

Date: January 2024  
Author: Head of Pre-Prep  
Owner: Head of Pre-Prep

Document No: SPS\_HPP\_003  
Version: 001



# **Supervision of EYFS and Pre-Prep Pupils Throughout the School Day**

**2023-2024**

The supervision of Pre-Prep and EYFS pupils is the responsibility of everyone working in the Pre-Prep. During lesson times this will be the relevant year group teachers and assistants, but during lunch and breaks it falls to everyone to be vigilant. Children should be closely watched and if moving between buildings or rooms they should be lined up with staff supervising. Headcounts should be completed at appropriate intervals to ensure that children are accounted for. Ratios for our 'rising 3s', 3-year-olds and over are 1:8 (unless a level 6 trained member of staff is present, or a qualified teacher) in which case it can rise to 1:13 for that staff member. In the EYFS we have 1 qualified teacher in the Nursery, 2 EYFS Practitioners trained to level 3 who work in the Nursery and one qualified teacher in Reception.

### **Nursery**

The Head of Pre-Prep is responsible for organising correct levels of supervision during 'class' time and ensuring that correct ratios are always adhered to.

### **Reception class**

There is one teacher within the Reception class and at times, a teaching assistant who helps across the classes as needed. The teacher is responsible for ensuring that pupils are correctly always supervised.

### **KS1**

Key Stage 1 classes have a qualified teacher per class, plus there are teaching assistants who help across the department.

### **Registration**

All classes are registered at the start of the morning and afternoon sessions. Nursery staff are aware of the different sessions attended by Nursery children and complete the register accordingly.

### **Playtimes**

Ratios are always adhered to (see separate duty rota for full details). A paediatric first aid trained member of staff is always in the building and the school matron is available during the school day. A close watch is kept on the children at playtimes with staff positioned at intervals around the perimeter of the play area in order to supervise the area closely.

Staff sit with and serve the Pre-Prep children at lunch time. They supervise healthy eating and good table manners through the shared mealtime.

### **After School Care**

Staff members are on duty after school, with ratios remaining within 1:8 for our three year olds. Snacks are provided and Pre Prep staff are food hygiene trained. All Pre-Prep staff are paediatric first aid trained. Registers are taken and children are handed over to parents at end of day.

### **Clubs and Activities**

Clubs and activities usually run from 4-5pm and Supper Club is available between 5-6pm supervised by a member of duty staff. Clubs are available for Reception children and above. Ratios are adhered to and are checked by the Head of Pre-Prep. All staff taking a club must register the attendees for each session. Children are collected for their club from PP by the staff member in charge and returned at 4.55pm to the staff member on late duty. Parents then collect from the Pre-Prep at 5pm and staff hand them directly to parents. Any children who are not collected are supervised by the

Date: January 2024  
Author: Head of Pre-Prep  
Owner: Head of Pre-Prep

Document No: SPS\_HPP\_003  
Version: 001

staff member on late duty in the Pre-Prep and then taken to the library for Supper Club and registered with the duty staff member there.

### **Assemblies**

Staff accompany their classes to and from assembly. One member of staff remains in assembly with the Pre-Prep children.

### **Swimming**

Staff take their classes swimming to aid with changing and supervision in the pool. There are support staff in the pool during the swimming sessions and a qualified swimming coach and trained lifeguard are in attendance at all times.

### **School trips**

We adhere to the agreed legal ratios at all times and where possible two members of staff travel on minibuses. Headcounts are taken at regular intervals. All trips are risk assessed in line with school policy. One member of staff will have a Paediatric first aid qualification on all EYFS trips.

### **Lessons in Prep School**

Reception and KS1 children attend some lessons with specialist Prep School staff.

### **Collection of children**

No children will ever be released into the care of an adult who is not a parent or legal guardian or for whom parent consent has not been given. Parents must inform staff if there is to be a change to collection routines and provide the name of the person collecting. If in any doubt, staff must not release the child and should call the parent and inform the Head of Pre-Prep. Please see the Supervision Policy, procedure for uncollected children and the whole school Missing Pupil policy for further information. Please also refer to duty rotas and personal timetables for further information on ratios and staff supervision.