

## **LEICESTER HIGH SCHOOL FOR GIRLS**

### **THE SUPERVISION OF PUPILS DURING THE SCHOOL DAY: EYFS**

#### **Before School**

The Before School Care Manager and the Before School Care Assistant are on duty from 7:30am until 8 am. At 8 am the Before School Care staff ensure the safe arrival of pupils into their YF or YR classrooms.

Between 8am and 8:25am pupils are escorted by a member of staff from the drop-off service into school.

#### **During the School Day**

Pupils are registered by their teacher or Key Person using SIMS. Throughout the day, the pupils are supervised by teachers or EYFS practitioners in all activities inside and outside. The morning break rota for EYFS staff is staggered to ensure that there is adequate staff: pupil ratios at all times. EYFS staff supervise pupils similarly during their outdoor learning opportunities and when the class spend time in the Spinney, including putting on any necessary outdoor wear.

#### **At Lunchtime**

EYFS staff supervise the pupils as they prepare for lunch; washing hands and putting on their aprons. EYFS staff accompany the pupils to the dining hall where they sit on allocated tables. Food, to the correct dietary requirement, is given to each girl by the member of staff supervising the table. The pupils are then encouraged to eat their food correctly, with a knife and fork, and to try any new foods which may be available. Once all pupils have collected their meal, a teacher on duty rings a hand bell to say grace. Any issues with eating that may arise are communicated to the Key Person. If a child has issues with eating, such as refusing certain foods, these are logged by the member of staff on each table. These are then monitored by the EYFS Leader and relevant Key Person. Any concerns out of the norm are raised with the relevant parent and the School Nurse.

When finished, EYFS lunchtime assistants are on duty to assist the pupils in dressing for outdoor play. They also escort and supervise the pupils on the lower playground until 12.50pm. If a pupil requires the toilet at any time during the lunch break, she is accompanied by a member of staff to the EYFS toilets. At the end of the lunch break, the pupils line up to come back into the EYFS Unit. They are supervised in the toilet and pupils return to their Key Person for registration.

#### **At the end of the day**

EYFS staff supervise pupils in retrieving their belongings from their pegs and preparing their rucksacks to take home. At 3:05pm, a member of the EYFS staff opens the side gate for parents to collect their daughters from the classroom. If any pupils are not collected at 3:15pm, they are taken to After School Care by the EYFS staff.

#### **After School Care**

The After School Care Manager and the After School Care Assistants are on duty from 3:15 pm. The After Care Manager is on duty until 6:00pm. A member of the Leadership Team is also in school and contactable until the last pupil is collected. A rota for Late

Duty is kept by the After School Care Manager, who rings the member of the Leadership Team on Late Duty to confirm all pupils have been collected.

**Pupil Illness**

If a pupil in EYFS looks or feels unwell, a member of the EYFS staff should contact the School Nurse or a First Aider to make an assessment and/or medicate.

**Pupils going home during the day**

Only the School Nurse or a First Aider may give pupils permission to go home. Parents or another named person will be contacted by the Junior Administrator and arrangements made for the pupil to be collected.

Pupils are to wait, whilst supervised by a member of staff, and will then be handed over when the parents arrive.

Sponsor update	SD
School Committee review	Pastoral Committee January 2022
Leadership Team review	January 2022
Governor Committee review	Education Committee February 2022
Next update	Annual February 2023