



## THE SUPERVISION OF PUPILS DURING THE SCHOOL DAY - EYFS

Applies to:	All pupils
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Other related policies and documents	



## **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 – 8am. At 8am the Before School Care staff ensure the safe arrival of pupils into their classrooms. Between 8am and 8:25am, pupils are escorted by two members of staff from the drop-off service into the Main Entrance, whilst other pupils arrive on foot.

### **Registration**

In the morning, registration begins at 8.00am; pupils are marked as 'Late from 8.25am and as 'Absent' from 8.45am. Any pupil who arrives after registration has closed, (eg owing to a medical appointment or transport problems) should be signed in at the Junior Office. Similarly, if a pupil has to leave School early for any reason, she should be signed out at the Junior Office before leaving the premises.

### **During the School Day**

Throughout the day, the pupils are supervised by teachers or EYFS practitioners in all activities inside and outside in accordance with the EYFS Statutory Framework ratios.. The document states:

- The EYFS Manager must hold a Level 3 or above and half of the remaining staff must have Level 2 or above.
- In an independent school, when there is a Level 6 (QTS) trained member of staff present, in YR the ratio is 1:30 however in YF/YN the ratio is 1:13, with one member of staff at Level 3
- In an independent school, when there is no Level 6 (QTS) trained member of staff present, there should be 1:8 ratio, with one member of staff at Level 3 and half the remaining staff should have Level 2

### **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.

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.

In the event of wet weather, two lunchtime assistants supervise the pupils in their classrooms.



### **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 3:15pm, 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 by 3:30pm, 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 contactable until the last pupil is collected.

### **Pupil Illness**

If a pupil in EYFS looks or feels unwell, a member of the EYFS staff should make an assessment and/or medicate.

### **Pupils going home during the day**

Only a First Aider and the Head of the Junior Department 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.