



Elstree School

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

Elstree Pre-Prep includes Nursery to Year 2.

Elstree Pre-Prep Arrangements for Supervision throughout the school day

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Person responsible for Policy: AB

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Elstree School is a Company Limited by Guarantee No 690450 (England)

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1. Elstree Pre-Prep during the Day

- Elstree School Day runs from 8.15-3.30.
- Nursery children may do the following sessions:
Full days: 8.15am – 3.30pm
Extended Morning with lunch: 8.15am -1.00pm
Morning: 8.15am – 11.30am
Extended Afternoon with lunch: 11.30am -3.30pm
Afternoon: 1.00pm – 3.30pm
- Elstree Pre-Prep Early Morning Club opens at 8.00am. The classroom ratios are adhered to during this time. If more children are in the club, an additional member of staff comes to assist.
- For those not attending the morning club, children can be dropped off from 8.15-8.30 where 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.
- Throughout the day the children are supervised by the class teacher and teaching assistants.
- Children are escorted to and from specialist lessons by the class teaching assistant. Assistants should offer to stay and support in the lesson, although they are not always required.
- If children have individual music lessons with a peripatetic teacher or in the Learning Development Department, the individual's 1:1 teacher is responsible for escorting the child to and from Elstree Pre-Prep.
- At playtimes there are two members of staff on duty on the playground. The Farmyard can also be 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 Elstree Pre-Prep; they are available mainly to children in Years 1 and 2. Reception children can choose to do Dance club and Athletics club in the Summer term. Years 1 and 2 can take part in these, together with Arts and Crafts, French, Netball, Judo, Tennis or Football. Staff are allocated the responsibility of ensuring that the children are collected by their parents or designated adult or taken to Ducklings.
- The following ratios are adhered to throughout our Early Years and Pre-Prep:
Nursery – (under 2) = 1:4
Nursery – (over 2) = 1:13
Reception – Year 2 = 1:30*
*classes in Reception – Year 2 tend to be smaller with no more than 18 in a class.

2. Ducklings after School Club

- Ducklings club is our after-school club running each day until 6pm. It is not seen as an extension of the school day, but instead a chance for the children to relax and unwind with children from different year groups. They start the session with a snack and a drink before choosing games to play. If the weather allows, the children often play in the playground. There are a number of games and activities in the classroom for them to enjoy too, as well as colouring and books. On occasions, a film is put on. This is usually if there are several children attending Ducklings (such as on Parents' Evening or Bonfire Night) or if the children need a moment to calm down.

- Children are supervised by two members of staff from 3.30pm – 5.00pm and one member of staff until 6pm. Another member of staff will also be on site from 5pm – 6pm.
- 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 follow the recommended ratios within the classrooms:
For children from Reception – Year 2 = 1:30
For children in Nursery (3 and up) = 1:13
Children under the age of 3 do not attend Ducklings
- Children are signed onto 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.
- A teaching assistant runs Ducklings each night and they are supported by another member of staff until 5pm. A member of teaching staff is on site until 6pm to assist in this last hour if necessary.
- Usually, at 5pm each day (except a Wednesday), the Ducklings Leader takes the children over to Elstree School to join the Year 3 and 4's after school club. On a Wednesday however, they stay in the Pre-Prep with another member of staff present on site. This has been halted during Covid 19 and Ducklings stays on the Pre-Prep site for the duration.