

PART ONE:

SECTION C – PUPIL POLICIES

(3) EYFS POLICIES

C(3) 8 - EYFS SUPERVISION

RECEPTION

NB: Specialists teaching in the EYFS (PE, dance & music) and staff covering absence must adhere to all the points in this policy

8.00am – 8.35am

- Children report to Goodman Ground Floor 1 room which is under the supervision of a qualified member of staff.
- Children are signed in on arrival.

8.35am – 8.45am

Registration

8.45am – 10.30am

Rec children are engaged in activities earlier in their classrooms or other locations around the school.

10.00am – 11.00am

Outdoor time for Rec

The class teachers are all outside at this time. If you are on duty you need to cover between 10.35 – 10.50 to allow class teachers a quick comfort break.

11.00am – 12.40noon

Children are engaged in activities either in their classrooms or in other locations around the school.

12.40pm – 1.40pm

- Reception children make their way to the dining room for lunch accompanied by their class teacher; they visit the toilet and wash hands on the way.
- Children eat lunch at designated tables in the dining room at Pre-Prep lunch.
- Rec children are supervised by a member of staff
- When lunch is finished children are escorted to the adventure playground ready for lunchtime play

1.40pm – 2.00pm

Assembly/Form Time

2.00pm – 3.00pm

Children are engaged in activities either in their classrooms or in other locations around the school.

3.00pm – 4.00pm

- Reception children report to GG3 room for after school care; they are signed in by the After School Supervisor.



- Children who are not collected by 3.00pm must be signed in; parents must sign them out and state 'time out'.

4.00pm – 6.00pm

- If children stay later than 4.00pm they receive a light tea prepared by the kitchen staff.
- Children then have a free choice of activity.
- Parents/carers sign out their children before leaving and state 'time out'.
- If numbers fall to one child, the member of staff moves to the Prep and Senior After School Club

Early Years Outdoor Area

- Collect the children and at lunchtime supervise them through the main house and down to the Goodman Building. Assemble in reception classroom; children to wear appropriate clothing.
- Collect mobile phones from Goodman Office
- Duty staff to ensure children needing the toilet go before entering the playground.
- Students may help with duties but must not be alone with a child
- Children are free to use all the apparatus and move around the whole space during their free choice times.
- **Children may play on age appropriate equipment**
-
- Duty staff must walk around play area to observe all children
- **Children requiring use of the toilet, go through the Reception classroom**
- Ensure doors are closed.
- Return mobile phone to the Goodman school office.

If a child requires First Aid staff must alert the School Office for a first aider e.g. 1) Mrs Cameron-Price, 2) Mrs Clay, 3) Miss Berwick, 4) Miss Cassidy