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| REVIEW DATE | September 2026 |
| NEXT REVIEW DATE | September 2027 |
| POLICY OWNER | EYFS Phase Leader |
| AVAILABLE TO | Staff and Parents |

NEWCASTLE HIGH SCHOOL FOR GIRLS

GDST

GIRLS' DAY SCHOOL TRUST

# EYFS Supervision of Pupils

Early Years Foundation Stage (EYFS) pupils at Newcastle High School for Girls (NHSG) are aged 3+ and are supervised in accordance with the requirements of the Statutory Framework for the EYFS 2026. These are:

*3.43 Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, especially whilst eating, and decide how to use staff to ensure children's needs are met. Providers must inform parents and/or carers about how staff are organised, and, when relevant and practical, aim to involve them in these decisions.*

*3.44 Children must usually be within sight and hearing of staff and always within sight or hearing. See paragraph 3.70 which applies when children are eating.*

*3.56 Providers must not include anyone aged under 17 in ratios, except apprentices who may be included in ratios from the age of 16. Providers must not allow anyone aged under 17 to care for children unsupervised at any time. Providers may count students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) in ratios at the level below their level of study50 but only if the provider is satisfied they are suitable (as in paragraphs 3.13 to 3.16) competent and responsible, and they hold a valid and current paediatric first aid qualification.*

*3.47 The ratio requirements below apply to the total number of staff available to work directly with children, across the whole provision, not just each room.42 Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. For settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times.*

*3.51 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, an instructor[40], or another suitably qualified overseas trained teacher, is working directly with 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 children41.*
*• For all other classes there must be at least one other member of staff for every 13 children.*
*• At least one other member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.*

3.50 For children aged three and over in registered early years provision, at any time where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status is working directly with children:

• 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 or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

3.51 For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, or Early Years Teacher Status is not working directly with children:

• There must be at least one member of staff for every eight children.

• At least one other member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

• 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 ensure that up to date records are kept of staff qualifications and pupil numbers, in consultation with the Admissions Team, the Junior School Deputy Head and the Junior School Headteacher.

It is the responsibility of the Admissions Team to ensure that pupil start dates and sessions are communicated to staff and that relevant spreadsheets are updated on Teams.

It is the responsibility of all members of EYFS staff to inform the EYFS Phase Leader and Junior School Deputy Head of any changes that may necessitate additional staff e.g. staff absence; and to ensure that they are always working within the correct ratios.

It is the responsibility of the Junior School Deputy Head to arrange cover, as and when needed, and to 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 available on Teams and the Staff Qualifications document held by the EYFS Phase Leader.

## Staffing

Information about staff qualifications and pupil numbers are reviewed by the EYFS Phase Leader in collaboration with the Admissions Team, Junior School Head and Nursery staff on a regular basis as the number of pupils attending can change throughout the year.

## Nursery Staff

1 Qualified Teacher – Full time QTS
1 Full-Time Teaching Assistant Level 3 - Full and relevant qualification
1 Part-Time Teaching Assistant Level 3 (Monday-Friday 8:30am-2:30pm)
1 Part-Time Teaching Assistant Level 3 (2:30pm-3:00pm)
1 Part-Time Teaching Assistant Level 3 - full and relevant qualification
1 Unqualified Chaperone at lunchtime (ADDITIONAL ADULT ONLY)

*Number of pupils – 27 (Sept 26) and additional pupils joining through year. Some pupils are part time (see spreadsheet on Teams for up-to-date numbers).*

## Reception Staff

2 Qualified Teachers

1 Full-Time HLTA Level 3

*Number of pupils – 26 (as of Sept 26)*

### After School Club (ASC) Staff

1 Level 3 Teaching Assistant – Amy Dargan
1 Teaching Assistant with full and relevant Level 3 – Wendy Wilson
2 Members of Admin Staff

*1 Member of Junior Senior Leadership Team (JSLT) on duty.*

## The School Day

Qualified teachers (all Paediatric First Aiders) are working with the EYFS pupils for the vast majority of the time. During teacher's lunch breaks, pupils, from 08:00-08:40 and from 15:10-16:00, are supervised by qualified Teaching Assistants (also Paediatric First Aiders) on the same ratios as during the classroom but with additional members of staff present and, in the vicinity, to ensure quality and safety is maintained. Qualified teachers are available on site. At ASC (16:00-18:00) and during school holiday periods (Seahorse Club), pupils are cared for in a mixed age group however staffing is sufficient for Reception to be cared for on a 1:30 ratio and Nursery to be supervised on a 1:8 ratio. Further details on staffing at different times can be found on the EYFS Duty Rota.

## Morning

Pupils arrive at school from 08:00 onwards and are greeted by an EYFS member of staff at the Pupil Entrance. Reception pupils are taken to either The Bubble or the outdoor yard, where they are supervised by at least one Level 3 Teaching Assistant to play, until 08:40am. Nursery pupils go to the Nursery classrooms where they are cared for by three qualified members of staff; either Teaching Assistants or Teachers.

## Snack Time

*Nursery Snack* – The whole group snack during the morning and afternoon session (sometimes provided by the Kitchen and sometimes provided by parents at home) and are supervised by Nursery staff.

*Reception Snack* – The whole group snack during the afternoon (sometimes provided by the Kitchen and sometimes provided by parents at home) and are supervised by Reception staff.

Pupils are closely supervised by Class Teachers and/or Teaching Assistants during snack times within normal ratios and are always within sight and hearing. Staff involved in snack times have (or are in the process of) completing Food Hygiene and Allergy Training.

## Lunchtime

EYFS lunch is served in the dining hall from 11:30. Nursery are supervised by Teaching Assistants on at least 1:13 ratio and Reception on at least a 1:30 ratio. Pupils are always within

sight and hearing of staff. There are additional members of staff available in the Dining Room to ensure these ratios can be maintained at all times and that pupils are adequately supervised while eating, or if they need to use the toilet.

Teaching Assistants may eat with the pupils to model good behaviours and engage in conversation. Food is served to Nursery pupils at the table so that they do not have to carry plates. In the second half of Summer Term, Nursery 2 pupils are supported to visit the main serving area and salad bar as part of their transition into Reception. Reception pupils visit the main serving area and Salad Bar and are taught to carry their own plates. In the second half of Summer term, Reception are supported to carry their lunch on a tray as part of their transition into KS1.

After eating, Nursery pupils are taken to play, either in the EYFS outdoor area, or the main yard by the Teaching Assistants on duty. Reception pupils are brought to play on the main yard. Nursery pupils are brought back to the classroom at 12:30 and Reception pupils at 12:40. In very poor weather, pupils may spend their playtime in an indoor space, such as the Library or the Dance Studio.

There are always multiple members of staff with a Paediatric First Aid qualification present at lunchtime and a First Aid Kit is available in the Dining Hall.

## Teaching Time

Pupils are always supervised, within the classrooms, outdoor areas and corridors and are always within sight or hearing (usually both). Pupils are encouraged to be independent in using the toilets and managing their own belongings however staff are always on hand to help if needed.

Staff on duty may make the decision to close areas of the classroom or outdoor environment, or adapt activities, if they feel that there are insufficient staff to provide appropriate supervision across the whole area.

## Safer Sleep

It is rare that children in EYFS fall asleep, but it can happen from time to time. Should a pupil fall asleep naturally, she will be allowed to rest in a safe, supervised environment and monitored regularly by staff. Parents/carers will be informed, and any concerns regarding the child's health or wellbeing will be communicated promptly.

## End of the Teaching Day

The EYFS teaching day ends at 15:00.

EYFS Teacher(s) are on duty to dismiss pupils at the Pupil Entrance until 15:10. Pupils not collected by this time are taken to ASC where they are added to the End of Day Register and supervised by Teaching Assistants and Chaperones. Parents collecting between 15:10 and 16:00 collect from the Main Entrance (or Pupil Entrance if they have a sibling) where they are handed over by a Teaching Assistant and signed out.

Reception Clubs take place from 08:00-8:30 and 15:30-16:00. The Teacher, or Teaching Assistant, running the Club collects pupils at 15:30 and waits with them to be collected at the Pupil Entrance or delivers them to ASC at the end of their club.

## After School Club (ASC)

EYFS pupils can attend ASC until 18:00. There are a minimum of two staff present. The ratio for supervising Nursery pupils in ASC is 1:8.

For Reception, it is fewer than 1:30. There is always a member of staff with Paediatric First Aid present and a member of JSLT available in the building.

## School Trips

On educational outings for EYFS, the recommended Adult: Pupil ratio is1:4 for low-risk outings however this may be increased as and when required.