



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

SUPERVISION OF STUDENTS AT SCHOOL EVENTS

1. Introduction

- 1.1. Throughout the year there are a number of events that the school hosts after normal school hours that involve our students. They fall into five categories:
 - House events (Section 2 below)
 - Musical performances (Section 3 below)
 - Drama performances (Section 4 below)
 - Departmental evenings (Section 5 below)
 - Departmental/Co-curricular Dinners (Section 6 below)
- 1.2. It is important that students are supervised appropriately when they are at School and therefore under our guidance.
- 1.3. Staff should also be familiar with other relevant school policies including the *Missing Child Policy & Procedures*.
- 1.4. As a general rule there needs to be an appropriate staff: student ratio at each event. Staff on duty should be proactive and ensure that students are behaving while waiting for their performance or the results of the competition. Students will normally be supervised in classrooms, but this will depend on the location and nature of the event.
- 1.5. Active supervision means:
 - Knowing which students you have and where the students under supervision are at all times
 - Making sure that the students under supervision are not able to disturb other performances while they wait their turn
 - Ensuring that no ball games are played in the Junior Quad or QE2 Courtyard (depending on where the events are being held)
 - Ensuring that appropriate standards of behaviour are met.



2. House Events

- 2.1. The three House events that occur in the evening are Drama, Dance and Music.
- 2.2. Heads of House must attend all House events in order to help with the supervision backstage, in particular, supervising students when their House is not performing. When their House is performing, they will be watching in the auditorium. The details of how each House event is run will be distributed in advance by the event lead.
- 2.3. Each of the three named events above will have a member of staff responsible for the event and at least one member of the Executive and/or other Senior Staff on duty, with the Assistant Head (AJB), overseeing the event.
- 2.4. For House events, if a student is not performing, they should be in their House base which will have been allocated. House staff will be required to supervise these bases.
- 2.5. The Junior Quad and the Studio are out of bounds during Music events in the Hall as noise travels into the Hall.

3. Musical Performances

- 3.1. There are four major musical performances over the course of the School Year. They are the Autumn Concert, the Carol Service, the Spring Concert and the Jazz and Contemporary Music Evening.
- 3.2. For the Autumn, Spring and Summer Concerts, there are a large number of students involved and the Music Department are required to take an active role in the running of these concerts and overseeing the supervision of those students while they are not performing. In some instances, it may be most appropriate for students who are not performing to be seated towards the rear of the Hall/Auditorium. If a student is not performing, they should be supervised in a holding room. The Music Department will need to liaise with Assistant Head (AJB) before the concerts to make sure that supervision is in place. If they are short of staff to supervise, the Music Department must make sure that there are other members of staff available to help. They can get further assistance from members of School Executive and/or other Senior Staff, who are on duty at the concerts.
- 3.3. No student is allowed to be in the Quad or Studio unsupervised during any performance and there must not be any ball games played in the Quad. Noise carries from these two areas which can be disruptive for those students performing.
- 3.4. Students who are performing in the concerts must make sure their uniform and appearance is of the highest standards. Students must remember they are in the public eye on such occasions and are representing the school.
- 3.5. No student should remain in school unsupervised until the concert begins. Students must leave the school premises and only return at the 'meet' time for the concert,



unless instructed to meet earlier for final preparation and rehearsals with the Music Department. On such occasions, a supervision schedule will be devised by the Music Department for any rehearsals prior to the concert.

4. Drama Performances

- 4.1. There are typically four major drama performances throughout the year including Senior, Upper and Lower School Plays/Musicals and either a Kingston Revue or a First Year Showcase. The House Drama and House Dance events are categorised as House events. There are also other performances.
- 4.2. The Senior and Lower School Plays involve a large number of students, and the Drama Department are required to take an active role in the running of these productions and overseeing the supervision of all students.
- 4.3. If a student is not performing, they should be supervised in the Green Room. The Drama Department must liaise with the Assistant Head (AJB) prior to the event to ensure that supervision is in place. If the Department is short of staff for supervision, further assistance can be sought from members of the Executive and/or other Senior Staff.
- 4.4. No student should remain at school unsupervised until the play begins. The only time that students can remain at school between the end of school and the start of the performance is if the Drama Department requires them for any last-minute rehearsals and in this case, they should be supervised.

5. Departmental Evenings

- 5.1. Any Department wishing to host an evening to showcase their students' work must follow exactly the same protocol as the Music and Drama Departments. There should be an appropriate staff: student ratio that will facilitate the event running without incident. Final arrangements for the evening need to be forwarded to the Deputy Head (Academic) one week prior to the event occurring. Any concerns or questions need to be addressed to Deputy Head (Academic) before then.

6. Departmental/Co-Curricular Dinners

- 6.1. There are a number of Departments and co-curricular clubs that host dinners over the course of the school year, either at School or Ditton Field, eg Geography Dinner and Hockey Dinner. Events held at the school will normally be held in the Hall. Students will only have access to the Hall (or the venue where the dinner is being held) and the



toilets. They are not allowed to circulate freely around the school. Events held at Ditton Field will take place on the first floor of the Pavilion.

- 6.2. There should be an appropriate staff: student ratio to help facilitate the events running without incident. All events at the school or Ditton Field must aim to finish by 10:30pm so that the site is vacated by 11:00pm. This is important for the school's relationship with neighbours both at the main site (Caversham & Minerva Road) and at Ditton Field (Aragon Avenue & Summer Road).
- 6.3. At formal events which are for Sixth Form only, alcohol may be served with dinner to students aged 18 and over with the prior written consent of a Deputy Head or the Head, and on the other conditions set out in the *Smoking, Alcohol, Drugs and Other Substance Abuse Policy* including receipt of a signed parental consent form. Staff should familiarise themselves with the policy requirements relating to the consumption of alcohol at such events and ensure that students, staff, parents and guests adhere to these.
- 6.4. There will be a member of staff in charge of every event and a member of the Executive/Senior Staff will normally attend or otherwise be available via telephone as emergency cover. The list of all school events scheduled for the term with the allocation of Executive/Senior Staff cover will be published at the beginning of term.