

## EYFS DEPARTMENT

### School Enrichment Procedures (EYFS)

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

Authors: S Bullen (Co-Head of Junior Department)

This review: July 2026

Next review date: July 2027

#### 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<br>Enrichment 1<br>3.05pm – 3.55pm | Woodland Club | Team Sports          | Art Attack                | No Baking Club                         | Puzzle Club    |
| EYFS/J1/J2<br>Enrichment 2<br>4pm – 4.45pm    | Football Club | Environmental<br>Art | Tennis and Ball<br>Skills | Indoor/Outdoor<br>Construction<br>Club | Tag Rugby Club |