

Date: September 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

2024-2025

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 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 teacher with QTS, 2 EYFS Practitioners (part time) trained to level 3 and one qualified teacher in Reception who is our EYFS lead.

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, there are teaching assistants who help across the class as needed. The teacher is responsible for ensuring that pupils are 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 teachers 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 duty member of staff in the library. 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. 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 a duty member of staff in the Pre-Prep until they are collected or if late, they are taken to supper club in the library.

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 attend all times.

School trips

We adhere to the agreed legal ratios 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.