



BEESTON HALL SCHOOL

14C EYFS supervision – arrangements for supervision of EYFS pupils throughout the day

Person responsible: Head of Pre-Prep

Reviewed: October 2021

Next review: June 2021

8am – 8.45am - Morning drop off and registration	Classrooms are open from 8am for drop off. Class teacher will welcome children at the Pre-Prep gate and ascertain pick up times from parents/carers as well as speak with parents if necessary. There will be a second member of staff in the classroom to supervise pupils and lead morning routines.
8.45am-10.30am - Morning session	Children will take part in morning learning activities and focused inputs with the class teacher. If a child has 1:1 LS or music lessons – the member of staff will come and collect the child from the classroom and return them at the end of the lesson.
10.30am - 11am – Morning break time	Children will play in the Pre-Prep playground at break time. They will be supervised by a member of staff (PFA trained, where possible). If no PFA trained staff are available to cover break time, Duty Matron or the School Nurse will become the designated PFA. If a child becomes injured and needs to go to Matron, a member of staff will accompany them or Matron can be called to attend an incident.
11am-12pm – Morning session 2	Children will take part in morning learning activities and focused inputs with the class teacher.

	<p>If a child has 1:1 LS or music lessons – the member of staff will come and collect the child from the classroom and return them at the end of the lesson. If the class have a timetabled session with a specialist teacher (French, Music, PE, Art) the class teacher will accompany them to the lesson. If a TA is available, then they may accompany the class to the lessons. The PFA trained teachers must remain on site and let the teacher know where they will be in this instance.</p>
<p>12pm-1pm – Lunch time</p>	<p>Children go to the toilet and wash their hands in the Pre-Prep before being accompanied to the Dining Hall by the class teacher or another member of Pre-Prep staff. The children sit with a member of staff at the tables and are supervised by them whilst eating. If the child needs to go to the toilet or leave the dining hall for any reason, they must be accompanied by a member of staff who informs the class teacher of where they are going. At the end of lunch, children line up and are returned to the classroom by their class teacher. Children will play in the Pre-Prep playground until 1pm, where they will be supervised by a member of staff (PFA trained, where possible). If no PFA trained staff are available to cover break time, Duty Matron or the School Nurse will become the designated PFA. If a child becomes injured and needs to go to Matron, a member of staff will accompany them or Matron can be called to attend an incident.</p>
<p>1pm – 3.15pm - Afternoon session</p>	<p>Children will take part in learning activities and focused inputs with the class teacher. If a child has 1:1 LS or music lessons – the member of staff will come and collect the child from the classroom and return them at the end of the lesson. If the class have a timetabled session with a specialist teacher (French, Music, PE, Art) the class teacher will accompany them to the lesson. If a TA is available, then they may accompany the class to the lessons. The PFA trained teachers must remain on site and let the teacher know where they will be in this instance.</p>
<p>3.30pm - First sign out</p>	<p>Any child going home at this time will be signed out from the Pre-Prep gate by the class teacher. The teacher will make eye contact with the</p>

	parent/carer collecting before handing them over. Parents/carers must wait outside gated area.
3.30 - 4.30pm - Pre-Prep activities	There will be one member of staff running the activity who will be responsible for supervising the children at this time. Most members of Pre-Prep staff are Paediatric First Aid trained. If the activity is being run by another member of staff who is not PFA trained, a PFA trained teachers must remain on site and let the teacher know where they will be in this instance.
4.30pm - Second sign out	At 4.30pm the children will be taken to the Link for collection. The member of staff signing out will make eye contact with the parents before handing over the children and ticking their name on the sign out sheet. Any EYFS children who are on the bus will be collected from the Link by their bus driver or chaperone.
4.30pm – 5.45pm – Siblings Club	There is a rota for staff for any Pre-Prep children staying at school until this time. At 4.30pm, children will be dropped at Siblings Club. Staff member will ensure they have a drink, snack and some quiet activity choices. If the member of staff is not PFA trained and there are EYFS children staying, Duty Matron or the School Nurse will become the designated PFA.