



GODOLPHIN PREP

EYFS Supervision Policy



Last reviewed: September 2023

Next review: September 2024

Reviewed by: Head of Prep, EYFS/Pre-Prep Teacher

GODOLPHIN PREP**EYFS SUPERVISION POLICY****1. EYFS supervision throughout the day**

8.00am: From 8am parents or carers may leave EYFS pupils in the Pre-Prep where an EYFS member of staff will greet them and help the pupils to settle to an activity. A record of arrivals is kept. Parents have an opportunity to pass on any brief messages about the day before leaving. If necessary, as more pupils arrive, a second member of staff will go to the Pre-Prep to maintain the correct ratio of staff to children.

8.25am: Register is taken and finalised for Pre-Prep

8.35am - 9.50am: Teaching and learning activities are led by the staff. The pupils will usually be in their classroom or the outdoor learning area, unless they have Art, Music, PE or Swimming.

9.50am: The children prepare for break. They go to the toilet and wash their hands before having break in the classroom. Break is followed by a period of outdoor play and learning unless the weather prevents the children going out. Break and outdoor play are supervised by the staff. Depending on the weather and the activities they are engaged in, pupils usually return indoors at approximately 10.45am.

11.45am: The pupils prepare for lunch. Staff supervise the lunch meal assisted by the lunchtime supervisors.. After lunch is completed, the pupils use the outdoor learning area, or their classroom if the weather is inclement, where they are supervised by lunchtime supervisors. At least one Paediatric First Aider is always on duty.

1.00pm to 4.10pm: Pupils take part in various learning activities and lessons.

If the pupils have been completing activities indoors, they have another outdoor play session supervised by EYFS staff.

2. After school

The formal school day ends at 4.10pm when pupils are signed out by the Pre-Prep staff to meet their parents in the playground.

Staff sign out sheet pupils as they leave and then put any remaining pupils' names on the after-school register. Pupils are then given a snack and drink before joining an activity or playing in the classroom or outside in the warmer months. Year 1 and Year 2 join with the

EYFS pupils. Pupils may remain in school, supervised by Pre-Prep staff, until 5.30pm. A qualified paediatric first aider remains in the building until the last EYFS pupil has left.

3. Swimming/PE/Art/Music

EYFS pupils are taught some subjects by Prep/Senior School staff

Pupils are escorted to the pool by EYFS staff. EYFS staff supervise changing. When the pupils are in the pool, they are taught by the school's swimming instructor supported by the PE staff. A lifeguard is always present.

Pupils change for PE lessons in their classroom, supervised by the EYFS staff.

