

SHS B04: ARRANGEMENTS FOR THE SUPERVISION OF EYFS PUPILS

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 day with their Form Teacher who takes full responsibility for their welfare and planned activities throughout the day. Other staff (internal and external) will also be involved in leading some activities throughout the week including:

- PE & Swimming
- Forest School
- French
- Music/ Singing
- Assembly/Story/Show & Tell
- Wellbeing
- Learning Success

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 and Music.

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Keyperson

The Head of Nursery is the Keyperson for all of the Nursery children. The Reception teachers are the Keyperson for their Reception class of children. Teaching Assistants and Specialist teachers feed into planning and observations of the children.

First Aid

As good practice, all EYFS staff are fully trained in Paediatric First Aid.

Personal Care

Please refer to the school's Personal Care Policy (ref: SHSB12)

Sleep/rest

In Nursery there is a short rest time after lunch to allow the children to have some quiet time and, if needed, a short nap. Some children are supervised in the upstairs rest room. They lay on cushioned mats and have their own blanket and a small pillow assigned to them, kept in a named duffle bag. Others stay downstairs and sit on cushions while listening to stories or engaging in quiet activities, such as threading cards or 'tummy-time' colouring.

In Reception, there are quiet spaces for the children, such as in the Reading Den, where reading and relaxing is promoted. Classes take time throughout the day for a 'moment of pause', particularly after playtimes. Children sit/lay quietly and breathe deeply, to help them feel calm, relaxed, and ready for the next part of their day.

Settling In

All EYFS children are invited in before they start at St Hugh's. The first time is typically at the end of a school day for an hour with their parents to allow them a

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chance to explore their new environment alongside their parents and the other children who are starting at the same time.

The second opportunity for Nursery is during a school day and parents are invited to again stay in the classroom or leave and have a coffee (on site) to allow the children to familiarise themselves with the Nursery more independently. During the holidays, the child receives a welcome card from the Head of Nursery.

For children entering Reception, a Teddy Bears' Picnic is held in June/July. This allows all children starting in Reception to gather and meet their new teachers and begin to make friends. The children are given a 'home learning' to take home after this event and during the summer holidays they receive a welcome card from their new teacher. There is also a welcome meeting for parents run after the Teddy Bear's Picnic.

Ratios

- In Nursery (3-4 year olds), the ratio is 1:13 for the class teacher and 1:8 for Teaching Assistants. The morning and afternoon sessions have space for 24 children.
- In Reception (4-5 year olds), the ratio is 1:30 for the class teacher and 1:8 for Teaching Assistants.
- The supervision during playtime meets the requirements of EYFS regarding the correct number of appropriately qualified staff.

Break times

At break times, children are supervised. We follow the EYFS ratio regulations and put in the appropriate support as necessary.

In Reception, (when not in an extended PtL morning), the children play with Years 1 & 2, and are supervised by 3 members of staff, one of whom is always a qualified teacher with Paediatric First Aid training.

Lunch & Snacks

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Nursery lunch takes place in the Acorn Room at 11.45-12.15pm. Nursery staff supervise the Nursery tables. A member of the catering staff also assists this lunch sitting. In Reception, children eat their lunch from 11.45 - 12.15pm in the Acorn Room or Orangery. 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/ gap students also assist this lunch sitting.

Staff are conscious of the EYFS safer eating guidance ([EYFS statutory framework for group and school-based providers 2026](#)) and complete regular training on different food intolerances and how to deal with any choking incidences. Lunch/ snack tables are carefully supervised, and children are always in sight and hearing of staff. In addition to all EYFS staff being Paediatric First Aid trained, the lunchrooms are situated near the school medical centre where our school nurses are stationed. There are also Risk Assessments in place that are regularly reviewed by the school.

Nearly all the school food is home-made in our school kitchen so free of preservatives and E numbers. We also aim to provide a reduced sugar and salt diet to all EYFS children (following the [Early Years Foundation Stage nutrition guidance](#)). Please see our school menu on the website for further sample menus.

Assemblies

Nursery attend the Lower School Celebration Assembly in the Pre-Prep Hall each Friday. All Nursery staff accompany the children.

In Reception, the children attend a Pre-Prep Assembly on Mondays and the Lower School Celebration Assembly on Fridays. Each term the Nursery & Reception children come together for an EYFS Sharing Assembly, which is attended by all EYFS teachers and Teaching Assistants. There is also the opportunity to meet at the beginning and end of each term for a Whole-School Assembly that brings the St Hugh's community altogether.

Wrap Around Care

Larks: All EYFS children may attend Larks alongside Years 1 and 2 from 8am. This before-school care is held in the Pre-Prep Hall and is supervised daily by a qualified

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teacher and Teaching Assistant (on a rota basis). Quiet activities take place during this session. EYFS children are escorted to their classrooms by a member of staff at 8.15am.

Robins: After-School Care (3.30– 4.40pm): children in EYFS, 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. Nursery Robins carries an additional charge of £8 per session and children are supervised by the Head of Nursery/Nursery Teaching Assistants & a Wrap Around Care Supervisor.

Owls: After-School Care (4.40-5.30pm); children in Reception, Year 1 & 2 are looked after together, in Owls, by Pre-Prep Teachers & our Wrap Around Supervisor 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 a selection of board games.

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.

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