

# Widford Lodge

## PREPARATORY SCHOOL



## Timings of the School Day

**This policy applies to all pupils at Widford Lodge School including those in the EYFS**

Reviewed and Approved by the Proprietor: October 2018  
Review Date: October 2019

The timings of the school day, including all timed arrangements for all sections of the school

### **EYFS – Pre School**

**The Pre School is open from 8.00am until 4.30pm.**

<b>8.00-9.30am</b>	<b>Children arrive – Free play/Messy play Staff split between playroom and messy room</b>
<b>9.15 – 9.30</b>	<b>Tidying up time</b>
<b>9.30 – 10.00</b>	<b>Key worker time</b>
<b>10.00 – 10.30</b>	<b>Snack in snack room</b>
<b>10.30 – 11.00</b>	<b>Outside play – all children and staff together</b>
<b>11.00 – 11.30</b>	<b>Story time and Show and Tell</b>
<b>11.30 – 11.45</b>	<b>Free play/Tidying up</b>
<b>11.45 – 12.30pm</b>	<b>2 staff members stay in Pre-School for lunchtime pickup between 11.50 – 12.00 3 staff members accompany rest of children to Hall for lunch</b>
<b>12.30 – 1.30</b>	<b>Free play/Afternoon Activity time</b>
<b>1.30 – 2.00</b>	<b>Free play/Tidying up</b>
<b>2.00 – 3.00</b>	<b>Outside play and snack – all children and staff together</b>
<b>3.00 – 3.15</b>	<b>Story/Home time</b>
<b>3.15 – 4.30</b>	<b>Optional Late Stay/Quiet time</b>

**The Pre-School sometimes use the Hall for Dance activities.**

## EYFS - Reception

School is open from 8.00am until 5.30pm.

8.00-8.30am	Children arrive, register with Early Bird facility
8.30 – 8.45	Registration in Form Room
8.50 – 9.15	On Wednesday and Friday, attend assembly in Hall. On Monday, Tuesday and Thursday, start activity time  Autumn Term – assembly Friday only  Spring and Summer Terms – assembly Wednesday and Friday
9.15 – 10.15	Activity time inside or outside classroom
10.15 – 10.35	Snack
10.35 – 11.00	Outside playtime
11.00 – 11.45	Activity time inside or outside classroom
11.45 – 12.30pm	Lunch time in the Hall
12.30 – 12.40	Story/Reading time in classroom
12.40 – 1.10	Outside playtime
1.10 – 1.15	Registration
1.15 – 2.30	Activity time inside or outside classroom
2.30 – 3.00	Outside play/snack/free play
3.00 – 3.15	Story
3.15 – 3.30	Home time
3.30 – 4.15	Children can go to Pre School for optional late stay
4.15 – 5.30	Children can go to a classroom for optional late stay

There are occasions during the week when the Reception children have PE either outside or in the Hall, Music in the Music Room, Computing in the Computer Room and French, in their classroom.

**Pre-Prep Department (KS1)**

School is open from 8.00am until 5.30pm.

<b>8.00-8.45am</b>	<b>Children arrive, take bags to Form Room. Children may attend a club, otherwise they will play outside.</b>	<i>Clubs start 8am or later.</i>
<b>8.45am</b>	<b>Registration in Form Rooms</b>	
<b>8.50-9.15am</b>	<b>Assembly or Form Time</b>	
<b>9.15-10.30</b>	<b>Teaching Sessions</b>	
<b>10.35-10.55</b>	<b>Snack, Break and Return to Class</b>	
<b>10.55-to 12</b>	<b>Teaching Session</b>	<i>The three Pre Prep classes go to lunch on a rota, 11.55am, 12, 12.05 depending on the day of the week</i>
<b>12 – 12.30</b>	<b>Lunch in Hall</b>	
<b>12.30-1.10</b>	<b>Break</b>	
<b>1.10-1.15</b>	<b>Registration</b>	
<b>1.15-3.10</b>	<b>Teaching Sessions and Reading Session</b>	
<b>3.10-3.15</b>	<b>Prepare to go home. End of teaching day. Parents pick up.</b>	
<b>3.15-3.25</b>	<b>Snack in Form Rooms</b>	
<b>3.25-5.30</b>	<b>Optional Late Stay  Clubs 3.25 – 3.55pm</b>	

**Prep Department (KS2)**

School is open from 8.00am until 5.30pm.

Lessons are taught in 10 x 30 minutes per day, with most as double sessions of 1 hour. Children have 3 x 15 minute reading slots each week. On a Tuesday afternoon from 3 – 3.45pm, all children take part in an Activities session in a group of around 10 children, with Forms 3 and 4 mixed together and Forms 5 and 6 mixed together

8.00-8.45am	Children arrive, take bags to Form Room, then play outside.  <i>Clubs start 8am or later.</i>	
8.45am – 9.15am	Monday registration then form time to sign planners, have form chats etc  Wednesday and Friday registration then assembly  Tuesday and Thursday registration then lessons start	<i>Tuesday only – All children in Years 3 and 4 have Choir Practice from 8.45-9.15am. Registered in Hall at 8.45am.</i>
9.15-11.15am	4x30minute teaching sessions. Lessons 1-4.	
11.15-11.30am	Morning Break	
11.30-1pm	Lessons 5 and 6/reading session/start of lunch	
12.30-2 pm	Lunch break – each class has a break of one hour, on a staggered basis with a rolling lunch service  <i>Clubs run across lunchtime, times vary depending on year group involved</i>	
1.30 – 3.45pm	Afternoon registration and lessons 7-10	<i>Tuesday only – Activities sessions from 3 – 3.45pm</i>
3.45-4.00pm	Playtime if waiting for parents to pick up or if staying for Clubs or Prep Session.	
4.00-5.30pm	Optional Supervised Prep Session  <i>After school clubs usually finish at 4.45pm or 5.00pm.</i>	