

EYFS Supervision of children throughout the school day

Before School

From 8.00 am onwards, children in the EYFS (Nursery and Reception) are either accompanied to Reception or Nursery by their parents/carers or alternatively, if dropped at the main school entrance, they are supervised by a member of staff at the 'Magic Carpet' and are then accompanied to Nursery by a member of staff or to Reception by a Year 6 Prefect. Once children reach the Nursery or Reception classrooms, they are in the care of the EYFS staff.

EYFS Staff

Mrs Victoria Wright – Early Years Foundation Degree

Mrs Melanie Ireland – Diploma (Level 3) in Children and Young Peoples Workforce

Judith Conlin – BA Education (Early Childhood Studies), QTS

Mrs Beth Leong – BA (Hons) Early Years. Foundation Degree in supporting learning

Miss Charlotte Carver – [Training towards Level 3 Diploma]

*See also Supervision document in Staff Handbook and EYFS staff qualifications document.

During the School Day

From the moment the children in the EYFS arrive in their settings, they are supervised by their form teacher and classroom assistants until 3.30 pm.

For the academic year 2016-2017 there is one form teacher and one part-time classroom assistant in Reception. In Nursery there is one Nursery teacher, one Level 3 support teacher, who is also EY SENCO and one full-time Nursery assistant, training towards Level 3 Diploma.

When the children are time-tabled to be taught by other specialist members of Prep Staff (Music, PE, etc. the children are never left unattended. One teacher hands over to the next at lesson change. The classroom assistants accompany the children to other lessons.

For a detailed schedule of supervision of children during the school day please see the whole school policy on Supervision.

After School

Children throughout the Prep School may stay in After School Care every day until 6.00 pm.

From 3.30 pm to 4.00 pm the children in EYFS and KS1 are supervised by a member of staff from EYFS or KS1, on a rota. They are in Prep Hall for a story, until 4.00 pm

From 4.00 pm to 6.00 pm, the children are in the care of our After School Care Supervisor and two assistants.

After School Care Supervisor

Mrs Mollie Grable BA

Paediatric First Aid trained (expires March 2018)

After School Care Assistants Beechwood Senior School Sixth formers (two per day on a rota)

The number of children staying for ASC varies each day according to the clubs that are on and the day to day requests/needs from parents. On average however the following number of children are in regular ASC each day

Day	4–5.00 pm session	5-6.00 pm session	EY average (within these figures)
Monday	7	4	2
Tuesday	6	6	2
Wednesday	5	3	2
Thursday	10	4	2
Friday	5	5	1

These numbers fluctuate at the end of clubs and activities when children return to the Prep Hall / ASC to wait for collection by their parents or carers.

On call duty staff 4.00 – 6.00 pm

Either the Head of Preparatory School – Mr Patrick Gush or Director of Studies – Mrs Teresa Cutts. In their absence, they can be contacted by telephone. Head of Boarding may also be contacted in case of assistance.

P Gush January 2017