



BEESTON HALL SCHOOL

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

Person responsible: Head of Pre-Prep

Reviewed: August 2023

Next review: July 2024

8.00am – 8.30am Morning Drop-off and Registration	Classrooms are open from 8am for Drop-off. Head of Pre-Prep or member of Senior Management Team will welcome children at the Pre-Prep gate and ascertain pick up times from parents/carers. These will be recorded on registration sheet. Staff are present in classroom to supervise pupils and lead morning routines.
8.30am - 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 – 11.00am Morning Break Time	Children in Reception and Year 1 will play in the Pre-Prep playground at break time. They will be supervised by a member of teaching staff or experienced Teaching Assistant (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>11.00am – 12.00pm Morning Session 2</p>	<p>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. 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 the lessons. If class teacher is not PFA trained, Duty Matron or School Nurse will become the designated PFA.</p>
<p>12 noon – 1.00pm Lunchtime</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 (*Reception children will have lunch in the classroom for the Michaelmas term to settle into routines). 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 teaching staff or experienced Teaching Assistant (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>1.00pm – 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, Forest School) the class teacher will accompany them to the lesson. If a TA is available, then they may accompany the class to the lessons. 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.</p>

3.30pm First Sign Out	Any child going home at this time will be signed out from the Pre-Prep gate by Head of Pre-Prep.
3.30 pm - 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. 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. Staff member leading the activity will take the children back to the classroom, who will be ready to receive the children from 4.20pm.
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 tick the child's name on the sign out sheet, when collected by their designated person. Any EYFS children who are on the bus will be collected from the Link by their bus driver or chaperone in this same way.
4.30pm - 5.45pm Siblings Club	There is a rota for staff for any Pre-Prep children staying at school for Siblings Club. At 4.45pm, children will be taken to Siblings Club and handed over to the designated member of staff. 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. Staff will accompany children to sign out at The Link and ensure they are signed out, as arranged.