

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 2026

Longridge Towers School Enrichment Procedures

The school day for children in the Early Years ends at 3:00pm. At the end of each day there are structured play activities until 3.50pm. (These activities are generally offered to Early Years 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 4pm 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 Early Years 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. Please see EYFS Safeguarding children: Uncollected Children Policy for more information.

Staff running Jerningham enrichment activities remain responsible for the children attending the activity until they are collected by parents or a named adult.

Appropriate staffing ratios are maintained at all times.

SAMPLE EYFS/KS1 ENRICHMENT TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
EYFS/J1/J2 Enrichment 1 3.05pm – 3.55pm	Woodland Club	Team Sports	Art Attack	No Baking Club	Puzzle Club
EYFS/J1/J2 Enrichment 2 4pm – 4.45pm	Football Club	Environmental Art	Tennis and Ball Skills	Indoor/Outdoor Construction Club	Tag Rugby Club