LOCHINVER HOUSE

EARLY YEARS FOUNDATION STAGE (EYFS) SUPERVISION
ARRANGEMENTS FOR THE SCHOOL DAY FOR LITTLE LOCHIES (NURSERY) AND RECEPTION, EYFS PUPILS

	Ratios	Arrangements
School Buses	EYFS pupils are handed over to the driver and chaperone by their parent/carer. The September 2026 Statutory Framework for the Early Years Foundation Stage, enables the School to determine how many staff are needed to ensure the safety and welfare of children. Each minibus is staffed with a driver and chaperone. Each driver holds the Full Paediatric First Aid certificate. A chaperone supervises pupils on the minibus. Depending upon the arrival time at School, EYFS pupils are either signed into Morning Club or escorted to their classroom by the minibus chaperone, where class teachers assume responsibility. Parents are made aware of the staffing arrangements on the minibus.	
Morning Club 7.30-8.25am	• Morning Club Manager, Reception, Level 3 – 1:13 • Morning Club Manager, Little Lochies (Nursery), Level 3 – 1:8 • Morning Club Assistant, Reception, Level 3 – 1:13 • Morning Club Assistant, Little Lochies (Nursery), Level 3 – 1:8 • Additional Adults, 1:8 in presence of Level 3	EYFS pupils attending Morning Club are signed in by their parent/carer, or for those arriving on the School bus, by the chaperone. The Morning Club Manager holds a Level 3 qualification, as well as the Full Paediatric First Aid certificate and a certificate in the Administration of Medicines. The Morning Club Manager is assisted by a team of staff. Staffing ratios adhere to requirements of the September 2026 Statutory Framework for the Early Years Foundation Stage, for before and after school provision. In the absence of the Morning Club Manager, cover is provided by a member of staff with a Level 3 qualification or higher. The School ensures a member of staff the Full Paediatric First Aid certificate is on site from 7.45am. EYFS pupils are escorted to their class at 8.25am, where the Class Teacher assumes responsibility.

As stated in the September 2025 (and continued in the September 2026 update) Statutory Framework for the Early Years Foundation Stage, new staff qualifying post 30 June 2016 with a Level 2 or 3 in Childcare, and working with EYFS children are trained in Paediatric First Aid. All staff working with children aged 8 and under in out of School care, and all those working with pupils in the EYFS complete the annual declaration on disqualification from childcare.

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Lessons	• Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • EYFS Instructor Status: Reception – 1:30 • EYFS Instructor Status: Little Lochies (Nursery) – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery) Teaching Assistants: Level 3 – 1:8	In Reception for all curriculum subjects, with the exception of computing for the autumn term, 1 teacher and 1 teaching assistant work with up to 22 pupils. For computing, in the autumn term only, pupils are taught in classes of 11, accompanied by a teaching assistant. In Little Lochies (Nursery) for all curriculum subjects, 1 teacher and 1 teaching assistant work with up to 20 pupils. Some PE lessons in both Little Lochies (Nursery) and Reception are taught by a member of staff holding EYFS Instructor status. There is always a member of staff working with the EYFS children, holding the Full Paediatric First Aid certificate. A list of staff holding the Full Paediatric First Aid certificate is laid out in the School's First Aid Policy and is posted in the Pre-prep foyer and in the Reception and Little Lochies classrooms.
Assemblies	• Senior Leadership Team: Reception, Level 6 -1:30 • Senior Leadership Team: Little Lochies (Nursery), Level 6 -1:30 • Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery) Teaching Assistants: Level 3 – 1:8	Assemblies are generally led by a member of the Senior Leadership Team. EYFS pupils are accompanied by their class teacher and classroom teaching assistant. Ratios significantly exceed the requirements laid out in the September 2026 Statutory Framework for the Early Years Foundation Stage. At least one member of staff supervising or leading the assembly will hold the Full Paediatric First Aid certificate. A list of staff holding the Full Paediatric First Aid certificate is laid out in the School's First Aid Policy and is posted in the Pre-prep foyer and in the Reception and Little Lochies classrooms.
Outdoor Breaks	• Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery)Teaching Assistants: Level 3 – 1:8 • Supervisory Assistants, Reception, Level 3 – 1:13	As a minimum, a Level 6 teacher, a Level 3 teaching assistant/supervisory assistant are on duty, with responsibility for up to 44 Reception pupils. As a minimum, two Level 6 teachers and two Level 3 teaching assistants/supervisory assistants are on duty, with responsibility for up to 40 Little Lochies (Nursery) pupils.

As stated in the September 2025 (and continued in the September 2026 update) Statutory Framework for the Early Years Foundation Stage, new staff qualifying post 30 June 2016 with a Level 2 or 3 in Childcare, and working with EYFS children are trained in Paediatric First Aid. All staff working with children aged 8 and under in out of School care, and all those working with pupils in the EYFS complete the annual declaration on disqualification from childcare.

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	• Supervisory Assistants, Little Lochies (Nursery), Level 3 – 1:8	At least one member of staff holds the Full Paediatric First Aid certificate. A list of staff holding the Full Paediatric First Aid certificate is laid out in the School's First Aid Policy.
Lunchtime	• Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery)Teaching Assistants: Level 3 – 1:8 • Supervisory Assistants, Reception, Level 3 – 1:13 • Supervisory Assistants, Little Lochies (Nursery), Level 3 – 1:8 •	As a minimum a teacher and Level 3 teaching assistant eat with and supervise up to 22 Reception pupils during lunch. As a minimum a teacher and Level 3 teaching assistant eat with and supervise up to 20 Little Lochies (Nursery) pupils during lunch.
End of School Day 3.15pm		Pupils are collected by their designated carer, following School procedures for collection.

Clubs	• Teacher: Reception, Level 6 – 1:30 • Teacher: Little Lochies (Nursery), Level 6 – 1:13 • External Providers – Contracts signed directly with parents	EYFS pupils are taken to their allocated clubs by their class teacher or teaching assistant. A register is taken and EYFS pupils are supervised by the teacher/external provider responsible for the club. The teachers leading clubs for EYFS children, work with up to 12 pupils. Whilst clubs take place, there is always a member of staff on site with a Full Paediatric First Aid certificate. At the end of all clubs, pupils are collected by their designated carer, following School procedures for collection, or are escorted to Tea Time club by the teacher/external provider leading the activity.

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Teatime Club 3.15-6pm	• Teatime Club Manager, Reception, Level 3 – 1:13 • Teatime Club Manager, Little Lochies (Nursery), Level 3 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery)Teaching Assistants: Level 3 – 1:8 • Supervisory Assistants, Reception, Level 3 – 1:13 • Supervisory Assistants, Little Lochies (Nursery), Level 3 – 1:8	EYFS pupils attending Teatime Club are signed in by their class teacher or teaching assistant. The Teatime Club Manager holds a Level 3 qualification, as well as the Full Paediatric First Aid certificate. Further qualified staff and additional adults support the core team on a scheduled evening rota. Staffing ratios exceed requirements laid out in the September 2026 Statutory Framework for the Early Years Foundation Stage. In the absence of the Teatime Club Manager, cover is provided by a member of staff with a Level 3 qualification or higher. On collection the carer/parent must sign the pupil out following School procedures for collection. A member of SLT (Level 6) is on the premises until all pupils have gone home.

Reviewed By	Head of Early Years
Approval Body/ Committee	Education
Last Review	Autumn 2026
Next Review	Autumn 2028
Policy Linked To	EYFS Statutory Framework

As stated in the September 2025 (and continued in the September 2026 update) Statutory Framework for the Early Years Foundation Stage, new staff qualifying post 30 June 2016 with a Level 2 or 3 in Childcare, and working with EYFS children are trained in Paediatric First Aid. All staff working with children aged 8 and under in out of School care, and all those working with pupils in the EYFS complete the annual declaration on disqualification from childcare.