

Last Revision Date	September 2017
This policy is Reviewed by	The Head of EYFS
Group	EYFS
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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)	

The school is open from 8.30am every day however EYFS children may arrive at school at 7.45am 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 Nursery children will be taken to the Nursery by one of the members of Breakfast Club staff and handed over personally to the Head of EYFS or the EYFS Administrator. 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 Nursery children are always in the care of the Nursery staff and the Reception children are predominantly with their teacher unless they are having assembly or music lessons with Mrs Hallett, Forest School with Mrs Swan and Mrs Sandford or PE and swimming with members of staff from the Sports Department. The children are accompanied by their Learning Support Assistant when they have assembly, music, Forest School or swimming.

Lunch is eaten in the school dining hall. The Nursery children are accompanied by the Nursery 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; there are 4 members of staff on duty, 3 from Pre-Prep and 1 from Reception. These members of staff are dispersed around the playground and field to ensure the children's safety and well-being. (At the beginning of the school year there are 2 members of Reception staff on duty to assist the children with learning the new routines involved with lunchtime playtime).

Nursery and Reception finishes at 3.30pm. Nursery children sit on the carpet in Rabbit room and are called forward by a member of Nursery staff once the person who is collecting them arrives at the Nursery door. Reception children sit at tables in their class and wait for their teacher or LSA to say they can see the person who is collecting them at the door to the Outdoor learning Area. 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 EYFS children.

There is the provision for Nursery and Reception children to remain at school until 6pm. This care is provided in 'The Keep' until 6.00pm. Nursery children are taken to the 'The Keep' by 1 or 2 members of Nursery 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 a snack at 3.45pm and tea at 5.15pm, if required.

Reception children have a choice of 2 clubs that they can attend; these are ballet and swimming. 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 ballet or swimming teacher. 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.

Breakfast Club, Nursery, Reception and 'The Keep' are staffed using the staffing ratios set out in the Statutory Framework for the Early years Foundation Stage (April 2017) and the EYFS Staffing Provision policy.

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