



# Elstree School

Including all of the Pre-Prep Department and Early  
Years Foundation Stage

## **Home Farm Arrangements for Supervision throughout the school day**

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Person responsible for Policy: KM  
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Elstree School is a Company Limited by Guarantee No 690450 (England)

Registered Charity No 309101

## **1. Home Farm during the Day**

- Home Farm opens at 8.30am.
- Children can be dropped off from 8.15 when there is a member of staff on the playground for Years 1 and 2 children.
- Those in the EYFS go straight to their classroom where activities are set up; the teacher and assistant are present to greet the parents and children.
- There is an Early Morning Club located in Home Farm's music room. This operates from 8.00 – 8.15am. It is run by two members of staff keeping to the ratio of 1:8. If more children are in the club, an additional member of staff is called to assist.
- Throughout the day the children are supervised by the class teacher and teaching assistants.
- When the children have a PE lesson they are escorted to and from the sports hall by the assistant.
- If children have individual music lessons with a peripatetic teacher or in the Learning Development Department, the teacher is responsible for escorting the child to and from Home Farm.
- At playtimes there are two members of staff on duty on the playground. In the summer term, Farmyard is also used in which case a member of staff is based in this location.
- There are a variety of after school clubs which operate on site at Home Farm; they are available to children in Years 1 and 2. Teachers are allocated the responsibility of ensuring that the children are collected by their parents or designated adult or taken to Ducklings. The only exception to this is the Judo club when Colin Small, the judo teacher dismisses the children. The staff are as follows;  
Monday – French Juliette Cheeseman  
Monday -Y1 tennis Miranda Arnold  
Tuesday – Y2 tennis Patricia Langford-Thomas  
Wednesday – Elstree Hour (when this club is running, the member of Elstree staff organising the session is responsible for collecting and bringing the children back to Home Farm)  
Thursday – art Kay Markides  
Friday – football/athletics in the summer Kay Markides/ Vikki Thornburrow/ Lara Hamilton-Shaw, Bronwyn Wyatt

## **2. Ducklings after School Club**

- Children are supervised by two members of staff from 3.30pm– 6.00pm.
- One member of staff comes to collect the children from the classroom and takes them to the Nursery where the club is based.
- We maintain the ratio of 1:8 in Ducklings.
- Children are signed into a register and the parent or carer signs when the child is collected.
- There is always a member of staff with paediatric first aid training on site during these hours.