



St Paul's Juniors

Supervision of Pupils Policy

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Applicable to:	SPJ		

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to: policyquery@stpaulsschool.org.uk

1. Arrival

- 1.1 The earliest time that pupils can arrive at school is 7.45am. Pupils are not allowed in the school building before this time and should wait in the Ichthys marquee upon arrival.

2. Times of Duties and Numbers of Staff Involved

2.1 Before school

2.1.1 7.45am

A member of the School Leadership Team (SLT) is on duty in the Marquee Area. Pupils remain by the marquee until 8am unless supervised inside by a member of staff for a specific activity.

2.1.2 8.00am – 8.20am

At 8am a bell sounds. At this point pupils are allowed inside the building to drop off their bags. All form tutors are in form rooms from 8am but pupils must go back outside if for any reason their Form Tutor is not in their Form room. Pupils must not congregate in corridors as this blocks the passageway for those arriving in school.

Five members of staff are on duty during this time: three outside and two inside.

Of the members of staff outside, one member of SLT is in the drop off car park, one takes responsibility for Old Tennis Courts and the other for the Marquee Area.

A car park attendant is also on duty by the drop off car park and is responsible for monitoring traffic and the safe crossing of roads throughout the morning break.

Of the members of staff inside, one will patrol the Ground/First Floor classrooms and corridors and one will patrol the Second/Third Floor classrooms and corridor.

2.2 Morning break

2.2.1 10.15 – 10.35am

All Pupils are expected to go outside during morning break unless they are supervised by a member of staff.

Seven members of staff are on duty during this time: six outside and one inside.

The member of staff inside will patrol the corridors of the Ichthys building.

During the first half of the Autumn Term and the whole of the Summer Term, the six members of staff outside will supervise the marquee, the road outside Ichthys, the road outside Ichthys (far end by engineering), the old tennis courts, Pitch 1 (in front of Ichthys) Pitch 1 (far end of pitches.)

During the second half of the Autumn Term and the Spring Term the six members of staff supervise the marquee, the road outside Ichthys, the old tennis courts and the MUGA.

The member of staff supervising the marquee must monitor the back of the Changing Rooms. This person should periodically check the changing rooms are not being used by pupils as a play area.

The road leading to Ichthys is cornered off at 10:10am, stopping any cars from driving down the road during break time.

2.3 Lunch break

2.3.1 During lunch break supervision arrangements are as follows:

Area	Timing	Number of Staff & Duty Location
Dining Hall	11.55am - 12.25pm	4 staff as follows: <ul style="list-style-type: none"> One supervising the outside lunch queue One supervising the inside lunch queue Two members of staff supervising eating
Outside Areas	11.55am – 12.25pm	One staff responsible for helping control movement from Old Tennis Courts to dining hall (outside Wathen Hall) One staff supervising boys in the Old Tennis Courts and calling them to lunch. One staff member on the road outside Centenary Building. One staff member by marquee area.
	12.25pm – 12.50pm	7 staff as follows: <ul style="list-style-type: none"> Inside Ichthys On the road outside Ichthys (far end by Engineering) On Old Tennis Courts In Marquee area / road outside Ichthys On Pitch 7/8 On Pitch 9 On Pitch 11/Muga
	12.50pm – 1.15pm	7 staff as follows:

		<ul style="list-style-type: none"> • Inside Ichthys • On the road outside Ichthys (far end by Engineering) • On Old Tennis Courts • In Marquee area / road outside Ichthys • On Pitch 7/8 • On Pitch 9 • On Pitch 11/Muga
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N.B) Between the end of October and the end of the Spring Term, the fields are not in use. There is an extra member of staff supervising the Old Tennis Courts and the MUGA.

- 2.3.2 A staggered lunch queue is in operation. The member of staff running the outside lunch queue is responsible for calling pupils to lunch. They should do so by using the walkie talkies to communicate with the members of staff on duty by the Wathen Hall and Old Tennis Courts. Three year groups are called to lunch first (which always includes First Year pupils) while three year groups wait to be called. There is a rota in operation on each day.
- 2.3.3 The member of staff monitoring the inside queue for lunch is assisted by monitors. It is important to ensure that pupils are lined up sensibly and that the serveries do not become too crowded.
- 2.3.4 The members of staff supervising pupils eating are lunchtime supervisors. Their main focus is to ensure that pupils are eating enough (including vegetables and/or fruit). They should also monitor the length of time that the younger pupils spend having their lunch and, if pupils are seen to try to leave quickly or have not eaten very much, they should be asked to sit down to eat a bit more or to try something else to eat. They should also keep an eye on general standards of behaviour and table manners throughout the Dining Hall.
- 2.3.6. All members of staff should challenge any poor table manners or undesirable behaviour in the Dining Hall and common courtesies are encouraged.
- 2.3.8 During the first two weeks of the academic year all Lower First and Upper First Year teachers, should escort their Forms to lunch and wait until all pupils are seated.
- 2.3.9 At the end of both morning and afternoon break, the member of staff supervising the pitches/muga/ Old Tennis Courts should make sure that they are the last person on the fields. They should encourage dawdlers and pick up any lost property on their way back to classrooms.

2.4 Afternoon break

- 2.4.1 There is a short break between Periods 6 and 7 from 2.35pm to 2.40pm. Staff teaching First Years may extend this break by five minutes based on their professional judgement of the pupils' needs.
- 2.4.2 Pupils in the Lower First and Upper First Years play outside during this time and a member of the Lower First or Upper First Year teaching staff and the Classroom Assistant will supervise this break.
- 2.4.3 Pupils in the Lower Second Year and above do not have a supervised break time: instead, they should use this five minute period to change their books, use the toilets if necessary and then make their way to the next lesson. All staff must take responsibility for monitoring corridors and stairways during this time.

2.5 After school

- 2.5.1 At 3.50pm lessons end. Pupils should make their way back to the Form Rooms where a member of staff (usually their Form Tutor or Assistant Form Tutor) will help them organise their belongings and tidy the classroom.
- 2.5.2 At 4.00pm Pupils in the First Years are escorted to the marquee by their Form Tutor where they are handed over into the care of the adult who is taking them home or dismissed to their school bus. Pupils in the Lower Second Year and above are dismissed from their Form Rooms by their Form Tutor, or another teacher if the Form Tutor is not available (for example, if away on a sports fixture).
- 2.5.3 Pupils who are being collected by car should make their way to the drop off car park area. The safest route to the drop off car park is via the front of the Senior School. This road is cornered off by security at the end of the school day.
- 2.5.4 Three members of SLT on duty at the end of the school day from 4.00pm until 4.20pm. One is on the drop off car park area, one by the John Colet Statue and one by the bowl car park (turning circle) where coaches congregate. There is also one security guard by Hammersmith Gate exit, one security guard on Hammersmith Bridge and one by Hammersmith Apollo Theatre. SLT should supervise the dismissal of all pupils, particularly those in the Lower Second and above and take responsibility for handing over pupils who have not been collected to the School Office. A car park attendant is also on duty and is responsible for monitoring traffic and the safe crossing of roads.
- 2.5.5 **Pupils are not permitted to play games at the end of the school day as they should be going straight home.**

2.6 Late collection of pupils at the end of the school day

- 2.6.1 Pupils should make their way to the School Office if they are not collected as expected, or when sent there by the duty teacher. They should inform the Receptionist that they have not

been collected. At 4.20pm the member of staff on duty should conduct a sweep of the outside of the main building and send any remaining pupils to report to the School Office. The member of staff should then go to reception and check that all Pupils have made themselves known to the Office so that calls home may be made.

If a pupil, who was waiting at the Hammersmith Bridge Gate exit, has not been collected by 1620, they are advised to go back to the Junior School Reception by the Security team. The boys will then wait in reception as per the procedure above.

- 2.6.2 If the pupil has not been collected by 4.30pm, the nominated secretary in the Office will attempt to reach the parents of the pupil to establish a collection time.
- 2.6.3 If contact is made with the parents, and they are unable to collect before 5.00pm, then before the secretary goes home, the pupil will be sent or escorted (depending on the age of the pupil) to St Paul's where he will wait in the main reception for his parents to arrive. The St Paul's duty porter will be given the contact details of the parent collecting the Pupil by the St Paul's Juniors Office staff, in person if escorted, or via email if unescorted.
- 2.6.4 If contact has not been made with the parents by 5.00pm, then the Office Staff will hand the matter over to a member of the SLT and the DSL who will continue to attempt to reach the Pupil's parents. Once contact has been established, the Pupil can then be escorted to the St Paul's Reception to wait under supervision until he is collected.
- 2.6.5 If a member of the SLT is not immediately available, then the Pupil should be taken across to wait in the St Paul's Reception and a message left on the parents' answerphone to inform them where their son is waiting for them. The Office Staff should contact one of the members of the SLT by mobile phone so that the information about the pupil has been passed on.
- 2.6.6 In an emergency a Pupil can be taken into the care of the St Paul's Boarding House. A member of the SLT will inform the Pastoral Deputy Head that this is happening and will then make arrangements with the Boarding Housemaster or Duty House Tutor.
- 2.6.7 The School monitors the late collection of pupils carefully. Where a pupil has been collected late on three occasions, the Pastoral Deputy Head will contact parents and request an improvement in punctuality. Thereafter, the Head will write a formal letter to parents.

3. Duty Principles

- 3.1 All staff must be aware of the legal implications of not doing a duty either by intent or forgetfulness. Damages and accidents resulting from negligence can cause much anguish and distress for all concerned.
- 3.1.2 In cases when a member of staff knows that he/she will be missing a duty (for example, attending a meeting, course or out on a school trip), a duty swap should be made with a colleague. Cover for duties should not be requested other than as a last resort, except when a member of staff is unwell in which case cover will be organised for the duty.

3.2 Inside the building

- 3.2.1 Other than during a wet break, pupils should not be in classrooms unsupervised.
- 3.2.2 Where a pupil is waiting for a member of staff to arrive, they should wait in the corridor outside the classroom or be asked to return later (at the discretion of the teacher on duty).
- 3.2.3 Pupils are not permitted to use iPads or any other electronic device unless supervised by a member of staff.
- 3.2.4 Staff on duty indoors should patrol their designated areas regularly and should, where appropriate, ask pupils to make their way outside.

3.3 Outside duties

- 3.3.1 Members of staff on duty outside should have a walkie talkie with them.
- 3.3.2 Staff should adopt the following principles when on duty:
 - Be active, positive and constructive - and be seen. These are essential attributes to reducing and preventing any incident(s) from occurring. Pupils need to be able to find the member of staff quickly if they need help.
 - While it is useful for duty staff to carry a mobile phone with them in case of an emergency, this must not be used during the duty for checking emails, sending text messages, etc. Staff should carry a school radio to communicate with other members of staff on duty.
 - Be especially vigilant towards suspected bullying, vandalism, graffiti, abuse of the changing room areas, etc.
 - Litter is the responsibility of the duty team – they should keep alert to this and ask pupils to pick up litter if any is discovered.
 - At the end of the 12.00 – 12.25 pm duty and the 12.25 – 12.50 pm duty, the member of staff concerned should wait for the next person to take over from them.
 - If the next person on duty has not arrived after about five minutes of waiting, colleagues should send a message to the office to locate that member of staff. However, they must continue to stay on duty until the next person arrives to relieve them of the duty.

4. Areas on a Rota System or Reserved For Certain Year Groups

- 4.1 The Ichthys Marquee can be used by all year groups throughout the day. Chess, quiet reading or quiet chatting is allowed in this area. No ball games are allowed.
- 4.2 The Old Tennis Courts are reserved for First and Second Year Pupils at break and lunch times.
- 4.3 The Ichthys Road can be used for all pupils but no ball games are allowed.
- 4.4 The table tennis tables are available for use by Forms on a rota basis.
- 4.5 The Bowl Car Park is out of bounds as a general play area.

- 4.6 The MUGA can be used by for pupils in the 3rd Year between the second half of the Autumn Term and the Spring Term.
- 4.7 Please refer to Appendix 1 for a map showing the areas that are in bounds for general play at break and lunch time during the year.

5. Wet Breaks

Duty Locations in Wet Break

Normal Duty Location	Wet Weather Duty Location
Marquee Area Outside Ichthys	Marquee by Ichthys
Old Tennis Courts	Ground Floor Ichthys
Road outside Ichthys	First Floor in Ichthys
MUGA / Pitches	Second Floor in Ichthys
Inside	Third Floor in Ichthys

- 5.1 In the event of inclement weather, the member of staff on outside duty at Marquee area or the Assistant Head will declare that it is a wet break and, once he/she has informed the other duty teachers, makes a tannoy announcement to this effect. The Pupils should go inside to their Form Rooms. If the Form Room is in use for a Club, Pupils should go to the marquee. If the marquee is being used for a supervised activity they should instead go to the Library. Monitors are on duty to assist with supervision of the younger classes (Lower First to Lower Second Years). Pupils must not be in any Form Room other than their own.
- 5.2 The member of staff on duty in the marquee should supervise the Pupils who are playing in this area and to send in any other pupils who are attempting to play outside when it is wet.
- 5.3 The member of staff on duty at Old Tennis Courts patrols the ground floor classrooms in the Ichthys building.
- 5.4 The member of staff on the Road outside Ichthys patrols the First Floor classrooms
- 5.5 The member of staff on duty on the Muga (Pitch 8/9/10) patrols the Second Floor classrooms.
- 5.6 The member of staff on duty inside patrols the Third Floor classrooms.

- 5.7 If the weather improves and the Pupils can go outside again, the member of staff on duty at in the marquee will make a tannoy announcement to this effect.

6. Off Games Supervision

- 6.1 A Pupil who needs to be 'off games' takes a note (or a parent sends an email) from home to the School Office, or the Form Tutor sees a note in the prep diary and sends the office an email. Office staff will add him to the 'off games' register.
- 6.2 Games staff and the School Nurse can also decide that a Pupil needs to be 'off games'. In this case the member of staff informs the office. Pupils do not decide for themselves, and if they arrive at school claiming that they should be off games but without a note, they should be sent to the School Office to request a call home confirming.
- 6.3 Pupils who appear too unwell to be in school at all are sent to the Nurse and normal procedures are followed from there.
- 6.4 If a Pupil forgets his kit, the PE / Games teacher will send him to the School Office for this to be recorded. He will then attend the off games session.

6.5 Lower First and Upper First Year Pupils (Tuesday and Thursday)

- 6.5.1 Form Tutors notify the Office as soon as possible and preferably before the end of Period 1 if a pupil is off games. First Year games lessons take place on Tuesday and Thursday morning during Periods 3 and 4. After morning break, off games Pupils take themselves with a reading book or prep to the room allocated on the timetable. The supervising teacher completes the register (located on the J:drive ADMIN 2024-25 folder) at the start of the session and sends an email to the School Receptionist confirming that all Pupils are present. Teachers should not make any changes to the register. Should a Pupil be present BUT NOT on the register, he must report to the School Receptionist. If a Pupil is found to be missing the School Receptionist must be emailed immediately so that the 'Missing Pupils Policy' can be initiated. (See SPS/SPJ Missing Pupil Procedure)

6.6 Lower Second Year and above (Monday, Tuesday, Wednesday and Friday)

- 6.6.1 Third Year games lessons take place during Periods 7 and 8 on Monday afternoon and during Periods 6, 7 and 8 on Wednesday afternoon. Second Year games lessons take place on Tuesday and Friday afternoons during Periods 6, 7 and 8. Off games Pupils go with a reading book or prep to the room allocated on the timetable. The supervising teacher completes the register (located on the J:drive ADMIN 2024-25 folder) at the start of the session and sends an email to the School Receptionist confirming that all Pupils are present. Teachers should not make any changes to the register. Should a Pupil be present BUT NOT on the register, he must report to the School Receptionist. If a Pupil is found to be missing the School Receptionist must be emailed immediately so that the 'Missing Pupils Policy' can be initiated. (See SPS/SPJ Missing Pupil Procedure)

- 6.7 For PE lessons, Pupils attend the lesson in uniform with a reading book.

7. Special Events Taking Place after School (Plays, Concerts, Leavers' Barbecue, etc.)

- 7.1 If an event is taking place after school, the organiser of the event needs to arrange appropriate supervision for all the pupils taking part from 4.00pm until pupils are dismissed. The assistance of other colleagues can be sought via the 'staff sign-up' sheet that is organised by the Assistant Head at the start of each term.
- 7.2 If some Pupils are going home in between the end of the school day and the start of the event, the event organiser must have a register of all those who will be staying on site and all those who are going home. Parents who are intending to collect their son at the end of school should be asked to notify the organiser in writing so that the register is accurate.
- 7.3 Pupils who are staying on site between the end of school and the event must **not** leave the school grounds (for example, to visit the shops).

8. Early Finishes

- 8.1 When the school day finishes at lunch time, as it does at the end of each term, SLT will cover the necessary duties. SLT remain in place until 12.15pm and then bring any pupils who have not been collected to the School Office so that contact with parents can be made by telephone.

Appendix 1

Map of the School Site Showing Areas of Supervision and Areas that are In and Out of Bounds

Areas of Supervision

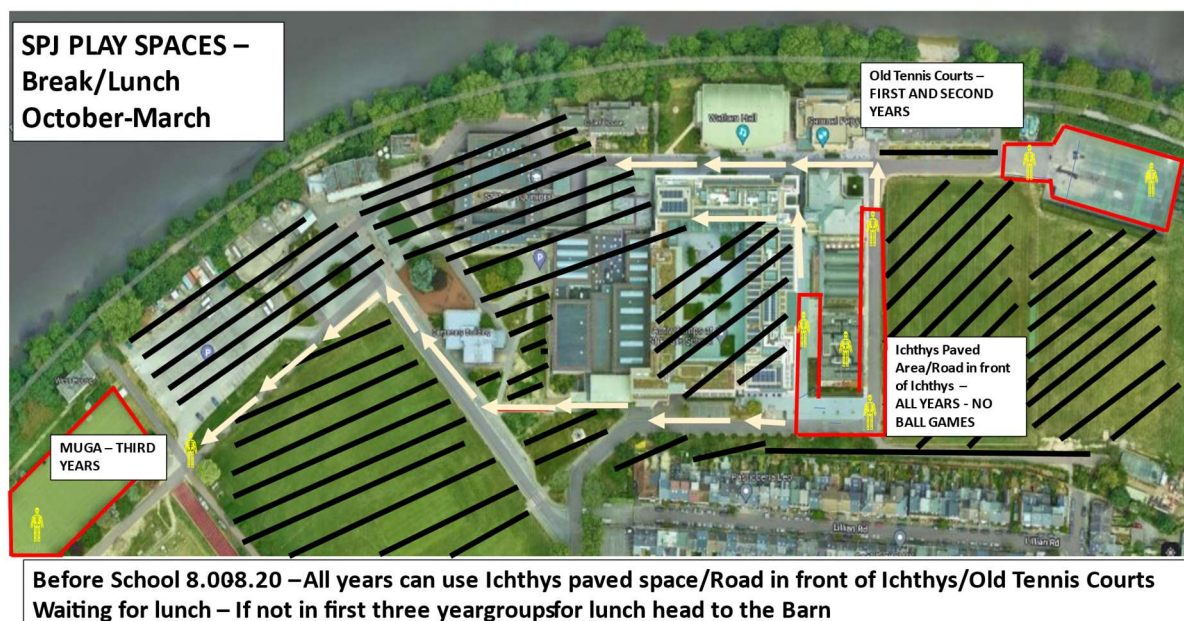
Morning Break – first half of Autumn Term



Lunch Break – first half of Autumn Term



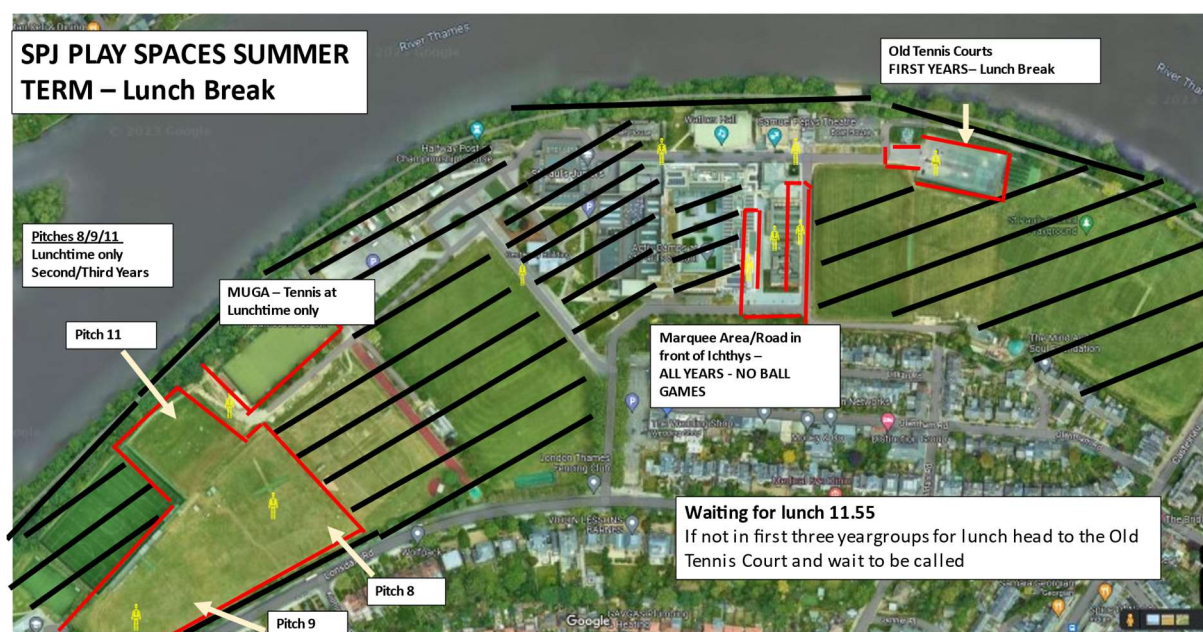
Morning Break and Lunch Break – second half of Autumn Term until end of Spring Term



Morning Break – Summer Term



Lunch Break – Summer Term



The red line indicates areas where Pupils may play at morning break and at lunchtime and the black lines indicate where pupils should not play, with the following further restrictions:

- The use of the marquee area, the Old Tennis Courts and the large MUGA are in accordance with the published rotas.
- No ball games or the running games are to be played at the front of the Ichthys road or by the marquee.
- The use of the school fields is dependent upon the weather. Usually play is allowed on the fields from the summer term until the Autumn half term Remedy. Announcements will be made through the tannoy or by the members of staff on duty.

Appendix 2

Care of pupils who are taking part in Activities after the normal school day and at weekends

1. This policy includes but is not necessarily limited to:
 - Musical concerts;
 - Individual music and drama examinations hosted on the school site
 - Dramatic rehearsals and productions;
 - Activities run by adults who are teachers at SPJ or SPS e.g. St Paul's Youth Theatre
 - Sports fixtures (including swimming galas) and team training;
 - Clubs run by adults who are not teachers at St Paul's Juniors such as Elite Running
 - Off-site events organised by the School such as inter-school Debating
2. The School needs to know which pupils are taking part in after school activities. Most after-school clubs do not operate a 'drop-in' style of membership: instead the group of children attending from one week to the next should be relatively consistent. After School Swimming training operates on a drop-in basis and has different arrangements – see section below.
3. Before the first session of activity takes place each academic year, the adult in charge should have a list of pupils scheduled to take part, access to their parents' emergency contact details and a list of any emergency medication that any pupils might require.
4. Parents of participating pupils should be informed in advance exactly when and where to collect their children. If the activity runs outside School Office hours, they should also be given a means of contacting the organiser. Parents should be made aware of any inherent risks in the undertaken activities where these are additional to risks faced during school lessons (eg aikido, fencing, physical theatre). Parents of pupils who are to leave an activity independently must be made aware of their child's responsibilities – see **At the End of All After-School Activities** section below.
5. The membership list for the club should be kept by the organiser and its location should be known to and accessible by School Office staff.
6. The organiser of the activity should be aware of possible emergency medical requirements and of the location of medication: SPJ Ichthys Building Ground Floor. Specifically, pupils who may require emergency use of an epipen because of a possible reaction to an insect sting should have their emergency medication with them if the activity is taking place outside. If this is not available, appropriate spare medication should be taken from the SPJ Common Room and replaced at the end of the club or activity;
7. The adult in charge should take a register at the start of the activity.

For after-school activities: any absentees should be reported to the School Office

either by email or by telephone as soon as possible thereafter. The School Office will then attempt to contact the parents of any absent pupil who was present at school until 4pm, to find out whether he should have attended the after-school club. If a pupil arrives for an after-school activity and is not on the register, he should be sent to the office where staff can contact parents to ascertain whether he should attend.

For weekend activities: the supervising adult should contact parents promptly to follow up in the case of a no-show, or if a pupil arrives who was not expected.

8. During the activity, pupils should be supervised as they would be during school hours.
9. If a pupil is injured or feels unwell when there is no Nursing cover available:
 - In an emergency or if in doubt an ambulance should be called and immediate attempts made to contact parents/carers.
 - In non-emergency situations the activity's supervising adult should make reasonable attempts to arrange adequate care until collection. This should include attempting to locate a qualified First Aider if appropriate.
 - The pupil's parent or carer should be given a verbal report of the incident at pick-up.
 - If the parent/carers is not collecting, efforts should be made to reach a parent or emergency contact by phone to give details and to ascertain if arrangements in place for collection remain appropriate.
 - If no phone contact is possible an email should be sent to the parent and the supervising adult should seek advice from a member of SLT as to next steps.
10. The adult in charge of an activity or fixture should supervise pupils for 15 minutes after the advertised collection time. Thereafter, pupils may be sent to SPJ Reception (until 5pm) or taken/sent to SPS Reception (after 5pm) where they may be handed over to the care of Porters. Upon doing so, the adult should provide the Porter with the pupil's name and any relevant medical information.

After-School Swimming

1. Registration: A register will be taken at the start of the session and kept by the member of staff in charge.
2. Changing Rooms: All Lower First to Upper Second year pupils will change in the small changing room. All Lower Third and Upper Third Year pupils will change in the large changing room. There will be a member of staff in the vicinity of the changing rooms when pupils are getting changed: If there are any problems in the changing rooms, pupils should make this member of staff aware as soon as possible.
3. At the end of the session: When pupils have finished getting changed at the end of their session, they should come back to the poolside and sit on the benches to wait

for their parents. Parents should collect their sons from the door nearest the Sports Centre Reception desk.

4. **Staff Absences:** Swimming sessions will not take place when there is only one member of staff available. When this is the case the session will be cancelled and pupils and parents will be notified as soon as possible.
5. **Swimming Galas/Trials/Water Polo Matches:** All information for swimming galas will be communicated at least 48 hours in advance to parents via email. Team sheets will be placed on the noticeboard directly outside of the main entrance door to the swimming changing rooms.
6. If a pupil arrives to swim when he is not expected by the adult in charge, his parents should be contacted promptly so that a decision can be made as to his participation.

One-off after-school activities & rehearsals

The adult in charge should communicate all relevant details at least 48 hours in advance and receive parental permission for attendance. Information should include but is not limited to:

- Name of the adult in charge
- Means of contacting the adult in charge
- A summary of the activity, including any additional risks
- Pick-up time and location

Organisers of activities off the school site should also refer to the Educational Visits Policy.

Supervision when a fixture or trip returns to school post-4pm:

School bags and other property should either be taken to the away location, or stored in the changing rooms. On return one member of staff should supervise the changing room and the other should dismiss boys at the agreed pick-up point.

At the End of All After-School Activities

1. When teams are scheduled to return from an away fixture after 4pm, staff in charge should ensure that school bags and other possessions are either with the pupil (if being picked up from the fixture location) or in the SPJ changing room. On arrival back at school, one member of staff should supervise the changing room and the other should wait outside to greet parents. Pupils should not be inside the school building unsupervised unless a member of staff has granted specific permission.
2. Pupils in the Lower and Upper First Years must be handed over directly to the care of the adult who is collecting them.
3. Lower Second and Upper Second Year pupils should also be handed over directly to the care of the adult who is collecting them unless there is written permission from the parents to the contrary (for example if an Upper Second Year pupil has been allowed to make his own way home by his parents). A text message or email from a parent is considered to be sufficient in terms of written notification.

4. Pupils in the Third Years may be dismissed from the club or activity either to make their own way home or to meet up with the adult collecting them. However, if they are unable to find the adult collecting them or there is a problem with their normal route home (e.g. a public transport strike) then the pupil should return to School to seek help. Depending on the time, help can be found at the activity itself, at SPJ Reception or at SPS Reception.
5. It is the responsibility of pupils who leave independently to ensure the adult in charge is aware of their departure.
6. If a parent has not arrived to collect his/her son, or a Third Year Pupil has experienced difficulty locating the person that he was expecting to travel home with, then:
 - a. The adult in charge will attempt to contact the parent of the pupil concerned;
 - b. If the parents are contacted and confirm that they are likely to arrive within 15 minutes, the adult in charge should remain with the pupil until the parent arrives.
 - c. If the parents cannot be contacted, or the parents are likely to be delayed for more than 15 minutes, the pupil should be escorted to SPS Reception and the Porter should be given the contact details of the parents and provided with details of any relevant medical conditions. The Porter should continue to try to reach the parents so that they know that their son is waiting for them at St Paul's Reception.
 - d. Once parents have been contacted, the pupil can wait in the St Paul's Reception until he is collected.
 - e. In the event that parents cannot be contacted by 6.00pm, the St Paul's Porter should make contact with the Safeguarding Team for advice (see 'credit card' or 'bookmark'). The pupil can be taken in to the care of the St Paul's boarding house if required: in this event, the St Paul's boarding housemaster is responsible.