



**MALTMAN'S GREEN**  
SCHOOL

# Supervision Policy

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**This policy also applies to the EYFS**

## **Related documents**

Medical Policy  
Health and Safety Policy  
Fire Evacuation and Lockdown Policy  
Safeguarding and Child Protection Policy and  
Procedures  
Behaviour Policy

<b>Updated</b>	<b>Reviewed By</b>	<b>Review Date</b>	<b>Version</b>
November 2025	E Button	November 2027	2025.01

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## Contents

1	Purpose.....	3
2	Legal obligations .....	3
3	Negligence .....	3
4	Arrival at school at the start of the day.....	4
5	Supervision before school .....	4
6	Supervision during the day .....	5
6.1	Registration.....	5
6.1.1	Procedure of Registration .....	5
7	Entry and Exit to Buildings and Off-Site Guidelines .....	5
8	Illness.....	6
9	Supervision in Classrooms .....	6
10	Visitors to the School.....	6
11	Supervision at break times .....	7
11.1	Playground rules .....	7
11.2	Wet play .....	7
12	Supervision After School .....	7
12.1	Supervision of younger siblings and uncollected pupils after school.....	8
12.2	Extra-curricular Activities .....	8
12.3	Late collection following school trips.....	9
13	Physical Education .....	9
13.1	Before and after PE lessons .....	9
14	Science laboratories and STEAM Lab .....	10
15	Art Room.....	10
16	Supervision of off-site events .....	10
17	Going home independently.....	10
18	Lunch and Dining room arrangements.....	10
18.1	Lunch times.....	10
18.2	Supervision in the dining room .....	11
18.3	Serving.....	11
18.4	Lunch breaks – play supervision .....	11
19	Cloakroom arrangements .....	12

## 1 Purpose

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the School day. This policy also applies to the EYFS.

All pupils in the EYFS are supervised in line with the required ratios as laid out in the EYFS Framework 2025. Girls are usually within sight and hearing of a member of staff and always with sight or hearing. Whilst eating, girls are always within sight and hearing of a member of staff who is full paediatric first aid (PFA) trained. All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in ratios. All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff:child ratios at level 3. To continue to be included in the ratio requirement the certificate must be renewed every 3 years. Students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) may only be counted in the ratios provided they hold a valid and current Paediatric First Aid or Full Paediatric First Aid qualification.

A member of staff who is full paediatric first aid trained is always on site when pupils from EYFS are on site and must accompany children on outings.

## 2 Legal obligations

The governing body and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others who enter the School. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The Maltman's Green School Senior Leadership Team (SLT) will make arrangements for the security and effective supervision of the School buildings and their contents. The teachers have a duty of care to the children, which is based on the principle that they are 'in loco parentis' and are responsible for exercising a standard of care that would be expected by a caring and prudent parent. It is our policy to ensure that a balance exists between the meticulous supervision of children every moment that they are at school and the desirable object of encouraging independence. In order for teachers to carry out their duties effectively, they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere

## 3 Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times (for information regarding claims for negligence and disciplinary procedures etc. see the staff Employment Manual).

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. However, if anything happened to a pupil, the cause of which could be attributed to

some lapse in the standard of the appropriate care, the member of staff may incur some legal liability. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment.

## 4 Arrival at school at the start of the day

Pupils do not arrive simultaneously on the School premises. Responsibility begins when the children arrive at school.

The normal arrival time for girls on site is from 8:15 am. Girls enter via the Pre-Prep gate (R-Year 2) or the ADA gate (Years 3-6 inclusive). A member of the Senior Leadership/Management Team or class teachers are allocated to each of these gates and greets the girls as they enter. Girls in Reception to Year 2 then congregate on the Pre-Prep playground and girls in Years 3-6 gather on the bark floor play area by ADA. Both areas are supervised by a member of staff. At 8:30am the girls line up either on the Pre-Prep playground (Reception to Year 2) or on the grass next to the barked area near ADA (Years 3-6) and are escorted to their form room by their form teacher or Teaching Assistants. No girl is permitted to be in a classroom unsupervised. The Pre-Prep and ADA gates continue to be supervised by a member of the teaching staff until 8:40am as girls continue to arrive. The gates are locked promptly at 8:40am and any girls arriving late have to report and be signed in at the School Office.

Girls in Nursery are dropped off by their parents at the Nursery door from 8.15am, where they are supervised in the Nursery by Early Years staff until registration. After 8.45am Nursery girls must be taken to the school office but registration remains open until 9am.

## 5 Supervision before school

Any child who arrives before 8:15am early should either be in Breakfast Club or will be supervised at a school-based activity.

Girls can arrive at Breakfast Club from 7.30am. Parents can book places for Breakfast Club on a regular or an occasional basis via My School Portal. Parents drop girls off at the Nursery door and ring the Wrap Around Care doorbell. The girls are then collected by Breakfast Club staff from the Nursery door and taken to the dining room, where they are immediately marked in on the Breakfast Club register. Some of the Prep girls go from Breakfast Club to other before-school clubs, which start at 8.00am. A list of these girls is kept, and they are dismissed from the rear dining room doors, where the girls walk to their clubs. The majority of girls stay in Breakfast Club until 8.15am, when the girls are organised into Pre-Prep and Prep lines. The Pre-Prep girls are walked to the Pre-Prep playground by a member of staff, and any Nursery girls are dropped straight to Nursery on the way. The Prep girls are dismissed via the rear dining room doors and make their way to the barked area next to ADA to join the rest of the Prep girls.

Our 'Little Malties' Pre-School opens from 7.30am. As girls arrive, they are escorted from the front entrance of the School to the Little Malties' classroom or the overflow dining room for breakfast. From that point onwards these Little Malties are supervised by Little Malties' staff.

## 6 Supervision during the day

### 6.1 Registration

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The School Office will contact parents if pupils are absent from school without notification (see registration procedure below).

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily. This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

#### 6.1.1 Procedure of Registration

Morning and afternoon registration is recorded following UK law and Government guidelines:

Morning attendance at Maltman's Green School is taken at 8.50am (9am for Little Malties and Nursery) and is recorded by the form teacher through the application on iSAMS, sent to the School Office and is checked and monitored by the School Office. All form teacher attendance registers must be recorded by 9.10am at the latest.

Afternoon attendance is taken for Nursery at 1pm, Reception and Years 1 at 12.55pm, Year 2 and Year 3 at 1.30pm and Years 3-6 inclusive at 2:00pm.

In case of an emergency/fire/evacuation, daily hard copies of all attendance/absence are placed in the School Office.

Should teachers receive any information on a pupil's absence, this information must be forwarded to the School Office and form teacher.

Any pupils arriving late into school should be marked as absent from their class and on their arrival to school they should report straight to the School Office where they will be signed in. The School Office will update their attendance record.

## 7 Entry and Exit to Buildings and Off-Site Guidelines

It is essential that safeguards are in place and that all pupils are informed of the security and safety procedures by their form teacher at the start of the academic year and that this is revisited during the year and when new pupils join the School. All staff are informed during the health, safety, security and fire evacuation training at the start of the School year in September, this also forms part of the new staff induction process. Right from the start and throughout the School year, it is imperative that all pupils and staff adhere to this policy. All staff must complete the sign in/out register by writing down the time, every time they enter and leave the School.

No child is allowed off-site without prior permission from the Headmistress in liaison with the class teacher and the School Office. If a child is required to go to the doctor/dentist/visit a school etc., it must be submitted to the School via My School Portal by parents. Pupils are collected from the School Office and signed out.

## 8 Illness

When a child is taken ill during school time they should be taken to Matron who will decide on the course of action to be taken (see Medical Policy). Should it be necessary, she will telephone the parent and will instruct the form teacher and School Office that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out. The same process applies to any girl in the Little Malties class who falls ill outside of term time, however, the Manager/Deputy Manager will take the place of Matron.

## 9 Supervision in Classrooms

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable and if the room is in use, to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil may be sent to the School Office for help, or the girls removed to a place of safety.

Those girls who are excused from Swimming or PE will be supervised. Usually, they will accompany the class to the courts, gym or pool, to watch activities, learn rules of play etc. and are the responsibility of those giving the lessons. Alternatively, arrangements fitting the circumstances will be put into place on the prior agreement of the Deputy Heads or Head of Pre-Prep.

## 10 Visitors to the School

Admittance to the School during the day is via the front door. If visitors are expected, a Visitors' Form is filled in and circulated to the Deputy Heads, Head of Pre-Prep, School Office and our Events Co-ordinator. The timings of the visit feature on the weekly arrangements which are circulated to all staff via email. A member of the School Office also prints off a copy of the form and keeps it in a folder kept by the front entrance. This allows for checking and cross-referencing upon arrival of the visitor. Visitors on school premises are signed in and wear a Visitors' Badge on a lanyard at all times. Once they have signed in and read the safeguarding card and other guidance they are requested to sit and wait until the member of staff responsible for escorting them around the School arrives.

If a visitor arrives through ADA and presses the intercom through to the School Office, they are instructed to walk around the School site to the School Office.

The School Office will:

- Admit them if they are expected and known to the School. They will be asked to report to the School Office and sign in or have their business dealt with. Ask them to wait until the person/people the visitor is expecting to meet go to ADA to meet them (eg Builder visiting Maintenance team).

Visitors' badges are available in the School Office.

## 11 Supervision at break times

Little Malties and Nursery pupils do not have set break times; they are often outside during the School day and will always be supervised by the relevant staff, in accordance with the required EYFS ratios as laid out in the EYFS Framework 2025.

### 11.1 Playground rules

No pupil may leave the playground without permission. With the exception of using the toilets adjacent to the playground, no Reception-aged child leaves the playground unescorted. Only those girls with permission may use the climbing frames or other 'special' areas, on a rota basis. At the end of break times, girls line up. Girls are collected from the playground by a member of staff. For both the breaks, the staff on duty do not leave the playground until all the girls have been collected. All accidents are reported immediately to Matron. There is adequate staff supervision at all times.

Staff are expected to maintain effective supervision by positioning themselves strategically across all areas of the playground to ensure clear lines of sight at all times. Children should always remain in view of supervising adults. Phase Leaders, the Head of Pre-Prep, and the Deputy Heads can provide further guidance on appropriate supervision points and positioning. One member of staff on duty should be specifically responsible for overseeing the playground equipment area to ensure safe use. Supervising staff must ensure that one of them has a walkie talkie and a first aid kit on them during break times. During break times, one member of the supervising staff carries a walkie talkie and a first aid kit.

Ratios of staff to pupils in Reception are adhered to during break times by ensuring the required number of staff are on duty. In the case of an incident occurring a teaching assistant, rather than a teacher, will leave the playground to deal with it to ensure ratios are maintained - walkie talkies may be used to call Matron / School Office staff to the playground.

### 11.2 Wet play

EYFS and pupils in Years 1 and 2 are supervised in their classrooms by EYFS and Pre-Prep staff. Classes may be amalgamated for this purpose; a member of staff will be present in each area where the children are gathered. Reception girls are supervised by the correct number of staff in accordance to the ratios for Early Years children. Prep girls in Years 3-6 inclusive go to the Purple Block for wet play. A duty teacher assisted by at least one teaching assistant will supervise each corridor to check on each class in turn.

## 12 Supervision After School

At the end of the School day all girls are re-dismissed by their form tutors who escort them to ADA (Arrival and Departure Area) to meet their parents. Little Malties' girls are escorted to the front hall for collection. The girls remaining in school go to the main or Little Malties dining room where they are supervised in After School Club. They may be collected and escorted to after school activities or remain in after school care until they are collected. Girls should not leave ADA unless they have been dismissed by their accompanying form teacher or a member of staff who is on duty and have been handed over to the designated parent/carer.

Any girls left uncollected are taken to the School Office (Pre-Prep girls are taken to Late Room and then the Dining room), who will then telephone home to make arrangements for their collection. The girls will be supervised in After School Club until they can be collected

and parents will be charged the appropriate amount. Any girls uncollected by 6pm (6.30pm for any Little Malties and Nursery aged children) will be left in the care of the staff in Little Malties or with the member of the SLT on duty. ASC staff or the member of SLT on duty will call parents at 6pm if we have not heard from them.

If the school closes at 4:00pm or earlier for any reason, e.g. snow, then any girls who are unable to be collected will be supervised by the After School Club staff and a member of the SLT until they have been handed over to a nominated adult and signed out.

## **12.1 Supervision of younger siblings and uncollected pupils after school**

At the end of the day, siblings waiting in school for sisters in the Prep School and any uncollected children remain in Late Room until 4:00pm. Here they are supervised by members of staff and enough staff are present to maintain Early Years ratios. At 4.00pm they are then taken to the dining room or Little Malties for their after-school activities or to the School Office for collection. The girls are escorted to the dining room or Little Malties by a teaching assistant. Girls (including those in the EYFS) who attend the Dining Room or Little Malties are always supervised during after school club by qualified staff and EYFS ratios are maintained.

## **12.2 Extra-curricular Activities**

The safety and well-being of our girls is paramount. Pupils may attend a supervised activity or club. They can be scheduled to take place before or after school or during the lunchtime break. Club lists are prepared by the start of term and distributed to the named club leader prior to the first session of the term.

Registers also detail:

1. The activity name e.g Year 3 Speech and Drama
2. The day of the activity
3. The time of the activity
4. The location
5. The teacher/tutor or coach leading the session

The teacher/ club leader is responsible for taking the register for their club or activity. All registers must be taken at the start of each session. All teachers/club leaders will use the SOCs system for registration.

In addition, staff should ask the School Office staff if there are any late changes to the attendance registers (e.g. children leaving to attend doctor/dentist appointments during the school day). These changes are recorded on the absence lists by the front door.

Staff should be confident they have noted any changes on the register before they gather the children for their activity.

For Pre-Prep after school activities, teaching assistants bring the girls to the Dining Room or activity location. Activity leaders/ teachers must ensure they are there ready to receive the girls,

For staff leading a club/activity in Years 3-6, they should use the same format for their registers as detailed above, following the same procedures, taking their register at the very start of the session.

If a pupil does not arrive for their club/activity session, the club leader must check immediately with the School Office to see whether a pupil has gone home or a message has been left that they will not be attending. For lunchtime activities the form tutor should be informed, and the child must be located as soon as possible.

For after school activities the School Office will investigate further; if there is no explanation as to why a child is not in attendance, the School Office should inform a member of the SLT so that the child can be located as soon as possible. If there is no reasonable explanation for the child's absence the Missing Child procedure (detailed in our Safeguarding and Child Protection Policy and Procedures, section 12) should be instigated.

At the end of the activity/club the club leader will dismiss the child to the designated carer. If the club takes place during the school day, then it is the club/activity leader's responsibility to handover to the adult who is taking on responsibility for their supervision e.g. member of staff on playground duty, class teacher, or ASC staff. If the club takes place after school, then the club leader should dismiss pupils to their parent/carers at the specified finish time at the allocated collection point. Pupils who are not collected when the club finishes will be taken to the School Office and supervised by the club leader until the pupil is collected. School Office staff can assist with contacting the parent's/carers. A member of the SLT is always on site during the designated time for clubs/ activities and should also be informed by telephone if a pupil is not collected on time.

### **12.3 Late collection following school trips**

The member of staff who has organised the trip is responsible for ensuring that all the girls have been collected safely and must remain on duty until this has taken place.

## **13 Physical Education**

The Head of PE and Games must ensure that there are adequate staffing levels for all lessons. The PE teachers must consider safety factors such as the safety of apparatus, flooring and clothing. Watches must be removed before lessons and no jewellery is permitted in school, with the exception of studs or sleepers for *newly-pierced* ears only. Earrings must be removed before PE lessons, or covered with micropore tape if they cannot be taken out. Religious jewellery can be worn but parents must seek permission from the Headmistress. Pupils are not allowed in the Gym and Lapriak buildings, or to use apparatus and equipment unless properly supervised. Doors for the Gym and the Lapriak can only be opened via the keypad, the codes for which are only known by staff. The PE staff are responsible for locking the doors in the pool that allow access to the poolside when they finish lessons and vacate the building. At no time should pupils be able to enter the pool area, Gym or Lapriak unsupervised. If a child is injured, she must be accompanied by an appropriate person to Matron in the Medical Room. A mobile phone must be taken to all off site events. Contact details must be left with the School Office, or the Headmistress, or in her absence the Deputy Heads, if the event is out of hours. See the section on 'Swimming Pool Normal Operating Procedures' within the School's Health and Safety Policy for use of the pool.

### **13.1 Before and after PE lessons**

The PE staff are required to supervise changing rooms in any of the sports areas, and after matches or training at the end of the day. They should be present inside the changing rooms to monitor behaviour and clearing up. EYFS girls are supervised in the changing rooms by EYFS staff who are familiar to them.

## 14 Science laboratories and STEAM Lab

The Science laboratories are out of bounds to all pupils unless supervised. Chemicals and substances likely to cause harm are kept in locked store cupboards, or in specially sited stores away from the labs. COSHH regulations are displayed prominently. Apparatus and equipment must be properly maintained, secured and their safe use demonstrated. Goggles are available and must be worn when appropriate.

## 15 Art Room

The Art and Pottery Rooms are out of bounds to all pupils unless supervised and are kept locked when not in use. Glazes etc. are all stored away from pupils.

Pupils should be closely supervised when using sharp equipment. All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary. Teachers should ensure that pupils are trained in the correct use of tools.

Suitable safety information should be available for pupils e.g. posters on display in practical settings such as the Art room, and written guidelines issued.

## 16 Supervision of off-site events

*(See the School's Off Site Visits Policy)*

Pupils are not allowed off the School site during the School day unless they are on a supervised activity or outing. Upon signing the Parents' Terms and Conditions, parents consent to their daughter/s taking part in all educational visits; parents must specifically notify the School in writing that they do wish for their daughter to take part in a specific educational visit. Parental consent is required for any residential trips or trips deemed as high risk.

There must be a designated Visit Leader who takes responsibility for the trip and ensures all adults attending have a clear understanding of the itinerary and details of the trip. The Visit Leader must ensure that there is sufficient adult supervision and that sufficient risk assessment has taken place. Risk assessments and all associated trip paperwork are completed by the Visit Leader. These are handed in to be scrutinised and signed off by the Headmistress before the outing. When pupils are off site during the day they will be expected to follow the School's rules and behaviour code.

## 17 Going home independently

A covering letter should be on file stating clearly that this is a parental decision and not the School's responsibility in the event of an accident. A girl going home independently should first sign out at the School Office, unless a specific other arrangement has been made with the Deputy Heads and her form teacher.

## 18 Lunch and Dining room arrangements

### 18.1 Lunch times

- Little Malties – separate room at 11.30am

- Nursery – 11.30am
- Reception to Year 1 – 11.55 to 12.20pm
- Years 2 and 3 – 12.55 to 1.25pm
- Rolling service for Years 4, 5 & 6 – 1pm onwards

Every day there are clubs, training sessions, and individual and group lessons taking place during lunchtime. Girls needing to have early lunch for activities are given priority.

## **18.2 Supervision in the dining room**

- Little Malties are with Little Malties' staff and they record what they ate
- Nursery girls are with Nursery staff and record what they ate
- Reception girls are escorted to the dining room by their teachers who sit at the top of tables to supervise
- In the EYFS a designated member of staff is assigned to ensure that the food being provided meets all the requirements for each child.
- In the EYFS, wherever staff sit facing children whilst they eat, so to ensure they are eating in a way to prevent choking and prevent food sharing and be aware of any unexpected allergic reactions.
- Girls in Years 1, 2 and 3 are escorted to the dining room by their teachers, or other adults. Teachers sit at the top of the tables to supervise the younger girls in Years 1 and 2. Year 3 are supervised by staff on duty.
- Rolling service – 1pm onwards: Years 4, 5 & 6 line up outside the dining room in rotation to wait for the senior members of staff on duty to send them in when the dining room is ready. Staff supervise the queues and play an important part in maintaining an orderly flow into lunch. The order in which the year groups go into lunch changes daily. A rota is drawn up by the Curriculum Co-ordinator, with girls who have clubs from 1.30pm – 2pm, eating first.
- A member of staff on duty has a list of clubs to ensure girls are eating at the correct time.
- The staff duty rota for the Prep School is drawn up by the Curriculum Co-ordinator.

## **18.3 Serving**

There are two hot serving stations situated along the edge of the dining room. In addition, there is a station where girls can choose salad items, cold desserts bar and fresh fruit.

All girls are offered a choice of hot or cold lunch daily. Menus are posted, in advance, around the school and on the website, My School Portal and Facebook. The girls serve themselves to the cold lunch. The hot lunch is served by the kitchen staff. Girls may have an appropriate mixture of both hot and cold lunches. Persistent poor eaters are monitored by staff and regular checks are made to ensure that they have eaten a reasonable amount. Staff report any concerns to the appropriate member of the SMT.

Little Malties girls who stay for lunch are served lunch in their own dedicated dining room. The Nursery and Reception girls eat in the dining room and are supervised at their table by EYFS staff.

## **18.4 Lunch breaks – play supervision**

After lunch the Reception and Year 1 girls will be supervised to change their aprons and collect their coats before going outside to the playground. Staff on duty will support any girls that need to make their way to clubs; most are collected from the playground by their club teacher. Some clubs require a member of staff to remain at the club with the girls. From

12.20pm to 12.55pm Reception and Year 1 are supervised outside according to a rota. There are always enough adults on duty to ensure compliance with EYFS ratios as per the ratios specified in the statutory framework for the EYFS 2025.

When Year 2 girls have finished eating their lunch, they make their own way back to the classrooms to put away their aprons and get ready for outside play or clubs. There is a member of staff on duty to supervise this process in the Year 2 classrooms. From 12.50pm to 1.25pm Year 2 are supervised outside according to a rota. There are always enough adults on duty to ensure compliance with ratios. All Pre-Prep rotas are drawn up by the Head of Pre-Prep.

When they have finished eating, Years 3 are supervised outside in the Prep Play area by staff on a rota, until 1pm. From 1pm girls in Years 3-6 are supervised in the Prep Play area by two members of staff on a rota, with further members of staff joining the playground as the dining room empties. These rotas are drawn up by the Curriculum Co-ordinator.

## 19 Cloakroom arrangements

All form teachers are responsible for the cloakrooms attached to their classes and/or the separate cloakrooms that their class members use. Teachers need to ensure that the areas are tidy at all times and supervised at the end of the day. Help should be given to address problems with lost property, and pupils should be encouraged to play their part in maintaining a high level of order in the cloakrooms and taking care of their belongings.