



## **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*

*Link in staff handbook*

*Staff shared area*

Created: September 2015

Reviewed: September 2021

Date of next review: September 2022

Created by: EYFS Coordinator

### **A. Early Birds (breakfast care)**

Children may be signed into Early Birds from 7.45am until 8.15am, when our school day starts. Our 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 supervising members of staff escort the pupils to their classes at 8.15am. If numbers of children are exceptionally high, a third member of staff is called from Pre-Prep to support this transition.

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

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 EYFS staff will also be present (usually the teaching assistants).

## **C. Ratios**

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In both the Nursery (3-4 years) and our Reception classes (4-5 years), 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 Nursery, once settled into their classes, will attend our weekly singing and celebration assemblies. Where appropriate, they will attend special visitor or other assemblies. The early years' staff will always be in attendance. Pupils in Reception attend all assemblies unless there are exceptional circumstances.

## **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.

## **F. Lunch Time (Dining Room)**

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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. At least two members of staff in the early years' team help supervise. After lunch, members of the early years' staff will safely escort the children back to Pre-Prep. The children are then escorted out to play until 1.10pm when they come back into the classrooms.

### **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 ask parents/carers to write in their child's home/school diary if someone other than themselves is going to be collecting their child at the end of the day with reference to the 'Safe collection and dismissal of children form'. We also ask that this information is verbally shared with the early years staff. The EYFS Coordinator holds a record of all adults allowed to collect children. This information is collated at the start of each school year and updated if changes have been requested by the parent/carer.

## **G. After School Wrap around care (3.45-5.30pm)**

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Pupils booked into wrap around care will be taken to the Pre-Prep hall, where a register is taken and a light snack is offered. Our staff help supervise games and activities both in the Pre-Prep and outside in the school playground until parents or carers come to collect their child. On collection, parents sign the register to hand over care of the child to them. A packed supper may also be ordered, which can be eaten 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 wrap around care, we will hold them in the classroom until 3.45pm at which point they will be registered into wrap around care. After 3.45pm we will phone the parent and designated contacts regularly until 5.30pm. At 5.30pm the wrap around 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 carer is able to collect the child.

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

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

Parents may book their child into supper club, which is held in the Prep School. At 5.30pm a member of the wrap around 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 are responsible for their supervision and well-being until collection.

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