

## **EARLY YEARS**

### **ARRANGEMENTS FOR THE SUPERVISION OF EYFS PUPILS THROUGHOUT THE SCHOOL DAY**

#### **DELIVERY AND COLLECTION OF CHILDREN**

##### **Nursery**

Parents are asked to bring their children to the Nursery Department by 9.00 a.m. Access to the Nursery is via a buzzer system, as the main door is always locked. Parents help their children with their coats and then sign them in and out at the beginning and end of each session.

From 7.45 to 8.15 a.m. Breakfast Club runs in the School Hall. From 8.15 until 8.30 a.m. children may be taken to the School Hall (even if they are not going to take breakfast) where they will be supervised (free of charge). Children arriving from 8.30 a.m. should be taken directly to the Nursery.

Parents collect their children from the Nursery itself at the end of the day. The School must be notified, in writing where possible, if anyone other than the named person will be collecting the child. For these occasions, a 'Password' system is used.

The Nursery morning session formally starts at 9.00 a.m. but supervision is available in the Nursery from 8.30 a.m. All children must be in school by 9.00 a.m. so that they can gain the maximum benefit from all the activities. Key workers take the children to the Dining Room and supervise lunches. The Afternoon sessions start at 1.30 p.m.

##### **Reception**

The official start of the Reception Day is 8.50 a.m. Pupils who do not take breakfast may arrive from 8.15 a.m. for free pre-school care. Parents take their children to the Reception Entrance of the Early Years Centre where a member of staff is on duty. Each child places their bag and coat on their peg and goes up to the playground without their Parent, where another member of staff will be on duty.

If for some reason a child is late, he/she should be taken to the School Office in the Main Building, signed in and a member of staff will be sent to collect the child from the office. It is essential that this procedure is followed as all attendance registers are kept in the School Office and for fire and security reasons the School must be absolutely sure which children are on site.

At the end of the school day (3.30 p.m.) all pupils who are not staying for after-care should be collected from the relevant classroom, with the exception of RF, who should be collected from RC or from the Year 3 exit.

## **GROUP AND CLASS SIZES**

In the Nursery each child is assigned to a Nursery Nurse who is their 'key worker'. The maximum group size is 8. In addition the Head of Early Years is present throughout each morning. The maximum number of children at any time in the Nursery is 40. There are four Nursery Nurses and a Head of Nursery who run supervised activities alongside a system of 'continuous provision' and the Head of Early Years who teaches literacy and numeracy skills to small groups. Children usually spend mornings and afternoons in the Early Years building. Each week, however, they are taken in groups to the Forest Fun Area, the Adventure Playground or the Astroturf for Outdoor Activities.

Reception pupils usually spend the greater part of the school day with their class teacher. Children are in classes of usually no more than 16. There is a Teacher's Assistant between two classes and further help at various times during the week from part-time Teaching Assistants for PE, Cookery, Swimming and other activities that require a high level of adult supervision.

Pupils may have lessons from specialist staff for MFL, PE, Games, Swimming and Music.

Classes should always be supervised when moving around the School, whether to lessons, break times or assemblies.

### **Reception Breaktimes**

Two adults are always on duty during morning, afternoon and lunch break.

At lunch time all staff supervise their own classes in the dining room.

After the pupils have eaten their lunch they have supervised playtime in the Pre-Prep Outdoor Areas or the Back Playground and, weather permitting, the Adventure Playground.

## **PRE AND AFTER-SCHOOL CARE, HOLIDAY PLAYCLUB**

During term time, pre-school care is available from 7.45 a.m. (breakfast club); after-school care is available until 6.00 p.m. daily. During School holidays, the school operates a Holiday Play Club between the hours of 8.30 a.m. and 5.30 p.m. These are supervised by the 'Out of Hours Care Manager' who has a BTec National Diploma in Early Childhood Studies. She is supported by qualified Nursery Nurses and sixth formers from the Senior School.

## **ADDENDUM (1)**

### **THE SCHOOL DAY: NURSERY (children aged 3 – 4)**

7.45 a.m. Breakfast club

8.15 a.m. A member of Nursery staff goes to School Hall (Swallows Campus) to care for children who do not wish to take breakfast but need early care.

8.30 a.m. Nursery opens. Registration.

9.00 a.m. A rolling programme of focused group activities based on pre-reading, writing, numeracy skills; topic related activities that may include art, design, modelling, cookery and role play; outdoor play and child-initiated activities.

10.00—10.30 a.m. Milk and snack. Story time.

10.30 a.m. Activities continue.

11.45 a.m. Lunch (for those who are staying)

12.00 noon. Morning session ends

#### **LUNCH**

Rest and free play – circle time – outdoor play

1.10 p.m. Story time

1.30 p.m. Afternoon session.

Topic related activities that may include art, design, modelling, cookery and role play.

3.00 p.m. Story time & collection.

**3.30 p.m. Nursery day ends.**

3.30 p.m. After-care based in the Nursery

**6.00 p.m. End of the School Day**

## **ADDENDUM (2)**

### **THE SCHOOL DAY: RECEPTION (Children aged 4 – 5)**

7.45 a.m. Breakfast Club

8.15 a.m. Children welcomed onto the playground

#### **8.50 a.m. Morning registration (start of Reception day)**

9.00 a.m. 1st morning session

10.25 a.m. Mid-morning break

10.45 a.m. 2nd morning session

12.00 p.m. Lunch break

1.00 p.m. 1st afternoon session

2.15 p.m. Afternoon break.

2.30 p.m. 2nd afternoon session

#### **3.30 p.m. Reception day ends**

3.30 p.m. After-care based in the Early Years Centre for Reception children. Start of after-school activities

4.30 p.m. End of Reception activities, children either taken to parents or to After-care

4.00 - 5.00 p.m. Some after-school clubs, run by peripatetic staff, are available to Reception children. Children will be taken to these and at the end collected by parents or taken to after-care

#### **6.00 p.m. End of the School Day**