



Supervision of Pupils – EYFS and KS1

The School aims to provide an environment where pupils are well supervised and the utmost care is given to their health and safety. The School wants to ensure that at all times the children are safe and well supervised. The arrangements outlined below apply to the children in the Pre Prep School (EYFS and KS1).

Supervision Arrangements

Start of the Day

The entrance gates to the Pre Prep area are unlocked at the start of the day and all children are dropped off at the gate in the morning where they are met by the Head of Pre-Prep and a class teacher.

The gates are locked once all children have arrived and the School day starts. There is a coded keypad for entrance during the day and a bell for visitors.

Classroom Time

Lessons start at 8.30am and during classroom time when children are being taught in a classroom the children are under the care and supervision of the Class Teacher and Teaching Assistant.

Break Time / Playtime

During break times all children are escorted to the playground by their teachers. There are always three members of staff on duty in the playground when Year 1 and 2 are playing at morning break and four members of staff at lunchtime break and Friday morning break when the Early Years children join the Key Stage 1 children.

Visual checks are performed by the teacher on duty of all apparatus to ensure it is safe. There are rules for play times including behaviour rules and rules for use of the various equipment and play areas.

The relevant member of staff collects the children from the play area at the end of the break time. The teacher will ensure they have all their children and then escort them from the playground to the classroom.

Wet Breaks

In the event of heavy rain, the children will go to the Pre-Prep Hall for breaktimes where they will be supervised by teachers according to the duty rota.

Lunchtime Supervision (11.45am – 12.30pm)

During lunchtime the children are escorted by their teachers to the school dining room. Each class has two tables for lunch and each table is supervised by a member of staff. Good table manners are encouraged. Lunch is served by the catering staff.

Music Lessons

If a child is receiving a 1-1 music lesson they are collected from their classroom or play area by the music teacher and returned by the music teacher to the appropriate place after the lesson.

End of the Day

At the end of the School day at 3.30pm, all class teachers are to be in forms for collection of children and sign out. All children must be encouraged to say goodbye to the teacher to ensure the teacher knows that the child has been collected. The class teacher is responsible for the child until the child is collected unless other arrangements are made. In the event that a child is not collected at the appropriate time the procedure outline in the EYFS Non Collection Policy is followed. Children may be taken to After School Club to wait whilst their parents are contacted.

Activities

After school activities or clubs run from 3.30-4.30pm each day and each activity is supervised by a member of staff who takes a register at the start and then ticks off the children at the end when they are collected. For children who go from the activity to After School Club, the member of staff taking the activity is informed by the school secretary and they are responsible for ensuring the child is handed into the supervision of the After School Club Supervisor.

After School Club

After School Club (ASC) runs from 3.30pm to 6:00pm. Children going to ASC either at the end of the School day or after a club/activity are taken to the Pre-Prep hall by either the Teacher or the Teaching Assistant. A register is kept by the After School Club Supervisor of all children attending. When the child is collected the parent has to sign the child out. Children who are staying for After School Club are registered with the school secretary who compiles the lists for the ASC Supervisor.

Ratios

Appropriate ratios in line with the EYFS statutory guidelines are followed. For activities for the Reception class there is a child:staff ratio of 8:1 and for all activities throughout the Pre-Prep there are always at least two members of staff available for support.

Unknown Visitors to Pre-Prep site

If a member of staff comes across an unknown person in the Pre-Prep area they must first ask that person what they are doing and who they are due to see. If they feel that the answer is unsatisfactory they should ask that person to wait outside the Pre-Prep gate and ask the Pre-Prep secretary to validate their identity by either calling a parent or contacting school security.

Reviewed: September 2023
Next Review: September 2024