

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 (internal and external) will also be involved in leading some activities throughout the week including:

- PE
- Forest School
- French Conversation
- Music/ Singing
- ICT/Drama
- Assembly/Story/Reading Rockets
- Wellbeing
- Learning Support

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 Wellbeing.

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.

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. The children lay on cushioned mats, stories are read, and quiet music played at this time with the lights are kept low. The children have their own blanket and a small pillow assigned to them, kept in a named duffle bag.

In Reception, there are quiet spaces for the children such as under the Reading Arch where reading and relaxing is promoted. Classes take time throughout the week 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 twice during the term before they start. The first time is for an hour with their parents to allow them a chance to explore their new environment alongside their parents and the other children starting at the same time.

The second opportunity for Nursery is during a school day and parents are invited for coffee on site to allow the children to familiarise themselves with the Nursery more independently. During the holidays, the child receives a welcome letter from the Head of Nursery with photos of the Nursery staff.

For children entering Reception, a Teddy Bears' Picnic is held in June. This allows all children starting in Reception to gather and meet their new teachers and begin to make friends. The children are given a 'summer bag' 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 evening for parents run after the Teddy Bear's Picnic.

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 24 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 Dining Room at 11.25-11:55am. 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 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 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 Mondays - 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 (8-8:15am) is held in the Pre-Prep 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 8:5am.

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.

Reviewed and Approved by The Education, Welfare and Compliance
Committee: February 2021

Monitoring and Review

Reviewed by Head of Pre-Prep / Head of Nursery: Feb 2022

Next Review: September 2022