Outside lesson and prep times the library does not have a supervising teacher but a responsible member of staff is on hand nearby at all times.

The Study Area:
A-level students (i.e. those above 16 years of age) are encouraged to work independently as preparation for the next stage of their education. Should they need a member of staff, there is always somebody available nearby. Wychwood Sixth girls are welcome to work in the main library under adult supervision and may indeed be required to do so if unable to exercise sufficient self-discipline.

Overnight:
Up to 10.00 pm there are 2 resident staff on duty, one in each building, with a further member of staff checking doors, windows, lights, computers, locking up etc. From 10.00 pm there is a resident member of staff in charge of each building area, with at least one other member of staff also in residence in the school.

School Trips and Matches:
Please see the separate policy on Organising School Trips and Visits and the recommended staff: pupil ratio.

Weekends:
Weekend supervision is outlined in the Boarding Handbook.