



Broomwood Hall School Limited

BROOMWOOD

EYFS SUPERVISION POLICY

Broomwood Pre-Prep

Document Control

Owner: Academic SLT/Head

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This policy should be read in conjunction with Broomwood's Supervision Policy.

Ratios

At Broomwood, we adhere to the regulations on early years foundation stage (EYFS) staff: child ratios set out in the EYFS 2026 framework. During every part of the school day, careful consideration is taken to ensure

RECEPTION – Children aged 4–5 (until the end of Reception)

Level 6	1:30
Instructor Status	1:30
Levels 3–5	1:13, in the presence of a Level 6 or member of staff with approved instructor status
Level 3–5	1:8, in the absence of a Level 6 or member of staff with approved instructor status
Level 2	1:8, in the presence of a Level 3 or above

PRESCHOOL – Children aged 3–4

Level 6	1:13
Instructor Status	1:13
Levels 3–5	1:8
Level 2	1:8, in the presence of a Level 3 or above

As stated above, great care is taken to ensure that children are supervised according to strict ratios during every part of the school day.

Before School

The school is open from 7.30am every day. Any EYFS child arriving before 8.15am will be supervised, together with Year 1 and 2 children arriving early. EYFS ratios are adhered to. This period of supervision is known as 'Early Waiters'. At 8.15am all EYFS children will be taken to their classroom by the members of staff on this duty.

During the School Day

During the school day, the EYFS children are predominantly with their teacher unless having specialist lessons.

At both morning and lunch playtimes there are always two or more members of staff on duty. Playtimes are always supervised by the school's teaching assistants, classroom assistants and teachers, all of whom are well known to the children. The children are taken to and from the playground by their class teacher or teaching assistant.

Reception eat lunch in the school's dining hall. Members of staff and teaching assistants accompany the children to and from the dining hall. Members of staff monitor table manners and ensure they are eating sufficiently. The children are always within sight and hearing of the staff.

Little Broomwood children eat lunch at the Vicarage, in the Nest. They are supervised and supported by a member of the teaching staff and teaching assistants, with staffing arrangements maintained in accordance with EYFS requirements.

Little Broomwood finish school at 3pm. Reception finish school at 3.15pm. Children are handed over to parents or carers by the class teacher. All teachers complete an end of day going home register. Parents need to inform the school if a child is to be collected by someone other than the parents. A child will not be sent home with another adult unless permission has been given by the parents/guardian.

After the School Day

Little Broomwood can attend 'teatime club' from 3pm –3.30pm supervised by a teacher or teaching assistant. Those children staying for JAG –after school care provider will be supervised until 3.45pm. These children will be personally delivered to the after-school care staff.

Reception children can attend 'Late Waiters' supervised by a class teacher until 3.35pm. Children will be collected and brought to the front door by the teacher once adult arrives to collect.

Wrap around Care

Some children will attend wrap around care (run by Junior Adventures Group – JAG) which takes place at the Vicarage. Children are personally handed over to the JAG team at the end of the school day. For Little Broomwood, this runs from 3.30–5.30pm. For Reception, this runs from 3.15pm–6pm.

Clubs

If a child in the EYFS is staying for an after-school club, they will be escorted to club tea and then onto their club by a member of staff. We adhere to the EYFS ratio regulations during after school clubs to ensure that all children are cared for safely.