



Safety & Security of Pupils Policy

**COVERING FELSTED PREP SCHOOL
INCLUDING EYFS AND BOARDING**

Governors' Committee normally reviewing:	FPS Leadership Team
Date last formally approved by the Governors:	Autumn 2018
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Person responsible for implementation and monitoring:	The Head, Deputy Head, H&S Manager
Other relevant policies:	Safeguarding (Child Protection and Staff Behaviour) Policy, Safer Recruitment Policy, Crisis Management Plan, Policy on Health and Safety Activities outside school, Missing Child Procedure, Attendance Policy, Fire evacuation policy, Disability Access Plan, Drug and Drug Education Policy, Treatment and Medication Policy, First Aid Policy, Bereavement Care, Computer Usage and Data Protection Policies, Healthy Body, Healthy Mind Policy, Smoking Policy, Sun Protection Policy, Induction Procedures, Supervision Policy

The following Policy covers the Aims and Ethos of the Prep School

Mr Simon James
Head, Felsted Prep School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

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Safety, Security & Supervision of Pupils

At Felsted, the Safety and Security of the children is of paramount importance to us as part of our Safeguarding responsibilities. We value the beauty of the rural nature of our School and Village, but this does mean that parts of our site are more open than in an urban school. However, we endeavour to make the site as safe and secure as possible, with the children being educated to understand the dangers that can exist in our modern day society. A full risk assessment of the site occurs annually at the start of each school year, when pupils access to risk areas to school buildings and grounds are considered.

- With this in mind, all **employees** of Felsted are DBS (Data Barring Service) checked and are required to wear **FPS Photo ID Badges and Lanyard** at all times on the School site and the children are taught to report and not approach any adult who does not have this authorisation. Staff are asked to challenge any adult who does not appear to be wearing a **Felsted ID badge** and to report the incident to The Deputy Head, or in his absence a Head of Phase who will decide whether Security should be informed. *Staff are required as part of their contract to hand-back their Security Badges and Lanyards if/when they leave the employment of Felsted School.*
- **All staff** are supplied with a Prep School Master key (PSM). If this key is lost then it must be reported to the Deputy Head. The key must be returned when the member of staff leaves the employment of the School. *See also Bursar’s notes – Section H3.* The codes on door pads are changed at irregular intervals throughout the year. During the day, staff should ensure that external doors are not hooked open, that gates are closed and that padlocks are shut with code scrambled.
- The padlock (PSM Key) & gate on the **path to Main Car Park** is only to be opened by a **member of staff** when he/she is taking a group of pupils out of school (eg to Chapel, to Swimming or for 3.40/5.40pm ‘Sign-Out’ to Parents in the Main Car Park. The member of staff is responsible for locking the padlock.
- The gate between School House and Courtauld House should be shut between 9.00am and 4.00pm each day.

- The main gate to **Stewart House** from the car park/ drop-off zone is locked during the day. Visitors must press the buzzer and the receptionist will unlock the gate. The access doors to the building are opened by an electronic fob which is carried by all Stewart House staff. The Stewart House Main Gate is unlocked by the Stewart House Duty Staff at 8:10am and by the SH Receptionist at 3.30pm and locked again after parents/pupils have departed (at no time should the gate be left open and unsupervised). There are 3 other gates into Stewart House which are secured with 4 digit padlocks – these gates **MUST** be kept locked at all times – please twiddle the numbers so that the “open” combination is not showing. The gate entrance to Stewart House by the back of Courtauld House operates on the PSM system.
- **Staff are asked to lock their classrooms and close windows at the end of each day.** Pupil safety and security is always treated with utmost importance. The Deputy Head is i/c FPS Security and liaises through The Estates Manager with the Security Guards who patrol the school grounds during the school day and at night, throughout the year. The Security Guards have direct mobile phone access 24/7 with the Deputy Head, and Houseparents/ Assistant Houseparents.
- **All visitors** to Felsted Prep School are required to report to the School Office, Stewart House Office or the Heads’ PA’s Office where they are “signed-in” and issued with a Visitor’s Badge and Safeguarding Information. Prospective parents are escorted around the School during their visits.
- Although we welcome having **parents** visiting us, having unidentified people walking around our buildings and site would be at odds with our Safety and Security Policy. In September 2007, we introduced a **Safety and Security Agreement** to which all parents must adhere (*see Information for Parents Booklet*)

Pupils on the FPS-site

- As a day and boarding School, pupils at Felsted Prep School are supervised at all times (24 hours a day) by appropriately trained and qualified adults.
- For day-pupils in Years 3-8, the supervision starts at 8.00am and ends at 6.00pm
- Any day-pupils arriving before 8.00am must sign-in at the School Office (Y3-6) and go to the School Library; or if in Y7 & 8 sign-in at Courtauld House and wait in the CH ICT room, the CH Common Room or in the CH Atrium.
- Additional supervision is provided for day-pupils who stay for after-tea activities alongside the boarders from 6.00pm-7.45pm
- Boarding House staff supervise boarders from 5.40. pm until 7.30 pm
- Residential Boarding Staff are on duty from 7.30 pm until 8.15 am on a rota basis..
- Safety and Security of pupils at drop-off time in the morning and collection in the afternoon/evening is of paramount importance,

and as such, staff are on duty in the car park(s) to help with and monitor pupil safety. *See also Parents' Information Handbook – Car Park Code of Conduct.*

- EYFS (Reception) pupils arrive between 8.10-8.45am via the Main Pupils' Entrance to Stewart House and are signed-over by parents/guardians to their class teacher and are handed back to their parents/guardians at the end of their school day. Pupils are electronically registered at 8.45 am and again at 1.00 pm.
- Pupils in Years 1 & 2 are signed-over by their parents/ guardians to Stewart House Duty Staff between 8.10-8.45am and are handed back to their parents/guardians at the end of their school day. Pupils are electronically registered at 8.45 am and again at 1.00 pm.
- *Note: ALL parents of pupils in Years R-4 are provided with individually named FPS Parent Badges (colour coded each year) at the start of the school year. HoPs are responsible for ensuring that Parents wear their ID badges when on the School Site. If they are not wearing a badge, then they should be supervised by a member of staff at all times.*
- **Music Lessons** for pupils in Years 3 – 8 should be supervised as follows:

All Pupils in Years 7 and 8 to get to music lesson on site on their own. Off-site (eg. Senior School), Parents give written permission for pupils to walk to and from lessons (signing IN/OUT at Courtauld House and BKA) or if permission is not given, supervision is provided.

All pupils in Years 5 and 6 to get to music lessons on site alone, but to be accompanied to music off FPS site

All pupils in Years R to Year 4 to be picked up and accompanied to and from all music lessons.

- Pupils in Years 3-8 are supervised as set out in the guidelines below on arrival and are electronically registered at 8.20am each morning by their form tutor and at the start of afternoon lessons/games (times as on daily timetable).
- Pupils are registered at the start of each lesson by the teacher for that particular lesson.

Pupils off-site (but in Felsted)

- **Road Crossing** - only pupils in Years 7 & 8 may cross the roads around the School without adult supervision. They must use the Pedestrian Exit from the Main School Car Park or Courtauld House and use the Zebra Crossing. All other pupils in Year 6 and below must be accompanied by an adult at all times. Years 7 & 8 children **must not** be asked to supervise the crossing of younger children. The pupils must be taught not to set foot on the crossing until all vehicles have come to a complete halt. After 6.00pm (eg evening activities), **ALL** pupils must be supervised/escorted off-site by a member of staff who should be wearing a High-Viz Jacket.
- **Years 7&8 pupils may leave the FPS site not under the direct supervision of a member of staff to go to and from lessons in the Prep School Music Department, to Chapel, to lunch in the LRH, and to use Sports facilities, such as the Astro turf hockey pitches - they must follow road-crossing and safety procedures as outlined to them by the Head(s) of Years 7 and 8. They should, whenever possible, be in groups of at least three.**
- After 6.00pm - ALL pupils must be supervised directly by an adult who should be wearing a High-Viz Jacket, when going to and from the above facilities and Boarders must wear High-Viz arm band to and from Linsell's and LRH from after October/November half term to after February half term.
- Staff are asked to be extremely vigilant and to help educate the pupils in 'Road Safety and Stranger Danger' (see PSHE Policy).
- If a member of staff takes a group of pupils off the main Prep School site then he/she must leave a 'Register' (list of pupils' names) with the School Office (Years 3-6) or in the Courtauld House Office. e.g. an Art group sketching in the village, an evening activity on the Astro. It is not necessary to do this if the main academic or games timetables list the pupils as in the Music School, Swimming Pool or doing games on the Astros. **Staff should leave a mobile phone contact number when checking out pupils from the FPS site. If dark, the member of staff must wear a High-Viz.**
- If a member of staff from Stewart House takes a group of pupils off the main Prep School site, then he /she must ensure relevant information is provided to the Stewart House Receptionist including the name of the group of pupils and staff going off-site. **Staff should leave a mobile phone contact number when checking out pupils from the FPS site.**

Staff Guidelines - Supervision of Years 3-8 Pupils outside of the classroom

- The following schedule does not set out to be comprehensive but to give the essential minimum framework around which the Duty Staff must work. Duty Staff should always remember that they can be **held responsible** for any accident or mishap that may occur to pupils on the school grounds during their period of duty.
- It is therefore essential that they are **on the move** and on the alert. If pupils are aware that the member of staff on duty may appear at any moment, many possible misdemeanours may never be contemplated.
- Breakages and vandalism usually occur when pupils can be sure that they will not be observed. For this reason, Duty Staff **should not involve themselves in any specific activity** for any length of time i.e. playing football, helping pupils in Computer Room etc. during their tour of duty, **nor should they base themselves in the Staff Room or be doing photocopying etc.** When in doubt it is better to err on the strict side.
- Any major incidents are added by the Head of Phase to the Pupil Information Record on MIS (PIR) of individual pupils and any relevant information will be shared with staff. A central list is updated on a termly basis. Minor incidents are logged in the Phase Incident Log Books to which all staff can access. **Punishments etc. should be given according to the School's Behavioural Policy.**
- **Areas to patrol for staff supervising Years 3-8 pupils: there are *three main areas to patrol*:**
 - (i) in and around the Courtauld House - *use hand bell*
 - (ii) in and around the Main School Building - *use electric bell*
(including the CPA, Cloisterfield, in front of Year 3 classrooms & Hard Play / Adventure Playground)
 - (iii) in and around Ffrome Court - *use hand-bell on outside wall* - the duty member of staff will patrol in the Ffrome Court playground area

Guidelines - for Staff supervising pupils

The guidelines that follow should help us adopt a consistent approach to daily and weekly routines:

Stewart House

1. **Early Morning Before School 08.10- 08.45**
Reception children are taken straight into their classes by their carers, where they are supervised by their class teacher.
Children in Years 1 and 2 are either brought to the entrance gate by their carers and signed in with the member of staff on duty or handed to the member of staff on duty at the 'Kiss & Drop Stop'. They are supervised in the back playground (or in Toad Hall if wet) by 2 members of staff together and a GAP Assistant. These members of staff are also responsible for making sure no children leave the playground through the gate to return to the car park.
2. **Morning Break**
EYFS and Year 1 and 2 pupils have their morning break at separate times. Three members of staff supervise the playground including snack time. Children stop and listen when the whistle is blown and line up when hand bell is rung.
3. **Lunchtime**
EYFS are taken to lunch and are supervised by their class teacher in the hall. After lunch, they are escorted back to their classrooms where they are supervised by the Reception team. Their outside playtime is supervised by two members of staff.

Years 1 and 2 are taken to lunch and are supervised by two teachers and two teaching assistants in the hall. After lunch, they are supervised in the playground (or in their classrooms if it is raining) by three members of staff. Children stop and listen when the whistle is blown and line up when hand bell is rung.
4. **Afternoon Break 14.00- 14.15**
EYFS and Year 1 and 2 pupils have their morning break at a separate times. For each morning break, three members of staff supervise are out in the playground including with the children, supervising their play and for Years 1 and 2 supervising snack time. Children stop and listen when the whistle is blown and line up when hand bell is rung.
5. **End of school day**
At the end of the school day EYFS children will be collected from their classrooms by their carers.

Parents/carers of Year 1 children will collect them from the rear door. The children will be taken down the back stairs by their class teachers and handed over to their carers. The teachers will sign the children out.

Parents/carers of Year 2 children will collect them from the front play area. The children will be taken down the front stairs by their teachers and handed over to their carers. The teachers will sign the children out.

Any children attending Woodlanders After School Club or an after school activity will go to the hall to meet the staff member in charge of the activity. They will be registered by the appropriate member of staff before leaving to do the activity. When children are collected from Woodlanders or from their activity, the member of staff in charge will sign the children out on their register and return it to the Receptionist's office where the registers are kept. Children not collected by 5:45pm will be taken to the Main school office and parents are informed to collect from here.

When members of staff leave the building at the end of the day they are responsible for closing the windows and door to the classroom and ensuring that computers etc are shut down. Fire doors in the corridors must be closed at night. The last staff member should ensure that the staff room, First Aid room, office and hall are secure and that the external doors are closed and locked. Office staff are responsible for securing their own work area. The security guards will check the building during the evening.

Years 3 – 8: Ffrome Court, Cloisters and Courtauld House areas as detailed above:

- 1a. **Drop Off between 08:00 – 08:20** is supervised by the Heads/Assistant Heads of Ffrome Court and Cloisters (Main Car Park) and Courtauld House (outside Courtauld House)
- 1b. **Early Morning Before School** **08:00 – 08:20**
General patrolling of the three main areas as pupils arrive.
Years 3 & 4 children must play in the Ffrome Court Playground (not outside Y3 classrooms), having dropped off their workbags in their classrooms.
Ring **BELLS** for Registration at 08:20.
2. **Chapel – Road Crossing**
Wednesday (10:50); Monday & Friday (15:55)
(i) Pedestrian Crossing (ii) Stebbing Road nr. Chapel.
Pupils are supervised as they cross to and from Chapel. The rule is: if you see a vehicle moving don't cross! **Pupils in Years 3-6 may only ever cross the road with ADULT supervision.** Duty staff should attend Chapel and cross pupils back on return.
3. **Morning Break**
Years 7 & 8 (outside CH); Years 5 & 6 (under CPA);
Years 3 & 4 (under FC CPA)

- Y3-8 Mon, Thurs 11:00-11:25 (bell 11:25)
- Y3-8 Tues 10.40-11:05 (bell 11:05)
- Y3-8 Wed 10:30-10.50 (bell 10.50)
- Y3-8 Fri 10:40-11:25 (bell 11:25)
- Y5-8 Sat 11:10-11:35 (bell 11:35)

Try to get to break before the pupils (may be leave your lesson a couple of minutes early)

- (i) Supervise drink & snack – keep pupils orderly and fairly quiet – make sure that pupils **do not** go and play before they have had a drink/snack.
- (ii) Arrange for trolleys to be returned to the kitchens after all pupils have had a drink/snack. Check that CH and CPA areas are left free of litter.
- (iii) Patrol relevant areas inside and outside the school buildings, including changing rooms – work as a team with the other duty staff to ensure that all areas are covered.
- (iv) If weather is poor insist on staying under cover, wearing coats or have an indoor break. Years 5-8 should wear trainers if playing on the grass.
- (v) Ring BELLS promptly – see times above.
- (vi) Supervise Daily Detentions in Courtauld House

Staff duty rotas on Fridays:

- Lists will be published in the CH (Y7&8) and Cloisters Staff Room (Y5&6) of pupils with a *“Friday Detention”* (40 minutes) or with *“Minus Points”* which will lose tasks 20 minutes (-1 point) or 40 minutes (-2 points) of their free time – they will report to a CH Classroom (Y7&8) or CL2 classroom (Y5&6) – and be supervised by members of Common Room (on rota – see list).
- The three duty zones of the School will be patrolled during Friday long-break by at least two members of staff in each area.
- Years 5&6 pupils will change for games at 10.40am **before** having their break time drink & snack (supervised in C/Rs by a male & female GAP student).

4. Lunch Duty: Times vary (see daily timetable) :

Three areas to patrol. General supervision outside and inside – keep an eye on lunch queue and try to make sure that pupils do not miss their lunch slot. **Ring bells where appropriate.**

- (i) If weather is poor, keep pupils under covered areas or inside. Coats on if drizzling etc.
- (ii) Ring **BELLS** promptly – Times vary (see daily timetable)

5. **Afternoon Break - Times vary (see daily timetable)**
- (i) Similar to Morning Break
 - (ii) Patrol outside and inside.
 - (iii) Ring **BELLS** for Chapel/Assembly/Games/Activities on Mondays, Thursdays & Fridays – see daily tt for times
 - (iv) Ring **BELLS** for Y7&8 PSHE and for Y3-6 Activities on Tuesdays (16:35)

6. **Wednesday Afternoon (15.40/15:50/16:00-17:45 - half-day)**

Four staff on duty – one covers Courtauld House with Years 7 & 8, one covers the Cloisters area with Years 5 & 6, and two cover Ffrome Court with Years 3 & 4. General supervision of pupils around the School including making sure that Years 3&4 pupils are at their chosen after-school activity.

Years 7 & 8 pupils may visit the village shop (Linsell's) on their own in Summer/Spring Term at the discretion of the Boarding House staff. All Boarders may visit the Linsell's on a Wednesday evening after 18:00 pm supervised by Boarding House Staff

The Years 7&8 Duty Member of Staff along with the Boarding Assistant and a GAP student will supervise Boarders' Prep from 16:30-17:30 in CHICT room.

7. **Changing Rooms - before and after games (*an area where "bullying" or silly behaviour can occur*)**

- (i) **Before games** - ensure that you are there **before** pupils begin to change; move around in the C/Rs; encourage pupils to change quietly and as quickly as possible, leaving C/Rs tidy – **you should be the last to leave!**
- (ii) **After games** – take over responsibility from other games staff; pupils should be tidy and presentable and that they leave the Changing Rooms tidy before you dismiss them - **you should be the last to leave!**

8. **Duties at the end of the school day (normally 17:35-17:55)**
RING BELLS - 17.40 (Main) and 17:50 (Courtauld House)

- (i) **"Signing-Out"** – from Main Car Park (Y3&4 at either 15.40 or 17.35) Green Doors (Y5&6 at 17:45); CH (Y7&8 at 17:55).
Ensure that pupils are properly dressed in full School Uniform – coats on if cold/wet; and that they are "signed-out" **by you or by duty pupils** (Y7&8 only).
- (ii) **Car Park (Main 17:35/17:40 & CH at 17:50)** – be prompt – your main concern is **safety** – pupils should wait sensibly (no games or running about) in "waiting area" for their parents to arrive – coats on if cold/wet. The duty ends when the last person departs! The member of staff on Car Park Duty may need to ring parents if pupils have not been collected on time (or pass the matter on to a member of the Evening Duty Team, who can make the telephone call). When dark,

the Duty Teacher **MUST** wear a High-Viz Jacket. Lock gate by Evans block once last pupil has departed (approx.. 18:00)

(iii) Tea Assembly (M-F)

- a. **Duty League** jobs happen throughout the day under the control of the League Captains. Years 7&8 are normally signed-out by League Captains. The weekly rota of Leagues is published in the School Calendar.
- b. **Tea Assembly:** Boarding House Staff take a register and organise & explain what evening activities are on offer, , followed by any Day-Pupils who are staying for tea – keep an eye on the queue for any pushing etc. **Tea Duty** – keep an eye on pupils in tea – encourage them to eat well.

9. Evening Duties 18:00 – 20:00 (see also Boarding House Handbook)

Duties will be allocated by the Houseparents or Assistant Houseparent

- (i) **Prep Duty (M& F) – 18:30 – 19:30** in Evans Block (Junior ICT Room + CL1 & CL2 classrooms>Supervise quiet work and assist pupils where necessary. Years 5 & 6 Boarders will do their Prep in the Library. (See Boarding House Handbook)
- (ii) **General duty**
 - patrol inside and outside main building (incl. Boarding House)
 - try to ensure that all younger pupils are well occupied (hobbies etc)
 -
 -
- (iii) **Evening Snacks (19:30)**
 - drinks, cereal, toast etc. – supervise in Dining Room
 - make sure that pupils do not enter kitchen area
 - ensure that Dining Room is left tidy.

Day-pupils should have “signed-out” and departed by 19:45 – check this.

- (iv) **Lock-up (18:00-20:00)**
 - turn off lights and lock up **all** outside buildings, doors and windows – including Pavilion, Outside Classrooms, Sports Hall, Ffrome Court, Phillips Music Centre & Courtauld House.
 - **set alarm in Courtauld House (18:30).**
 - Ffrome Court and outlying classrooms straight after tea (approx. 18:15-19:00)
 - **lock** Gate near Evans Block, if still open.
 - check that doors to main building are not hooked open.
 - Four Duty-Pupils should lock-up and close windows etc. in the Main Building – Boarding House Staff organise this.

- (v) **At 20:00**, hand-over to the Boarding House Staff. **Male & female** duty staff.

Evening Meal – if you require an evening meal (supper) on your Duty Evening, you may eat with the pupils at 18.00 or later at any time between 18:00 and 20:30, but please ensure that you don't all eat at the same time. i.e. try to ensure that one of you is on patrol – especially in the Summer when Boarders are still outside!

FPS Driveway Gate - Vehicle Gates to School House Driveway will be closed (but not locked) from 09:00-16:30 each day.

Timings will be:

Mondays - Fridays:

- Opened at 06:00
- Closed at 09:00
- Opened at about 16:30 after p.m. break (Mon, Tues, Thurs, Fri)
- Opened at 13.30 on Wednesdays (for Parents attending sports matches)

- If any member of the FPS Teaching or Support Staff, Grounds or Works Dept need access between these hours, then they will need to open/close gates themselves.

- Timings will be adjusted for special events such as Concerts, Taster Days etc.

- Overnight: Closed and locked by Security at 21:00

- Pedestrian Gate to be kept unlocked for access between Stewart House and Main Site

All visitors to Felsted Prep School are required to report to the School Office where they are “signed-in” and issued with a Visitor’s Badge and Safeguarding Information. Prospective parents are escorted around the School during their visits, **are signed in and wear badges**. All approved contractors have to follow the designated procedures as laid down by the Estate Manager.

Although we welcome having parents visiting us, we feel that having unidentified people walking around our buildings and site is at odds with our Safety and Security Policy to which all parents must adhere (this has been updated annually):

“Parents’ Safety & Security Agreement”

From 8.00 a.m. – 6.00 p.m. - all Parents should report to the Main School Office (Years 3-8) or Stewart House Reception (Years R-2) where they will be required to “sign-in” and be issued with a “Visiting Parent” badge and lanyard, which will include the person visiting, date,time of visit.

- *This procedure should be followed when parents need to meet with Health and Wellbeing Assistants in the Medical Room or any other Members of Staff, including those in Courtauld House.*
- *Parents are requested to leave the School premises including the Car Park as soon as possible after they have conducted their business.*
- *Parents are requested to use the "Stop & Drop" facility whenever possible in order to avoid unnecessary congestion in the Car Parks and to e-mail staff to make appointments for meetings.*
- *Parents are not permitted to enter the Boys' or Girls' Changing Rooms at any time.*
- *Exception for Parents of Years 7&8 pupils: who have an urgent need to speak personally to the Head of Years 7&8 or to their child's Tutor, may report directly to the Courtauld House Office between 8.00 a.m. and 8.20 a.m. only.*
- *Exception for Parents of Years 3&4 pupils: who have an urgent need to speak personally to the Head of Years 3&4 or to their child's Tutor, may report directly to the Years 3 & 4 area (via the side gate) between 8.00 a.m. and 8.20 a.m. only. Such parents must be wearing their FPS issued identity badges.*
- *Exception for Parents of Stewart House pupils who are required to bring their children into school each day between 8.10 a.m. and 8.45 a.m and sign them in. At 3.30 p.m. or at the end of a co-curricular activity, Parents of Stewart House Pupils are required to collect their child in person from the appropriate member of staff on the premises.*

Boarding House: During term time, Parents are not allowed in the Boarding House unless escorted by a member of the Boarding House Staff. At the start and end of each term, parents enter the Boarding House to assist their children with luggage. There is always a member of the Boarding House Staff on duty in House.

From 6.00 p.m. – 8.00 a.m. - all Parents should report to the Member of Staff on Duty or to the Boarding House Staff immediately on arrival. This can also be done by ringing the duty mobile phone: Tel. 07764 332936.

Match Days - parents are requested to stay outside the School buildings except for when having "Post Match Tea" in the Ross Hall.

Parents who participate in regular classes, such as tennis, netball, Steel Band or language lessons, will be issued with Name Badges for these activities and registers are collected from the School Office in order to check who is on site.

Stewart House School Parents - should follow the relevant arrangements above after 08:45 am - they are requested not to walk through the Courtauld House or Main School buildings with or without their children. They should also refer to the additional routines for dropping off and collecting their children, as detailed in the Stewart House Parents' Information booklet.

Parents of Stewart House and Ffrome Court (Y3&4) pupils are issued with FPS Family Name badges (at the start of each academic year), which they must wear when accompanying their children into school and when collecting them at the end of the school day.

Monitoring and Evaluation

This policy is monitored through regular checking of the named procedures in this policy and discussion of the policy in the Parents' Association Committee. This Policy is evaluated according to the School's Policy Evaluation Cycle and the header at the top of this Policy.