

Grange Park Prep School

Supervision of Pupil policy EYFS

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Introduction

The health, safety and welfare of all the children in our school are of fundamental importance. We aim to provide a safe and secure environment for everyone. EYFS children will be under direct adult supervision at all times. EYFS adult to child ratios will be adhered to.

Responsibility during the school day

Registration

Reception

The responsibility to ensure that a child attends school regularly is that of the parents or carer. Each class is registered at 8:45 and 1:45.

Nursery

Registration takes place at the beginning of each session: 8:45 and 12:20.

The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office before 9.30am on the first day of absence.

Site Safety

Reception

The gates of the school are locked except for when parents are dropping off children between 8:30 – 9:00 and when collecting children from school at the end of the day 3:15 to 3:30.

Nursery

Beginning and end of school day; parents may enter by the two main gates. When collecting children at 11:40 or 1pm parents must use the gate located on The Chine.

Children are not allowed off site during school hours unless parents/carers notify the Office.

Reception

Parents/carers must sign their child out from the school office; the child is then brought to the class.

Nursery

Parents/carers must sign their child out from the nursery classroom.

Visitors

All visitors to the school and nursery must sign in at the office and be given a Visitor's Badge.

It is the responsibility of the Headteacher to explain to new teachers their supervisory responsibilities

In the Classroom

Each class will be fully supervised by an appropriate trained adult at all times. EYFS staff should ideally be within eyesight of the children and must at least be within hearing distance of the children.

Before School

Reception

The front gate is open from 8:30, parents must remain on site until 8:30 or a teacher is present.

Two members of staff will be on duty 8:30 to 8:40. One will stand at the front of the school and one in the playground. The front gate is closed by the supervising adult and the playground gate is closed by a staff member once the playground is clear.

Nursery

Parents must wait with their children until they handed over to staff.

Playtime

Reception

Playtime starts at 10:20 and finishes at 10:40. Two members of staff will be in the playground at this time. It is essential that full attention is given to observing the children and that action is seen to taken whenever there is a problem. Serious misdemeanours will be recorded in the Care Diary.

Nursery

Time in the main school playground will be timetabled at the discretion of Nursery staff. They do not share playground space with the whole school.

Lunchtime

Reception 12:30 to 1:45

Four members of staff are on duty; two inside in the hall, two outside in the playground. Children must be under direct supervision at all times. Children attending lunchtime clubs or required by other staff must have written confirmation to be released from the playground.

Nursery 12:00 to 12:30

Children staying the whole day will have lunch in the school hall under supervision of appropriately trained staff.

After School or session

Nursery and Reception are released to their designated carer from their classroom doors. No child is permitted to leave the site with an adult other than their designated carers, unless informed by parents. An unauthorised adult will not be allowed to collect the child; Parents must ensure the school have been notified of any unauthorised adult collecting their child and will be required to provided either a password, photo or authorising email/phone call if another parent is collecting.

Nursery and Reception

Children attending after school care will be escorted and handed over to ASC staff.

Wet weather arrangements

Before school

Reception

If the weather is wet, children may wait in the hall before school begins. The staff on duty are responsible for opening the doors and supervising the children.

Nursery

If the weather is wet, girls and boys may wait in the hall before school begins. Parents are responsible for supervising their children.

Breaktime

During wet breaks all children will be supervised in the hall.

Lunchtime

Children not in the hall will be supervised in the various classrooms by lunchtime assistants.

Movement around the School

At the beginning of each new term the Headteacher will remind the children in Assembly about the School Rules. All staff will remain vigilant of children between lessons and at other times outside the classroom, ensuring no running and safe movement at all times.

Supervision of Physical Education

The same principles of care apply during physical education lessons as to other school activities.

School visits

Refer to School Visits Policy.

Additional notes on Supervision are included in the GPPS staff handbook and Health and Safety Policy.