THE AMERICAN SCHOOL IN ENGLAND

Supervision of Students Policy

This policy applies to the whole school including Boarding and the Early Years.
The current version of any policy, procedure, protocol or guideline is the version held on the TASIS England website. It is the responsibility of all staff to ensure that they are following the current version.

Document

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Agreed by:

Head of School	**Chair of the Board**
Bryan Nixon	David King
01 November 2025	01 November 2025

1. Introduction

1.1. TASIS England provides safe, structured, supportive and effective supervision for students during the school day, during school-sponsored travel, extracurricular sports, excursions, educational trips and visits, activities, clubs, and social events, and, in the case of boarding students, throughout their time on campus including evening and throughout the night through provision of boarding house duty teams and boarding support workers and rovers.

1.2. Supervision is implemented in order to maintain an orderly, respectful, and positive school environment, as well as to promote the health and safety of students at the school.

1.3. The level of supervision varies depending on the age of the student and this policy has been set out according to various age groups within the school.

1.4. This policy is intended to cover supervision of students while they are in the care of TASIS England, including school travel, field trips, and authorized, school-sponsored off-campus activities. This policy applies to teaching staff (including supply cover) at TASIS England.

1.5. In addition to the supervision of students detailed in this policy, TASIS England campus wide security team conduct regular patrols of the grounds and monitor CCTV, which is in effect 24/7. This offers an additional layer of safety and security for all students, though it is not enumerated in this policy.

2. Supervision of Students in the Early Years (Pre-Kindergarten and Kindergarten)

2.1. **In transit by school-provided busing:** Pre-K and K students can ride the bus but must have a Risk Assessment if they are under the age of 5. Students who use school-provided busing are considered to be in the care of the school from the time they are picked up or until they are dropped off at the end of the day. Supervision is provided by the bus driver at all times. When students arrive at school, they are held on the bus until 7:55 a.m. when they are given permission to disembark and walk with a sibling the short distance to the Pre-K to Grade 4. A Pre-K and K student is collected by a duty teacher and walks them to their classroom. At dismissal time, the Pre-K and K support teacher/class teacher walks the Pre-K and K students to the bus and buckles them in and hands over to the bus driver. Each student's embarkation and disembarkation from the bus is recorded by the driver. In addition, the busing coordinator has a walkie-talkie which is connected to the Pre-K to Grade 4 secretary and Deputy Head of Lower and Middle School. While there are specific rules governing student behavior on the school buses, in general they are subject to the same behavior expectations as they are while in school.

2.2. **Before lessons begin:** Students arrive at school from 7:50 a.m. to 8:10 a.m. Students who come to school with a parent/career are dropped at the Pre-K to Grade 4 pick up line and supervised by a duty teacher who walks them to their class at 7:55am. (Bus students please see para 2.1).

2.3. **Attendance Register:** Attendance is taken using the LMS (Learning Management System) database at 8:27 and again at 1:27pm each day. This attendance record is reconciled against any parent notifications of student absences and any unexplained absences are verified and investigated by the Pre-K to Grade 4 Secretary. The Pre-K to Grade 4 pastoral coordinator tracks attendance patterns.

2.4. **During class periods:** A minimum of at least one Pre-K to Grade 4 staff member is present in each class to supervise students at all times during class periods. In addition, students are always escorted to and from specialist classes by a member of staff.

2.5. **During lunch and recess periods**: A minimum of at least one staff member is present during lunch and recess to supervise students. Students eat lunch in the classroom. During recess, students play in the designated Early Years play area.

2.6. **Following the last class period of the day:** At the conclusion of the day students are dismissed from school by the class teacher or aide at the designated pick-up location. Only parent/career may collect students, however, if someone other than the parent/career will be collecting a child we ask that the parent/career introduce the third party to staff prior to the arrangement. If students are taking the bus the class teacher will escort them to the bus area where the teacher then ensures that the students get onto the correct bus. Buses depart at 3:20 pm.

2.7. **School-sponsored Social events, Educational visits, sports, activities:** Attendance is taken for all school-sponsored social events, educational visits, sports practices and fixtures, activities, and clubs. A minimum of at least one staff member is present at all times.

2.8. **Waiting for private transportation:** Parents are expected to collect or make arrangements for their child to be collected promptly at the end of the school day or from their sport or other activity. Students who are not collected by a parent by 3:30 p.m. will be escorted to the Pre-K to Grade 4 Office by a member of staff, where the Pre-K to Grade 4 secretary will contact the student's parents.

2.9. **General expectations**:

a. In general, Pre-K to Grade 4 students are expected to be under adult supervision at all times while they are on campus. If they are on campus for a reason other than to **participate** in a school sponsored activity, such as part of an audience or open event, using the playground, or to watch a sporting event, the student must be under the direct supervision of a parent or guardian, and the school does not provide supervision at those times.

b. Once students arrive on campus, they are not permitted to leave campus except with a parent or guardian or authorized caregiver or driver. Students who leave early, whether due to illness or by prior arrangement, must be signed out in the Pre-K to Grade 4 Office by the authorized adult collecting them.

2.10. **Additional Supervision Support:** In addition to staff members who are providing direct supervision for our students, at least one additional administrator is on campus throughout events and activities in order to provide additional support in the event of any emergencies or unexpected circumstances. The Pre-K to Grade 4 Office is staffed Monday through Friday from 7:55am until 5:20pm. (3:30pm on Fridays) and can be reached by dialing 01932582427. Security can be reached on 01932582339.

3. Supervision of Kindergarten to Grade 4 Students

3.1. **In transit by school-provided busing:** Students who use school-provided busing are considered to be in the care of the school from the time they are picked up or until they are dropped off at the end of the day. Supervision is provided by the bus driver at all times. When students arrive at school, they are held on the bus until 7:55 a.m. when they are given permission to disembark and walk unescorted the short distance to the Pre-K to Grade 4. Each student's embarkation and disembarkation from the bus is recorded by the driver. In addition, the busing coordinator has a walkie-talkie which is connected to the Pre-K to Grade 4 secretary and Deputy Head of Lower and Middle School. While there are specific rules governing student behavior on the school buses, in general they are subject to the same behavior expectations as they are while in school.

3.2. **Before lessons begin:** Students arrive at school from 7:50am to 8:10am, they are directed to the front of the Pre-K to Grade 4 dining room where they are supervised by duty staff. at 7:55am students are directed to walk to their classrooms to meet their teacher.

3.3. **Attendance Register:** Attendance is taken using the LMS (Learning Management System) database at 8:27 a.m. and again by 1:27 pm each day. This attendance record is reconciled against any parent notifications of student absences and any unexplained absences are verified and investigated by the Pre-K to Grade 4 Secretary. The Pre-K to Grade 4 pastoral co-ordinator tracks attendance patterns.

3.4. **During class periods:** A minimum of at least one staff member is present in each class to supervise students at all times during class periods. In addition, students are always escorted to and from specialist classes by a member of staff.

3.5. **During lunch and recess periods**: A minimum of at least one Pre-K to Grade 4 staff member per grade are present during lunch and recess to supervise students in the Dining Rooms and on the playground. During Recess, students are required to remain on the playground or the basketball court. Students are made aware of areas that are out of bounds.

3.6. **Following the last class period of the day:** At the conclusion of the day students are dismissed from school by the class teacher or aide. If students are being collected the class teacher escorts them to the pick-up area, where a member of staff stays with them until they are collected by an authorized adult. If students are taking the bus the class teacher escorts them to the bus area where the teacher then ensures that the students get onto the correct bus. Buses depart at 3:20pm. If students are staying for an after-school activity the class teacher escorts them to the Pre-K to Grade 4 dining room where they are supervised by duty staff until the activity begins.

3.7. **School-sponsored Social events, Educational visits, sports, activities:** Attendance is taken for all school-sponsored social events, educational visits, sports practices and fixtures, activities, and clubs. A minimum of at least one staff member is present at all times.

3.8. **Waiting for private transportation:** Parents are expected to collect or make arrangements for their child to be collected promptly at the end of the school day or from their sport or other activity. Students who are not collected by a parent by 3:30 p.m. will be escorted to the Pre-K to Grade 4 Office by a member of staff, where the Pre-K to Grade 4 secretary will contact the student's parents.

3.9. **General expectations**:

a. In general, Pre-K to Grade 4 students are expected to be under adult supervision at all times while they are on campus. If they are on campus for a reason other than to **participate** in a school sponsored activity, such as part of an audience or open event, using the playground, or to watch a sporting event, the student must be under the direct supervision of a parent or guardian, and the school does not provide supervision at those times.

b. Once students arrive on campus, they are not permitted to leave campus except with a parent or guardian or authorized caregiver or driver. Students who leave early, whether due to illness or by prior arrangement, must be signed out in the Pre-K to Grade 4 Office by the authorized adult collecting them.

3.10. **Exceptions**: Pre-K to Grade 4 students may be given express permission from their teacher or other duty staff to run brief errands and conduct school business without direct supervision. For example, students may be given permission to use the restroom or go to the office, etc. This list is not intended to be exhaustive and includes only brief actions which do not violate the spirit of the General Expectation listed above in 3.9.

3.11. **Additional Supervision Support:** In addition to staff members who are providing direct supervision for our students, at least one additional administrator is on campus throughout events and activities in order to provide additional support in the event of any emergencies or unexpected circumstances. The Pre-K to Grade 4 Office is staffed Monday through Friday from 7:50am until 5:15pm (3:30pm on Fridays) and can be reached by dialing 01932 582 427. Security can be reached on 01932 582 339.

4. Supervision of Grade 5 to Grade 8 Students during the school day

4.1. **In transit by school-provided busing:** Students who use school-provided busing are considered to be in the care of the school from the time they are picked up or until they are dropped off at the end of the day. Supervision is provided by the bus driver at all times. When students arrive at school, they are held on the bus until 7:55 a.m. when they are given permission to disembark and walk unescorted the short distance to the Grades 5 to 8 Courtyard. Each student's embarkation and disembarkation from the bus is recorded by the driver. While there are specific rules governing student behavior on the school buses, in general they are subject to the same behavior expectations as they are while in school.

4.2. **Before lessons begin:** Students are normally permitted to arrive at school from 7:55 a.m. to 8:15 a.m., during which time they may congregate in the Grades 5 to 8 Courtyard, hallways or Grades 5 to 8 library, which are supervised by duty staff. Students may also see teachers for help during that time in their classrooms by appointment and may wait in classrooms only by permission of the classroom teacher when that teacher is also present in the classroom.

4.3. **Attendance Register:** Attendance is taken using the LMS (Learning Management System) database at 8:20 a.m. and again at 1:27 p.m. each day. This attendance record is reconciled against any parent notifications of student absences and any unexplained absences are verified and investigated by the Grades 5 to 8 Secretary and Upper School Pastoral Coordinator. This register is checked in each successive class period and any deviations from the register (i.e. unexplained absences) are reported by the class teacher.

4.4. **During class periods:** A minimum of at least one staff member is present in each class to supervise students at all times during class periods.

4.5. **During lunch and recess periods**: A minimum of at least one member of staff is present during lunch and recess to supervise students in the Dining Rooms and on the playground. During Recess, students are required to remain on the playground, visible playing fields, Grades 5 to 8 library, Basketball court, and Grades 5 to 8 Courtyard. Students are made aware of areas that are out of bounds.

4.6. **Following the last class period of the day:** At the conclusion of classes, those students who are not staying for an after-school sport, activity, or use of the library are expected to visit their locker and leave school promptly. Students walk unescorted to the Bus pick up area or to the car park for rides home. Buses depart at 3:30 p.m. Students who are staying for an activity are expected to present themselves dressed and ready for their activity at 3:30 p.m., at which time their attendance will be recorded. Students staying to use the library are required to sign in to the Office and report to the Library no later than 3:30 p.m. During the interval from 3:20 – 3:30 p.m. students are expected to remain in the Grades 5 to 8 Courtyard, the locker areas, or use the changing rooms to change clothing. Students are under the supervision of the MS Office staff and duty staff during this interval.

4.7. **School-sponsored Social events, Educational visits, sports, activities:** Attendance is taken for all school-sponsored social events, educational visits, sports practices and fixtures, activities, and clubs. A minimum of at least one staff member is present at all times.

4.8. **Waiting for private transportation:** Parents are expected to collect or make arrangements for their child to be collected promptly at the end of the school day or from their sport or other activity. Students who are not collected by a parent by 3:30 p.m. are asked to return to the Grades 5 to 8 Office, where they can make use of the telephone to contact a parent, or sign in to the Library to wait for the late bus or a parent who is arriving late. Students who return to school after 5:20 p.m. from an event or fixture will be supervised by the relevant coach or chaperone until the child is collected. If for any reason a child is inadvertently left unattended at school after school hours, the child should make themselves known to the Security personnel at the Security Office next to the entrance on Ten Acre Lane which is staffed 24/7.

4.9. **General expectations**:

a. In general, Grades 5 to 8 students are expected to be under adult supervision at all times while they are on campus. If they are on campus for a reason other than to **participate** in a school sponsored activity, such as part of an audience or open event, using the playground, or to watch a sporting event, the student must be under the direct supervision of a parent or guardian, and the school does not provide supervision at those times.

b. Once students arrive on campus, they are not permitted to leave campus except with a parent or guardian or authorized caregiver or driver. Students who leave early, whether due to illness or by prior arrangement, must sign out in the Grades 5 to 8 office.

c. Students who walk or cycle to school must have the express authorization of their parent and the Head or Deputy Head of Lower and Middle School, or the Upper School Pastoral Coordinator, and may only depart school at authorized times.

4.10 **Exceptions**: Grades 5 to 8 students may be given express permission from their teacher, coach, advisor, or other duty staff to run brief errands and conduct school business without direct supervision. For example, students may be given permission to visit their locker, use the rest room, move between class periods, go the office, retrieve printed material, etc. This list is not intended to be exhaustive and includes only brief actions which do not violate the spirit of the General Expectation listed above in 4.9.

4.11 **Additional Supervision Support:** In addition to staff members who are providing direct supervision for our students, at least one additional administrator is on campus throughout events and activities in order to provide additional support in the event of any emergencies or unexpected circumstances. The Grades 5 to 8 Office is staffed Monday through Friday from 7:55 a.m. until 5:20 p.m. (3:30 p.m. on Fridays) and can be reached by dialing 01932582336. Security can be reached on 01932582339.

5. Supervision of Grade 9 to Grade 12 Students

5.1. **In transit by school-provided busing:** Students who use school-provided busing are considered to be in the care of the school from the time they are picked up or until they are dropped off at the end of the day. Supervision is provided by the bus driver at all times. While there are specific rules governing student behavior on the school buses, in general they are subject to the same behavior expectations as they are while in school.

5.2. **Before lessons begin:** Students are permitted to arrive at school from 7:55 a.m. to 8:15 a.m., during which time they may congregate in the student centre, the Upper School library, the dining room, MCH, or outside

the classrooms. Students may also see teachers for help during that time in their classrooms by appointment and may wait in classrooms only by permission of the classroom teacher when that teacher is also present in the classroom.

5.3. **Attendance Register:** Attendance is taken using the LMS (Learning Management System) database at 8:15 a.m. and again at 12:35 p.m. each day. This attendance record is reconciled against any parent notifications of student absences and any unexplained absences are verified and investigated by Upper School Attendance Officers and Upper School Pastoral Coordinator. This register is checked in each successive class period and any deviations from the register (i.e. unexplained absences) are reported by the class teacher. Attendance of students with known attendance, mental health or safeguarding concerns is monitored closely throughout the day

5.4. **During class periods:** A minimum of at least one staff member is present in each class to supervise students at all times during class periods.

5.5. **During lunch and Advisory periods**: A minimum of at least two staff members are present during lunch to supervise students in the Dining Room, the students centre, the annex and outside on the Thorpe Place Lawn. Students are required to remain in these areas during lunch. Other areas they may visit include, the Health Centre, Upper School Library, teachers classrooms and MCH. During Advisory, students should remain in their advisory classrooms unless an event has been organised or permission has been given to speak to specific teachers.

5.6. **Following the last class period of the day:** At the conclusion of classes, those students who are not staying for an after-school sport, activity, or use of the library are expected to visit their locker and leave school promptly. Students walk unescorted to the Bus pick up area or to the car park for rides home. Buses depart at 3:20 p.m. Students who are staying for an activity are expected to present themselves dressed and ready for their activity at 3:30 p.m., at which time their attendance will be recorded. There are late buses that depart at or 5:20pm.

5.7. **School-sponsored Social events, Educational visits, sports, activities:** Attendance is taken for all school-sponsored social events, educational visits, sports practices and fixtures, activities, and clubs. A minimum of at least one staff member is present at all times.

5.8. **Waiting for private transportation:** Parents are expected to collect or make arrangements for their child to be collected promptly at the end of the school day or from their sport or other activity. Students who are not collected by a parent by 3:30 p.m. are asked to return to reception at Magna Carta Hall where they can make use of the telephone to contact a parent, or sign in to the Upper School Library to wait for the late bus or a parent who is arriving late. If for any reason a child is inadvertently left unattended at school after school hours, the child should make themselves known to the Security personnel at the Security Office next to the entrance on Ten Acre Lane which is staffed 24/7.

5.9. **General expectations**:

5.9.1. Upper School students are expected to be under adult supervision at all times while they are on campus. If they are on campus for a reason other than to participate in a school sponsored activity (such as part of an audience or open event, using the playground, or to watch a sporting event), the student should be sign in by security and must be under the direct supervision of a parent or guardian, and the school does not provide supervision at those times.

5.9.2. Once students arrive on campus, they are not permitted to leave campus except with a parent or guardian or authorized caregiver or driver. Students who leave early, whether due to illness or by prior arrangement, must sign out at Reception in Magna Carta Hall.

5.9.3. Students who walk or cycle to school must have the express authorization of their parent and Upper School Pastoral Coordinator and may only depart school at authorized times.

5.10. **Exceptions**: Upper School students may be given express permission from their teacher, coach, advisor, or other duty staff to run brief errands and conduct school business without direct supervision. For example, students may be given permission to visit their locker, use the restroom, move between class periods, go to the office, retrieve printed material, undertake recycling duties, etc. This list is not intended to be exhaustive and includes only brief actions which do not violate the spirit of the General Expectations listed above in 5.9.

5.11. **Additional Supervision Support:** In addition to staff members who are providing direct supervision for our students, at least one additional administrator is on campus throughout events and activities in order to provide additional support in the event of any emergencies or unexpected circumstances. The Upper School Office is staffed Monday through Friday from 8:00 a.m. until 5:00 p.m. and can be reached by dialing –01932 565 252. Security can be reached on 01932 582 339.

6. Supervision of Boarding Students

6.1. Boarders will be supervised by house staff outside of teaching time. Each house has a duty rota maintained on a google calendar to ensure that there are adequate supervision arrangements in place for boarders at all times.

6.2. Boarders will be appropriately supervised outside of teaching time (including during breaks, study hall, during evenings outside of study hall, at night time, before school, at weekends and during the beginning and end of half term and school holidays.

6.3. House staff will be sufficient in number and deployment for the age, number and needs of boarders as well as the layout of the school and range and nature of the activities involved.

6.4. The school will ensure that there are satisfactory contingency arrangements in place to cover duties in the event of unexpected staff sickness and/or emergency absence.

6.5. Supervision may, at times, be close or remote. Boarders temporarily away from the school premises remain under the overall responsibility of a designated member of supervising staff at all times and will remain within telephone/text/email contact at regular, agreed intervals depending on where the boarder is, who they are with and how long they are away from campus.

6.6. The school will ensure that boarders are aware at all times of:

a. the identity of the designated supervising staff member;
b. how to contact their designated supervising staff member and, have the means to do so;
c. the arrangements of how to contact an alternative member of staff in the event that their designated supervising staff member is not available and/or in an emergency.

6.7. The school will ensure that there are a sufficient number of supervising staff present and accessible to boarders in the boarding house at night. Supervision in the house at night will be by means of appropriate

availability of staff sleeping in or resident within the boarding house and regular 24 hour patrols by security staff.

6.8. Supervising staff will be sensitive to the need for privacy, particularly at times when boarders are dressing or bathing and will avoid unnecessary intrusion on boarders' privacy, while balancing health and safety requirements.

6.9. The Orah management system is used to monitor boarders movements around the school and when and if they intend to or leave campus. The system is set up for boarders to check in and out of their boarding house to attend 'leaves'. 'Leaves' are the various destinations boarders may check out to, there are on and off campus 'leaves'. Boarders with recorded parental consent may travel further afield than those with no parental consent, the consent log is updated annually.

6.10. **Example Weekday Schedule:**

Morning Wake Up & Breakfast - before 7:30am - 8.10am (8:30am – 9:00am Wednesdays)
Check the previous night's duty log and follow up appropriately. Ensure all boarders are present, awake and preparing for the day. Make any necessary reminders about dress code.

School Day - 8:15 am - 3:15 pm – Lunch Sittings - Boarding Houses open 11:30am – 12:30pm
The school day is from 8:15am to 3:15pm for all divisions. The school day schedule differs depending on whether teachers are in Upper, Middle or Lower school. All boarders follow an Upper School school-day schedule and report back to the Boarding House at 3:15.

Daily Room Inspection - during the school day
TASIS England students are expected to keep their rooms neat and tidy. House Parents and Deputy House Parents conduct daily room inspections to ensure this is the case.

House Parents/Deputy House Parents assume responsibility – 3:15 pm
HP/DHP on duty in the Boarding House in readiness to receive students from 3:15 pm.

After School Activities - 3:20 pm - 5:15 pm
There are a number of extracurricular activities available to our students. Boarding students participate in an activity at least two evenings per week. Full-time faculty members coach or supervise at least one club or activity per semester.

After School Duty – 3:15pm – 6:15pm

Weeknight Duty (Sun-Mon) – 6:15 pm - 10:30 pm
House Tutors are on duty (HP does one weeknight).

Dinner - 5:30 pm - 6:30 pm (5:30pm – 7:00pm Wednesdays)

Boarder Check in & House Meetings – 6:50 pm – 7:00 pm (7:20pm – 7:30pm Wednesdays)
House Tutor/HP takes a roll call and ensures that students are ready for Study Hall.

Study Hall - 7:00 pm - 9:00 pm (7:30 pm – 9:00 pm Wednesdays)

All House Parents and House Tutors complete one night of duty every week. This will be assigned at the start of the year and a schedule will be shared. Boarders' study materials should be assembled and students should go to their rooms or their designated study hall on time.

Boarding students in grades 9 through 12 who have shown their ability to study independently are granted the privilege of independent (in their room) evening study; others may attend a more supervised study hall. During study hours (7:00pm – 9.00 pm, Sunday through Thursday) these students may work in their own rooms. Quiet is to be maintained. There is to be no movement from place to place during the evening study hours. If abused, this privilege may be withdrawn at any time. It should be noted that boarding students may not receive telephone calls or use their mobile phone for any other purpose during evening study periods.

Free Time – 9:00 pm – 10:00 pm

Evening Check In - 10:00 pm
Boarders must be checked in at 10 pm in the bedroom. **Under no circumstances should students leave the House after check-in without consulting a member of the Boarding Team (i.e. in case of needing medical attention).**

Lights Out & Late Study - 10:30 pm
We encourage boarders to manage their time and school work in a way which allows them to get plenty of rest in order to maintain their health, arrive to class on time in the morning and be alert during the school day. If boarders need to study after their roommate is in bed, they must use a desk lamp so as not to disturb their roommate. Overhead lights must be turned off if the roommate is going to sleep.

Students out of their bedrooms after check-in times are liable to severe disciplinary action, including the possibility of suspension or dismissal from school. Students should not be out of their bedrooms before 6:00a.m. Bedroom hours apply to all school trips unless exceptions are made by the chaperone for particular events.

8th, 9th & 10th Grades - 10:30 pm
Main lights are turned off by 10:30 unless a student asks for 'late lights'. This allows them the option of studying for an extra 30 minutes with their desk lamp only.

11th & 12th Grades - Optional from 10:30 pm - 12:00 am
Main lights are turned off by 12:00 in negotiation with House Parents. This allows seniors the option of studying for an extra period of time with their desk lamp only, particularly during high pressure times such as exam weeks.