

## ARRANGEMENTS FOR THE SUPERVISION OF EYFS

On arrival at The Cottage Nursery/ Reception, children are met by the Teacher or Teaching Assistant who will settle them in the Classroom.

### **Staffing**

The children spend the majority of the morning session 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:

- PE (Jack Avery & Kate Ricks),
- Forest School (Beth Dupee),
- French Conversation (Jules Galbraith),
- Music/ Singing (Emma Heppell/ Eloise Chamier-Williams)
- ICT/Drama (Netty Lings/Jane Russell)
- Assembly/Story/Reading Rockets (Jessica Blythe)
- Wellbeing (Jessica Avery & Hannah Joseph-Green)

During these sessions for Nursery, at least one other member of staff will also be present. In Reception, at least one other adult is present during PE, Forest School, Wellbeing and ICT.

### **Ratios**

- The supervision during playtime meets the requirements of EYFS regarding the correct number of appropriately qualified staff.
- In Nursery (3-4 year olds), the ratio is 1:13 for the class teacher and 1:8 for each Teaching Assistant. The morning and afternoon sessions have space for 20 children.
- In Reception (4-5 year olds), the ratio is 1:30 for the class teacher and 1:8 for the Teaching Assistants. Currently, there are 31 children with 2 full time teachers, one full time Teaching Assistant and one part time Teaching Assistant.

### **Break times**

At break times, children are supervised. In Nursery, 2 adults are always on duty at morning and lunch break and additional staff are in The Cottage Nursery, if needed. In Reception, the children play with Years 1 & 2 and are supervised by a minimum of two members of staff, and often, during the longer lunchtime break, with an additional member of staff.

### **Lunch**

Nursery lunch takes place in the Acorn Room at 11.30-12noon. All Nursery staff supervise the Nursery tables. A member of the catering staff assist so that staff can promote good table manners.

In Reception, children eat their lunch from 11:45 - 12:15 in the Dining Room. Each table is supervised by a member of staff and the children are served “family style” to promote good manners. Members of the catering staff assist so that staff can promote good table manners.

### **Assemblies**

Nursery attend the Friday class assemblies in Pre-Prep each week. All Nursery staff accompany the children.

In Reception, the children attend Pre-Prep assemblies on Mondays, Tuesdays and Fridays. Each term the Nursery & Reception children attend an EYFS Sharing Assembly, which is attended by all EYFS teachers and Teaching Assistants.

### **Wrap Around Care**

All EYFS children may attend Larks alongside Years 1 and 2. This before-school care (8-8:25am) is held in the Pre-Prep Library or Hall and is supervised by Pre-Prep Teaching Assistants on a rota basis. When a Nursery child is booked in, a Nursery Teaching Assistant is also present. Quiet activities take place during this session. EYFS children are escorted to their classrooms by the attending TAs at 8:25am.

There is no After School Care provided for Nursery children. Reception children are not encouraged to attend Robins or Owls (Pre-Prep After School Supervision) until after the first half of the autumn term.

After-School Care (3.40– 4.40pm): children in Reception, Year 1 & 2 are looked after together, in Robins, by Pre-Prep Teachers/Teaching Assistants on a rota basis. Activities are set out in the Pre-Prep Hall or a classroom and children are encouraged to socialise.

After-School Care (4:40-5.30); children in Reception, Year 1 & 2 are looked after together, in Owls, by Pre-Prep Teachers/Teaching Assistants on a rota basis. The children meet in the P-P Hall, following Robins and are given a sandwich, fruit and a drink after which they spend quiet time reading, colouring or playing quietly.

If the child is not collected at 4.40pm or 5.30pm (if booked into Owls), they are looked after for a further 10 minutes in Pre-Prep and parents are contacted.

The child is then taken to the Manor House Reception to be supervised by the duty teacher alongside the older children. If more appropriate, dependent upon the individual child, consent from the parent and the length of time for continued supervision, they are looked after within Pre-Prep. In most cases children require further supervision because their parents are occupied with activities involving older siblings.

### **Monitoring and Review**

Reviewed by Head of Pre-Prep / Head of Nursery: January 2021

Reviewed and Approved by The EWCC – Feb 2021

Next Review: September 2021