



## **14d Arrangements for supervision of EYFS pupils throughout the school day**

*A copy of this policy is published in the following areas:*

*The school's website*

*The Staff Area of the school network*

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Reviewed: September 2017

Date of next review: September 2018

Created by: EYFS Coordinator

### **A. Early Birds**

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Children may be signed into Early Birds from 7.45am until 8.15am, when our school day starts. Our two designated Pre-Prep staff provide a warm welcome and a familiar face to our pupils in the early years. During the session there is always a selection of table-top activities on offer. Breakfast is available from 7.45am and our kitchen staff are always happy to discuss any special dietary requirements. The two members of staff escort the pupils to their classes at 8.15am.

### **B. Start of the Day**

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The Pre-Prep day starts at 8.15am. We encourage the children to come in and independently start to manage their belongings, such as hanging up their coat and unpacking their book bags. However, parents are very welcome to come in and help settle their child, as this is a crucial part of the school day and provides an opportunity for parents to share any information that may affect their child's day, such as a poor night's sleep.

On arrival in the Pre-Prep classrooms, class teachers and teaching assistants meet the children.

The children spend the majority of the school day with their class teacher who takes full responsibility for their welfare and planned activities throughout the day. Other staff will also be involved in leading some activities throughout the week including teachers of music, French, sport, Forest School and swimming. During these sessions, at least one member of staff will also be present (generally the teaching assistants).

### **C. Ratios**

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In both the Nursery (3-4 year olds) and our Reception classes (4-5 year olds), we have a ratio of 1:8. For Forest School and swimming we operate lower staff/pupil ratios. Please see separate risk assessments.

## **D. Assemblies**

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Pupils in the early years, once settled into their classes, will attend our weekly singing and celebration assemblies, held on Wednesday and Friday. Where appropriate, they will attend special visitor assemblies. The early years' staff will always be in attendance.

## **E. Break Times**

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Children in the early years are supervised during break times: two adults are always on duty at morning and lunch break. A third member of staff is always on first aid duty inside. We also have a fourth member of staff on duty for lunch break.

## **F. Lunch Time (Dining Room) 11.55am -12.20pm**

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The children in the early years are escorted from the Pre-Prep to the dining hall to eat their lunch in the dining hall conservatory, which can be closed off from the main dining hall and serveries so that the children feel safe and secure. Two members of staff in the early years' team help supervise. After lunch four members of the early years' staff will safely escort the children back to the nursery for a story and some rhymes. The children are then escorted out to play until 1.10pm when they come back into the classrooms for some quiet time.

### **Collection at the end of the Day**

Parents collect their children from the early years' classrooms at 3.30pm. In the Nursery we allow parents to collect children from 3.20pm to accommodate collection of siblings from other settings. We have a pupil collection sheet where parents sign up in the mornings to notify us if anyone other than themselves or designated carer is going to collect their child.

## **G. Tea Club (3.45-5.30pm)**

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Pupils booked into Tea Club will be taken to the Pre-Prep hall, where a register is taken and a light snack is offered. Our tea club staff help supervise games and activities both in the Pre-Prep and outside in the school playground until parents or carer come to collect their child. On collection parents sign the tea club register. A packed supper can also be ordered, which is offered to pupils at 5.15pm or for them to eat on the way home.

## **H. End of Day Security**

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If a child is not collected at 3.30pm and is not booked into Tea Club we will take them down to Tea Club. After 3.45pm we will phone the parent and designated contacts (e.g. child-minder, grandparent) regularly until 5.30pm to see if there is an answer. At 5.30pm the tea club staff will hand over the care of the child to the Head or a duty member of staff who will be in full care until a parent or guardian is able to collect the child.

If a parent or designated carer fails to collect at this point we then follow the Prep School policy on failure to collect a child.

## **I. Supper Club (5.30pm – 6.15pm)**

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Parents may book their child into Supper Club, which is held in the Prep School. At 5.30pm a member of the Tea Club staff will escort the child to the dining hall, where they will be served a light hot supper and supervised until collection at 6.15pm The Head or duty member of staff will ensure full responsibility for their supervision and well- being until collection.

If a parent or designated carer fails to collect at this point we then follow the Prep School policy on failure to collect a child.