

# 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 2025  
Review Date: November 2026

## EYFS – Pre School

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

<b>Time</b>	<b>Activity</b>
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 2 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 - 10.25	Snack
10.25 - 10.45	Outside playtime
10.45 - 11.45	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. 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.	<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	The Reception and two Pre Prep classes go to lunch on a rota, 11.45am 11.55am and 12.05pm 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  <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. 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 – 3.30pm, 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>	