

# Widford Lodge

## PREPARATORY SCHOOL



## Timings of the School Day

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

The timings of the school day during covid 19 restrictions are different from those outlined here and are complicated by having four bubbles, each with different break, lunch and pick up times. Individual class timetables are a more up to date summary of the timings of the school day

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 4.15pm.**

<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 – 4.15</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 in Pre School
8.30 – 8.45	Registration in Form Room; any early birds collected from Pre School
8.50 – 9.15	On Wednesday and Friday, attend assembly in Hall. On Tuesday and Thursday, start activity time. On Monday, mindfulness  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 – 11.50	Activity time inside or outside classroom
11.50 – 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; these are detailed in the class timetables.

## Pre-Prep Department (KS1)

School is open from 8.00am until 5.30pm.

8.00-8.45am	Children arrive, take bags to Form Room. Children may attend a club, otherwise they will play outside.	<i>Clubs start 8am or later.</i>
8.45am	Registration in Form Rooms	
8.50-9.15am	Assembly or Form Time	<i>Assembly Wednesday and Friday</i>
9.15-10.25	Teaching Sessions	
10.25-10.45	Snack, Break and Return to Class	
10.55-to 12	Teaching Session	<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>
12 – 12.30	Lunch in Hall	
12.30-1.05	Break	
1.05-1.10	Registration	
1.10-3.10	Teaching Sessions	
3.10-3.15	Prepare to go home. End of teaching day. Parents pick up.	
3.15-3.25	Snack in Form Rooms	
3.25-5.30	Optional Late Stay  Clubs 3.25 – 3.55pm	

There are occasions during the week when the Pre Prep children have PE either outside or in the Hall, Music in the Music Room, Computing in the Computer Room and French, in their classroom; these are detailed in the class timetables. One term each year the children travel offsite once a week to swim on Tuesday afternoons.

## 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, some children swim offsite on a rota basis; others 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 and mindfulness then form time to sign planners, have form chats etc  Wednesday and Friday registration then assembly  Tuesday and Thursday registration then lessons start	<i>Thursday only – All children in Years 3 and 4 have Choir Practice from 8.45-9.15am. Registered in Hall at 8.45am and then split between Hall and music room.</i>
9.15-11.15am	4x30minute teaching sessions. Lessons 1-4.	
11.15-11.30am	Morning Break (on Tuesdays and Thursdays some breaks are at 10.45 – 11)	
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</i>	