

EYFS DEPARTMENT

School Enrichment Procedures (EYFS)

This Policy applies to the Junior Department including the Early Years and is published to staff and parents.

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Next review date: July 2021

Longridge Towers School Enrichment Procedures

The school day for children in the Early Years ends at 3:15pm. At the end of each day there are structured play activities until 3.55pm. (These activities are generally offered to EYFS children after the October half term break to allow children to settle into school life and adjust to the school day.) Enrichment activities run from 3.55pm until 4.45pm in line with the rest of the school and to enable parents to collect older siblings finishing at this time. This should be arranged in consultation with the EYFS Class Teacher.

Parents are asked to complete an online form specifying each child's collection arrangements. In the event of someone other than the named person collecting a child, written notification must be provided in advance. All pupils in the EYFS should be collected from the Jerningham Building. If a parent fails to collect their child by the end of school, the children will be supervised in the Stobo Building until contact has been made. Parents must ensure that telephone numbers are kept up to date and notify the class teacher and the School Office of any changes.

Please be aware that we have this system in place to ensure the children's safety and would appreciate parents' co-operation at all times in this matter.

Staff running Jerningham enrichment activities remain responsible for the children attending the activity until they are collected by parents or a named adult. Under no circumstances will children in EYFS be allowed to wait outside the school unsupervised before collection by parents or sent home with an unauthorised adult.

Appropriate staffing ratios are maintained at all times.

SAMPLE EYFS/KS1 ENRICHMENT TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
EYFS/J1/J2 3.20pm – 3.55pm	J1/J2 Taught Session EYFS Circle Games	Structured Play Music and Dance	J1/J2 Taught Session EYFS Arts and Crafts	Structured Play Ball Games	Structured Play Shared Reading
EYFS/J1/J2 Enrichment 4pm – 4.45pm	Creative Crafts	Sports Club	Outdoor Fun and Fitness	Woodland/ Yogabugs	Drama Club