

ANGLO Student Supervision

Session	Supervision	Comments
From centre opening to close	24/7 Emergency number to reach a member of staff on site.	Emergency phone held by PM (or other team manager if PM is off).
Lessons	1:15 ratio. Max 15 students per class. Attendance taken at start of lesson and any absentees reported to TM. List passed to PM.	Students supervised in breaks by GLs. All students are required to attend classes. PM chases absences with GLs.
Workshops	1:15 ratio. Max 15 students per workshop. Attendance taken at start of session and absentees reported to WTS. List passed to PM.	Students supervised in breaks by GLs. All students are required to attend workshops. PM chases absences with GLs.
Activities	1:20 Some activities have a maximum number. Attendance checked at the start of each activity. Absentees reported to AM.	All students are required to attend activity sessions unless they are sick. Unwell students must remain in their bedrooms and GLs are responsible for checking on them.
Excursions	1:10 ALs and GLs accompany students on all excursions.	Excursions are compulsory unless a student feels unwell. Either the GL or a member of staff must remain on site to supervise students who do not go on excursion.
Free time on excursions	Students who are 16+ may have 30 minutes free time to go shopping.	The PM must have received written authorisation from parents/guardians.
Meal times	GLs are responsible for making sure their students go into meals at the allocated time and that they wait in line and conduct themselves at table in an appropriate manner.	ANGLO staff are on duty at all mealtimes to ensure the smooth-running of meal times.
Free time between lessons/sessions/mealtimes	Lessons and all workshop and activity sessions follow a strict schedule so students will not have much free/unsupervised time during the day.	Once scheduled lessons and sessions end, GLs are responsible for supervising their students. If they require assistance, they must request this from the PM or AM.
22:30 - Breakfast	Evening activities end around 22:30 and ALs will accompany students back to their accommodation blocks, where GLs are then responsible for taking a register and making sure everyone is present and in their rooms for lights at 23:00.	The first point of call for students during the night is their GL. Each student will have their GL contact number on their students card + lanyard. Students also have campus security phone number in case of an emergency.