

Last Revision Date	September 2023
This policy is Reviewed by	The Head of Pre-Prep and EYFS Co-ordinator
Group	EYFS
ISI Reference	14c
Next Review Date	September 2024

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	✓
Internal staff only	✓
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	
Parent/Carer Information	✓

Pre-School

The school is open from 8.30am every day however EYFS children may arrive at school at 7.30am if they are booked to attend Breakfast Club which is supervised by members of school staff. Breakfast is served at 8am and at 8.30am all Pre-School children will be taken to the Pre-School by one of the members of Breakfast Club staff and handed over personally to one of the Pre-School Staff. Reception children will be taken to their classrooms by one of the members of Breakfast Club staff and handed over personally to their Reception teacher or Learning Support Assistant (LSA).

During the school day, the Pre-School children are always in the care of the Pre-School staff and the Reception children are predominantly with their teacher unless they are having music lessons with Mrs Sandford, Forest School with Mrs Sandford or PE and swimming with members of staff from the Sports Department. The children are accompanied, as appropriate, by their Learning Support Assistant when they have Forest School or swimming.

Lunch is eaten in the school dining hall. The Pre-School children are accompanied by the Pre-School staff on lunch duty and they serve and sit with the children to oversee their eating and table manners. Reception children choose their own food from the serving counter assisted by their teacher, LSA and members of the housekeeping department who serve them their choices. The children are supervised at their tables by their teacher and LSA who oversee their eating and table manners.

The Reception children share their lunchtime play with the Pre-Prep children; staffing ratios are dependent on the number of children. These members of staff are dispersed around the playground and field to ensure the children's safety and well-being.

Pre-School and Reception finishes at 3.20 pm and 3.30pm. Pre-School children sit with a member of staff and are called forward by a member of Pre-School staff once the person who is collecting them arrives at the gate. Reception children sit in their class with an EYFS member of staff and are called and taken to their adult at the EYFS gate by a member of EYFS. Parents need to inform the school if a child is to be collected by someone other than themselves. If children are not being collected by their parents a password system is used for the collection of all Pre-School children.

There is the provision for Pre-School and Reception children to remain at school until 6pm. This care is provided in 'The Keep' until 6.00pm. Pre-School children are taken to the 'The Keep' by 1 or 2 members of Pre-School staff depending on the amount of children using this facility and Reception children are taken to the 'The Keep' by one of the Reception LSAs. Care in 'The Keep' includes being offered a snack at 3.45pm (for Year 1 and 2, as Reception have a snack before home time) and a freshly prepared tea at 5pm, if required.

Reception children have a choice of clubs that they can attend. Depending on the start time of their chosen activity they will be taken to these clubs by their teacher, LSA or a member of 'The Keep' staff and handed over personally to the adult running the club. Parents can collect children once these clubs are finished or the children will be transferred between the 'The Keep' and their club by a member of school staff.

Pre-School and Reception are staffed using the staffing ratios set out in the Statutory Framework for the Early years Foundation Stage (Sept 2021) and the EYFS Staffing Provision policy. Breakfast Club and The Keep are usually staffed using these ratios.

This policy should be read in conjunction with the following policies:

Child Protection – Safeguarding and Welfare of Pupils policy

EYFS When a child is not collected policy

EYFS Staffing Provision policy