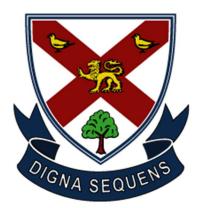
Widford Lodge Preparatory School



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: November 2024 Review Date: November 2025

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 -	2 staff members stay in Pre-School for lunchtime pickup between 11.50 – 12.00
12.30pm	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. Reception children can go to pre booked Breakfast club in the hall from 7.30 – 8am.

Time	Activity	
8.00 - 8.30am	Children arrive, register with Early Bird facility in Pre School (except	
	summer term, self register in form room then go out to play)	
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 (form assemblies in spring term, all in summer term) 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 -	Lunch time in the Hall	
12.20pm		
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. Children can attend pre booked breakfast club in the hall from 7.30 – 8am.

Time	Activity	
8.00 - 8.40am	Children arrive, take bags to Form Room. Children may attend a club, otherwise they will play outside.	Clubs start 8am or later.
8.40	Registration in Form Rooms	
8.50 - 9.15	Assembly or Form Time	Assembly Wednesday and Friday
9.15 - 10.25	Teaching Sessions	
10.25 - 10.45	Snack, Break and Return to Class	
10.55 - 12.00pm	Teaching Session	The three Pre Prep classes go to lunch on a rota, 11.55am, 12, 12.05 depending on the day of the week
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 After school clubs usually run from 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.

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. Children may attend pre booked breakfast club in the hall from 7.30 – 8am.

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 - 3.30 pm, some children swim offsite on a rota basis; from 3.00-3.45 pm 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.		
	Clubs start 8am or later.		
8.40 - 9.15	Monday registration and form time	Monday only – All children in Years 3	
	to sign planners, have form chats etc	and 4 have Choir Practice from 8.40-	
	Wednesday and Friday registration then assembly	9.15am. Registered in Hall at 8.40am.	
	Tuesday and Thursday registration		
	then lessons start		
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		
	Clubs run across lunchtime, times vary depending on year group involved		
1.30 - 3.45	Afternoon registration and lessons 7-	Tuesday only – Activities sessions from	
	10	3.00 – 3.45pm	
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		
	After school clubs usually finish at 4.45pm		