OUR LADY'S ABINGDON

JUNIOR SCHOOL AND EYFS SUPERVISION ARRANGEMENTS

08:00am – 08:40am

- Staff in classrooms (or close proximity) as children arrive in school.
- EYFS children directly supervised by EYFS staff from 08:00am in Nursery and Reception classrooms.
- Year Six children involved in duties around the school and are not always directly supervised, however an adult is always responsible for them.

10:20am – 10:40am

- Staff on playground duty (See Rotas) for all pupils, including EYFS.
- All staff to clear cloakrooms.

12:00pm – 1:00pm

- Lunchtime supervisors on duty in dining rooms and on playground.
- Headteacher or Deputy Head and EYFS staff on duty in dining rooms.
- EYFS staff on duty on playground (See Rotas)
- All staff to help clear cloakrooms at 12:00 on way to lunch room and at 1:00pm on way back to class
- Lunchtime supervisor to supervise children on the playground until the second sitting.

3:20pm – 4:00pm

- Supervised clubs and study classes (See Clubs List).
- Staff dismiss children at 3:20pm via door by school office. (See Rotas)
- EYFS staff supervise children in Nursery and/or Reception on 1:8 ratio.

4:00pm

- Member(s) of staff who took study class do dismissal duty from the gym. Children not to leave gym until parent/carer arrives on playground.
- Nursery children dismissed from Nursery classroom. Reception children dismissed through gym with rest of school.
- Cloakrooms cleared by duty staff (See Rotas).
- Parents contacted if late collection and/or children sent to ASC – after 4:15pm.
- ASC children supervised in Nursery by appropriate staff until collection, no later than 5:30pm. EYFS ratios adhered to.
- Headteacher or Deputy Head to wait with children collected after 5:30pm.