

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 2023
Review Date: October 2024

EYFS – Pre School

The Pre School is open from 8.00am until 4.15pm.

| Time | Activity |
|-----------------|---|
| 8.00 - 9.30am | Children arrive – Free play/Messy play Staff split between playroom and messy room |
| 9.15 - 9.30 | Tidying up time |
| 9.30 - 10.00 | Key worker time |
| 10.00 - 10.30 | Snack in snack room |
| 10.30 - 11.00 | Outside play – all children and staff together |
| 11.00 - 11.30 | Story time and Show and Tell |
| 11.30 - 11.45 | Free play/Tidying up |
| 11.45 - 12.30pm | 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 |
| 12.30 - 1.30 | Free play/Afternoon Activity time |
| 1.30 - 2.00 | Free play/Tidying up |
| 2.00 - 3.00 | Outside play and snack – all children and staff together |
| 3.00 - 3.15 | Story/Home time |
| 3.15 - 4.15 | Optional Late Stay/Quiet time |

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

EYFS - Reception

School is open from 8.00am until 5.30pm.

| Time | Activity |
|-----------------|--|
| 8.00 - 8.30am | Children arrive, register with Early Bird facility in Pre School |
| 8.30 - 8.40 | Registration in Form Room; any early birds collected from Pre School |
| 8.40 - 9.00 | Soft start, children choose what they would like to do, start their day playing with friends, changing readers and morning activities with LSAs. |
| 8.50 - 9.15 | On Wednesday and Friday, attend assembly in Hall. Other days, start activity time. |
| 9.15 - 10.15 | First lessons and activity time inside or outside classroom |
| 10.15 - 10.35 | Snack |
| 10.35 - 11.00 | Outside playtime |
| 11.00 - 11.50 | Second lesson and activity time inside or outside classroom |
| 11.50 - 12.20pm | Lunch time in the Hall |
| 12.20 - 12.40 | Fine motor roundabout |
| 12.40 - 1.10 | Outside playtime |
| 1.10 - 1.15 | Registration |
| 1.15 - 2.30 | Third lesson and activity time inside or outside classroom, end of day tidy |
| 2.30 - 3.00 | Get ready for home time |
| 3.00 - 3.15 | Story |
| 3.15 - 3.25 | Home time |
| 3.25 - 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 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.

| Time | Activity | |
|-----------------|---|--|
| 8.00 - 8.40am | Children arrive, take bags to Form Room. Children may attend a club, otherwise they will play outside. | <i>Clubs start 8am or later.</i> |
| 8.40 | Registration in Form Rooms | |
| 8.50 - 9.15 | 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 - 12.00pm | 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> |
| 12.00 - 12.30 | Lunch in Hall | |
| 12.30 – 12.40 | Reading in form room | |
| 12.40 - 1.10 | Break | |
| 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 <i>After school clubs usually run from 3.25 – 3.55pm</i> | |

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.

In the summer term 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 2.30 – 3.30pm, some children swim offsite on a rota basis; from 3.00-3.45pm pupils 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

| Time | Activity | |
|----------------|--|--|
| 8.00 – 8.40am | Children arrive, take bags to Form Room, then play outside. <i>Clubs start 8am or later.</i> | |
| 8.40 - 9.15 | Monday registration and form time to sign planners, have form chats etc Wednesday and Friday registration then assembly Tuesday and Thursday registration then lessons start | <i>Monday only – All children in Years 3 and 4 have Choir Practice from 8.40-9.15am. Registered in Hall at 8.40am.</i> |
| 9.15 - 11.15 | 4x30 minute teaching sessions. Lessons 1-4. | |
| 11.15 - 11.30 | Morning Break (on Tuesdays and Thursdays some breaks are at 10.45 – 11) | |
| 11.30 - 1.00pm | Lessons 5 and 6/reading session/start of lunch | |
| 12.30 - 2.00 | 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 - 3.45 | Afternoon registration and lessons 7-10 | <i>Tuesday only – Activities sessions from 3.00 – 3.45pm</i> |
| 3.45 - 4.00 | Playtime if waiting for parents to pick up or if staying for Clubs or Late Stay Session. | |
| 4.00 - 5.30 | Optional Supervised Late Stay Session <i>After school clubs usually finish at 4.45pm</i> | |