



Elstree School

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

Elstree Pre-Prep includes Nursery to Year 2. It is informally know as Home Farm.

Elstree Pre-Prep Arrangements for Supervision throughout the school day

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Person responsible for Policy: AH Responsible Governor: Jill Boggis
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Elstree School is a Company Limited by Guarantee No 690450 (England)

Registered Charity No 309101

1. Pre Prep during the Day

- Pre Prep 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 Pre Prep'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 Pre prep.
- 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 Pre prep; 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.
Monday – French, Charlotte Hawkins
Monday -Y1 and 2 Tennis, Hannah Pool
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 Pre prep)
Thursday – Art, Zoe Webster
Friday – football/athletics in the summer, Cath Kidd

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 Ducklings Room where the club is based.
- We maintain the ratio of 1:8 in Ducklings.
- Children are signed in on 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.