

Supervision of the EYFS

EYFS girls are supervised in accordance with the requirements of the Statutory Framework for the EYFS 2022. These are:

3.29. *Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.*

3.30. *Only those aged 17 or over may be included in ratios if they are suitable, as in paragraphs 3.9 to 3.11 (and staff under 17 should be supervised at all times). Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.*

3.31. *The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.*

3.33. *For children **aged two**:*

- *there must be at least one member of staff for every four children*
- *at least one member of staff must hold an approved level 3 qualification*
- *at least half of all other staff must hold an approved level 2 qualification*

3.36. *For children aged **three and over** in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children*:*

- *for classes **where the majority of children will reach the age of five or older within the school year**, there must be at least one member of staff for every 30 children*
- *for all other classes there must be at least one member of staff for every 13 children at least one other member of staff must hold an approved level 3 qualification*

3.37. *For children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children*:*

- *there must be at least one member of staff for every eight children*
- *at least one member of staff must hold an approved level 3 qualification*
- *at least half of all other staff must hold an approved level 2 qualification*

** We expect the teacher (or equivalent) to be working with children for the vast majority of the time. Where they need to be absent for short periods of time, the provider will need to ensure that quality and safety is maintained.*

Responsibilities:

It is the responsibility of the EYFS phase leader to review this policy and keep up to date records of staff qualifications and pupil numbers in consultation with admissions team and deputy headteacher.

It is the responsibility of all members of staff to inform the EYFS lead or Deputy Head teacher of any changes that may necessitate additional staff (e.g. new girls, changing days) and to ensure that they are working within the correct ratios at all times.

It is the responsibility of the Deputy Headteacher to arrange cover and ensure that this is on a like-for-like basis in terms of qualifications in the EYFS to ensure that ratios are maintained.

Related documents

This policy must be read alongside the current pupil numbers and staff qualifications document held by the EYFS leader.

Staffing

Nursery Staff

- 1 qualified teacher
- 1 Part Time (0.8 M-Th) TA Level 3 full and relevant qualification
- 1 Full time TA Level 3 full and relevant qualification
- 1 Full time TA level 3, not a full and relevant qualification for EYFS
- 1 unqualified TA at lunchtime (LUNCH DUTY)

Children on register changes over year and on different days, see spreadsheet.

Reception Staff

- Two qualified teachers
- 1 full time TA Level 3 full and relevant qualification (LUNCH DUTY)
- 1 part time TA with QTS (10am-4pm) (LUNCH DUTY)

Children – 20

After school club staff

- 1 TA with QTS
- 1 TA with full and relevant level 2

Children – varies – see registers

Up to date information about staff qualifications and pupil numbers is held by the EYFS phase leader and Nursery class teacher and is reviewed on a regular basis as numbers of pupils can change.

The School Day

Morning

Girls arrive at school from 8.00am onwards; they are greeted by an EYFS Teaching Assistant at the pupil entrance and taken to after school club to complete tabletop activities until the teaching day starts at 8:45. They are supervised by teaching assistants on a 1:8 ratio. Class teachers collect the girls at this time.

Snack time

Nursery Snack- Whole group snack during the morning and afternoon session (provided by kitchen)

Reception Snack- Whole group snack during the morning (brought from home)

Girls are closely supervised by class teachers and/or TAs during snack times within normal ratios.

Playtime

Nursery do not have morning or afternoon playtime with the rest of the school but may be introduced to this, working on classroom ratios, in the summer term in order to transition into Reception.

Reception girls have morning playtime with the rest of the school and are supervised by the teaching assistant along with the other teaching assistant on duty for KS1 girls while class teachers have their break. They have a 10 minute mini break after phonics at 1:25pm supervised by two teaching assistants (QTS + Level 3 full and relevant qualification).

Lunchtime

Nursery lunch is served in the dining hall at 11.30. They are taken there by Nursery teaching assistants who hand over to lunch duty staff and leave for their lunch break at 11:40 once the girls are settled. Food is served to the girls at the table so that they don't have to carry hot food. When they finish lunch the whole class is taken promptly to play on the yard until 12:30 when they are brought back to the classroom.

The Reception girls go to lunch for 11.40 with Teaching Assistants. They are served their food by the kitchen staff, can visit the salad bar and are helped by their Teaching Assistant whilst they have their lunch. They then play on the yard until 12:40 when they are collected by the class teachers.

EYFS girls are supervised during lunchtime by teaching assistants (including QTS) on a 1:30 ratio (Reception), 1:13 (Nursery 3-4 year olds) and 1:4 (Nursery 2 year olds) ratio. There are also other members of staff working in the dining hall who are available to support serving food and water, mopping up spills etc. There is always a member of staff with a paediatric first aid qualification present. Staff taking girls to the dining hall are responsible for ensuring they are handed over to the appropriate adults before leaving for their own lunch.

The maximum number of EYFS girls that can be accommodated in this ratio at lunchtime is 46 (20 Reception and 26 Nursery girls)

Teaching time

Girls are supervised at all times within the classrooms, outdoor areas and corridors. They are encouraged to be independent in using the toilets and managing their own belongings but staff are always on hand to help if needed.

Class teachers may make the decision to close areas of the classroom or outdoor environment if there are insufficient staff to provide appropriate supervision across the whole area.

End of the Teaching Day

The Nursery teaching day ends at 3pm. Girls are supervised in the classroom by teacher and teaching assistants and those not collected by 3:10 are taken to after school club.

The Reception teaching day ends at 3:15. Girls are supervised at the pupil entrance by class teachers and those not collected by 3:25 are taken to after school club or to the relevant Reception club (main hall) where they are supervised by teaching assistants.

Girls are supervised by teaching assistants (including QTS) on a 1:30 (Reception) 1:13 (Nursery) ratio until 4pm when after school club sessions begin.

One member of EYFS staff is positioned on the door to hand girls over to parents.

Reception clubs take place on Mondays (Choir), Tuesdays (music and movement), Wednesdays (yoga) and Thursdays (fitness fun). These are led by EYFS teaching assistants in the main hall so that other members of staff are easily available should the need arise. Girls are collected from club at 3:55 or taken to after school club by the TA running the club.

School trips

On educational outings for EYFS the recommended Adult:Pupil ratio is 1:5 for low risk outings but may be increased if and when required.

**Reviewed February 2022 by Kate Gingles
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