



TRURO
SCHOOL

PREP SCHOOL

Supervision of Pupils Throughout the School Day (EYFS and KS1)

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

The school's website

Link in staff handbook

Staff shared area

Reviewed: September 2026

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Created by: EYFS Coordinator

A. Early Birds (breakfast care)

Children may be signed into Early Birds, breakfast care 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 until 8.00am and our kitchen staff are always happy to discuss any special dietary requirements. The supervising members of staff escort the pupils to their classes at 8.15am. If numbers of children are exceptionally high, additional members of staff are called from Pre-Prep to support this transition and ensure correct ratios.

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.

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

C. Ratios

EYFS

In both of the Nursery (3-4 years) and our Reception classes (4-5 years), we have a ratio of 1:13 for the class teacher and 1:8 for the TA's. For Forest School and swimming, we operate lower staff/pupil ratios. Please see separate risk assessments.

KS1

We have a ratio of 1:16. For Forest School and swimming, we operate lower staff/pupil ratios. Please see separate risk assessments.

The children spend much 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, Spanish, PE, Forest School and swimming. During these sessions, at least one member of Pre-Prep staff will also be present (usually the teaching assistants).

D. Assemblies

EYFS

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.

KS1

Pupils in KS1 attend all assemblies. Children supervised by adult leading the assembly and supported by other members of staff during specific assemblies (singing, visitor, head's)

E. Break Times

EYFS

Children in the Early Years are supervised during break times: strict EYFS ratios are adhered to during this time with a detailed playground duty rota.

KS1

During break times, we work at a ratio of 1:30 on the playground. Year 2 use an additional space, when available, to allow for more space for the younger children.

F. Lunch Time (Dining Room)

EYFS

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 four 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 ready for assembly.

KS1

The children in KS1 are escorted from the Pre-Prep to the dining hall to eat their lunch in the dining hall and conservatory. Two members of staff help the lunchtime team to supervise. After lunch, members of the KS1 staff will safely escort the children back to the Pre-Prep. The children then play until 1.10pm when they come back into the classrooms ready for assembly.

Collection at the end of the day

EYFS

Parents collect their children from the Early Years' classrooms at 3.30pm. We allow parents to collect children from 3.20pm to accommodate collection of siblings from other settings. We ask parents/carers to email or write on Tapestry 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, if possible, this information is verbally shared with the Early Years staff. The EYFS staff hold a record of all adults allowed to collect children.

KS1

Parents collect their children from the classrooms from 3.30pm. We request that parents/carers write in their child's home/school diary or tell the office/ class teacher 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'.

G. After School Wraparound care (3.40-5.30pm)

We ask parents to register their children for Wraparound care the week before it is needed. This is then collated into a sign in and out sheet for the staff to use. We can then ensure appropriate ratios and amend our staffing if needed. On this document we have the safe dismissal form and any allergies. At 3:40pm all pupils booked into wraparound 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 Pre-Prep playground until parents or carers come to collect their child. On collection, children are handed to the care of their parent and the children signed out on the register

H. End of Day Security

If a child is not collected at 3.40pm and is not booked into wraparound care, we will hold them in the classroom until 3.40pm at which point they will be registered into wraparound care. At 5.30pm the wraparound 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 wraparound 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 is 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.