



## Early Years Foundation Stage (EYFS) Policy - Woodbridge School Prep (WSP)

<b>Version Number:</b>	V 4.0
<b>Applies to:</b>	Prep / EYFS
<b>Author (s):</b>	Head of WSP
<b>Review Frequency:</b>	Annual
<b>Policy category (1, 2, 3, 4):</b>	2
<b>Last reviewed:</b>	Michaelmas 2025
<b>Next review due by:</b>	Michaelmas 2026
<b>Approved on (date):</b>	Published pending approval
<b>Committee (s) Responsible:</b>	Education
<b>References (including legal and others eg ISBA):</b>	EYFS Framework 2025
<b>ISI reg:</b>	EYFS 3
<b>Other related policies and documents:</b>	WSP Allergy Procedure; Complaints Policy; English as an Additional Language Policy; EYFS Information to Parents; Statutory Framework 2025; First Aid Policy; Health and Safety Policy; Marking and Assessment Policy; Missing Pupils Policy; Pupil Supervision (WSP); Pupil Attendance and Absence Policy; Recruitment, Selection and Disclosure Policy; and Volunteer Agreement; Reports and Grades (Parents' Information);

	Safeguarding (including Child protection and EYFS) Policy; Special Educational Needs and Disability Policy; Online Safety Policy; WSP Parent Handbook.
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## 1. Aims

This policy aims to ensure:

- That children access a broad and balanced curriculum that gives them a wide range of knowledge and skills needed for good progress through school and life.
- That through the ongoing cycle of observe, assess and review, learning and development opportunities are adapted to meet the individual needs of the child.
- Quality and consistency in teaching and learning so that every child makes good progress and no child gets left behind.
- A close partnership working between practitioners and parents and/or guardians.
- Every child is included and supported through equality of opportunity and anti-discriminatory practice.

## 2. Legislation

This policy is based on requirements set out in the statutory framework for the early years foundation stage 2025 ([publishing.service.gov.uk](https://publishing.service.gov.uk))

2.1 Policies to be read alongside this document:

*Woodbridge School's 'Special Educational Needs and Disability Policy.*

*Woodbridge School's 'Marking and Assessment Policy.*

*Woodbridge School's 'Reports and Grades (Parents' Information).*

*Woodbridge School's 'Safeguarding Policy.*

*Woodbridge School's 'Pupil Supervision (WSP).*

Woodbridge School's 'Recruitment, Selection and Disclosure Policy and Volunteer Agreement.  
Woodbridge School's 'English as an Additional Language Policy.  
Woodbridge School's First Aid Policy  
Woodbridge School's Health and Safety Policy  
Woodbridge School's Complaints Policy  
Woodbridge School's Pupil Attendance and Absence Policy;  
Woodbridge School's Online Safety Policy  
WSP Parent Handbook.  
EYFS Information to Parents.  
WSP Allergy Procedure.

### **3. Structure of the EYFS**

EYFS at Woodbridge School Prep (WSP) consists of Reception aged pupils.

### **4. Curriculum**

Our early years setting follows the curriculum as outlined in the 2025 EYFS statutory framework.

The EYFS framework includes 7 areas of Learning and Development that are equally important and inter-connected. However, 3 areas known as the prime areas, are seen as particularly important for igniting curiosity and enthusiasm for learning and for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development.

The prime areas are strengthened and applied through 4 specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

#### **4.1 Exemption**

Our school has been granted exemption from certain elements of the statutory EYFS learning and development requirements. This enables us to provide greater flexibility in aligning Reception with the whole school curriculum, ensuring pupils benefit from a breadth of experiences including Life Skills, CLICK Days, and other enriching activities that extend beyond the statutory framework. However, we remain fully committed to meeting all legal obligations in relation to the EYFS Safeguarding and Welfare requirements, including staff ratios, qualifications, and all measures that ensure the safety and well-being of every child.

## **4.2 Planning**

Practitioners plan activities and experiences for children through a range of exciting topics that enable children to develop and learn effectively across all areas of the curriculum, both in and out of the classroom.

When planning, practitioners consider the individual needs, interests, and stage of development of each child in their care, and use this information to plan challenging, sequential and enjoyable experiences in all areas of learning. The specific areas of learning provide children with a broad curriculum, including opportunities to strengthen and apply the prime areas of learning.

In planning and guiding children's activities, practitioners reflect on the different ways and rates that children learn and include these in their practice. They make the most of the school grounds and resources and plan through a cross-curricular approach, incorporating the specialist subjects, to ensure a broad and balanced curriculum which meets both the statutory requirements of the Foundation Stage Framework and the bespoke educational programme for Woodbridge School Prep.

Where a child may have a special educational need or disability, practitioners consider whether specialist support is required, linking with relevant services from other agencies, where appropriate.

The learning environment is enhanced appropriately to meet the needs and interests of the children, allowing them to take autonomy over their learning.

Practitioners recognise that the development of children's spoken language underpins all 7 areas of learning and development, and planning reflects the opportunities taken to teach children new vocabulary across these areas to support both language and cognitive development.

## **4.3 Teaching**

The EYFS is about structured, active learning which is relevant to the developmental stage of each child. It progresses at a rate and pace that is stimulating and challenging and is, above all, fun. When activities are seen as purposeful and enjoyable, children are easily encouraged to become involved and therefore learn. Structure supports emotional security, the formation of concepts and the acquisition of skills, and flexibility allows the children to venture from security to challenge, in their own way and at their own pace. Practitioners respond to each child's emerging needs and interests, guiding their development through warm, positive interaction. Practitioners know their key children, know their next steps and are responsive to these.

The Foundation Stage uses a variety of teaching and learning styles. Our principal aim is to develop children's knowledge, skills and understanding through a balance of child-led and adult-initiated activities. Through play, the children can consolidate and embed their learning whilst simultaneously refining other skills such as their ability to co-operate, to negotiate, to make choices, to develop resilience and perseverance, when faced with a challenge, and to set their own goals.

For effective learning to take place, it is important to start with what the child can do; activities and enhancements to the learning environment are adapted to meet each child's stage of development therefore ensuring tasks are both developmentally appropriate and attainable. Depending on the activity children may work as a whole class (with differing outcomes), in an independent group requiring only initial adult input, in a small group with close support or on a one-to-one basis. The support is provided by the class teacher, the teaching assistant or an additional adult. Friendship groupings, cooperative or partnered tasks are also used.

New vocabulary is introduced and embedded through quality interactions between practitioners and children in a language-rich environment.

All children in the Foundation Stage have access to the curriculum whatever their ability and individual needs. Learning opportunities are provided to enable all children to make progress including those with special educational needs, disabilities, gifts and talents and those for whom English is an additional language.

*Please see Woodbridge School's EAL policy.*

If at any point, practitioners are concerned about a child's progress in any prime area, they will discuss this with the child's parents and/or guardians and agree how to best support the child. Where appropriate, a specialist may be sought to observe and offer advice and an Individual Educational Plan (IEP) may be created in consultation with the family, class teacher and special needs coordinator to address specific targets after a discussion.

As children grow older, and as their development allows, the balance gradually shifts towards more adult-led activities to help children prepare for the transition into Year 1.

*This should be read in conjunction with Woodbridge School's 'Special Educational Needs and Disability Policy'.*

## **5. Assessment**

At Woodbridge School Prep (WSP), ongoing assessment is an integral part of the learning and development processes. Ongoing assessment (formative assessment) is an integral part of the learning and development process. Practitioners know their children's level of achievement and interests and teaching and learning experiences are shaped accordingly. Assessment does not entail prolonged breaks from interaction with children as practitioners recognise how crucial this is to their learning and development.

During the first few weeks in school each child is assessed through informal observations and more formal tasks to ascertain their current level of attainment and their next steps. A Reception Baseline Assessment is administered which offers additional information about language and communication, literacy and mathematics.

Children in the Foundation Stage are assessed from three aspects:

- Daily observations (targeted and incidental)
- On-going Formative Observational Profiles
- Termly Summative (standardised) assessments.

Effective planning is informed by necessary formal assessment and ongoing formative assessments. With very young children, much assessment stems from observation. Observing children's play is the key to understanding their interests and learning needs and may again be pre-planned or spontaneous. Sharing of information, discussion and reflection takes place regularly between colleagues.

Reception pupils have formal standardised assessments in the Lent and Trinity Terms which provide a summary of their individual progress. This information is passed onto the next teacher to aid planning for the new school year. There is also a verbal exchange of information where the specific needs or strengths of children can be discussed.

At the end of the Foundation Stage, Reception teachers will assess each child's development in relation to the Early Learning Goals using the EYFS Profile. This statutory assessment is completed once only, either in the final term of the Reception year or, in exceptional cases where a child remains in EYFS provision beyond this point, immediately before they transfer into Year 1.

*This should be read in conjunction with Woodbridge School's 'Marking and Assessment Policy'.*

To complete the profile, practitioners draw upon their knowledge of the child and their own expert professional judgement to decide where the child is at the end of the Reception year against the 17 early learning goals, indicating whether they are:

- Not yet reaching expected levels ("emerging")
- Meeting the expected levels of development ("expected")
- Exceeding the expected levels of development ("secure" and "greater depth")

The profile reflects ongoing observations and discussions with parents and/or guardians. The results of the profile are then shared with parents and/or guardians and the Year 1 teachers to ensure a smooth transition.

Woodbridge School Prep (WSP) is exempt from the learning and development requirements in the 2025 Statutory Framework for the Early Years Foundation Stage (EYFS). However, all EYFS safeguarding, and welfare requirements still apply.

## **6. Working with parents**

We recognise that children learn and develop well when there is a strong partnership between practitioners and parents and/or guardians. At Woodbridge School Prep (WSP), parents and/or guardians are encouraged to actively engage with their child's learning. This is facilitated through a variety of different events both formal and informal, including the use of Tapestry (the EYFS online learning journal).

Parents and/or guardians are regularly informed of their child's progress and development throughout the school year. Where a child's progress in any prime area gives cause for concern, practitioners will inform parents and work collaboratively to agree ways to best support them. This ongoing communication provides parents and/or guardians with a well-rounded picture of their child's knowledge, understanding and abilities.

Each child is assigned a key person (the Form Teacher) who helps to ensure that their learning and care is tailored to meet their needs. The key person supports parents and/or guardians in guiding their child's development at home. The key person also helps families to engage with more specialist support, where appropriate.

There are daily opportunities for informal discussion and sharing of information between parents, teachers and assistants. Information Evenings and Welcome Events take place prior to, and at the start of, the academic year. Formal parents' evenings take place where 'next steps' are shared. Comparative perceptions about progress and concerns can be shared at these times within the parameters of a supportive framework.

Written reports which identify significant developments in learning or highlight areas for targeting are issued at the end of each term. They provide feedback in relation to the child's achievement against the EYFS profile.

*This should be read in conjunction with Woodbridge School Prep (WSP) – Parent Handbook*

## **7. Safeguarding and welfare procedures**

This area is covered by Safeguarding (including Child Protection and EYFS Policy).

### **7.1 Safeguarding**

All EYFS practitioners will have up-to-date Safeguarding training (including FGM) and Prevent Duty training. All safeguarding training for EYFS practitioners meets the criteria set out in the EYFS framework, including the requirements detailed in **Annex C**. All new staff are given a full induction process. Ongoing training is delivered through National College, weekly staff meetings and bulletin reminders. Ongoing dialogue and professional curiosity support staff to embed good practice into daily procedures.

This should be read in conjunction with Woodbridge School's Safeguarding Policy.

All references for new EYFS staff will be obtained and verified before appointment, and wherever possible will be from a senior professional source. Open, i.e. to whom it may concern, or family-linked references will not be accepted. Woodbridge School's safer recruitment procedures ensure that only suitable individuals are appointed.

All EYFS volunteers will have completed Safer Recruitment checks.

*This should be read in conjunction with Woodbridge School's 'Recruitment, Selection and Disclosure Policy, and Volunteer Agreement'.*

All practitioners who encounter EYFS will have signed a 'Disqualification by Association Declaration'.

### **7.2 Whistleblowing**

All EYFS practitioners (including students and volunteers) will, where necessary, follow Woodbridge School's whistleblowing procedures, which set out how concerns are raised, the process followed and ensure that all reports are taken seriously. Information about external contacts (including the NSPCC helpline, Ofsted, and government whistleblowing guidance) will also be made available to staff.

This should be read in conjunction with Woodbridge School's 'Whistleblowing Policy'.

### **7.3 Child Absence Monitoring**

All EYFS practitioners will follow up promptly on unexplained or prolonged absences. Contact will be made with parents or emergency contacts if no reason is given. At least two emergency contact numbers will be held for every child. Practitioners will monitor absence patterns, use their professional judgement to identify early any potential prolonged absence, and refer concerns to children's social care or request a police welfare check if appropriate, in line with the School's published Attendance Policy.

This should be read in conjunction with Woodbridge School's 'Pupil Attendance and Absence Policy'.

#### **7.4 Collection of Children**

Children will only be released into the care of adults who are known to staff and who have been explicitly notified by parents/carers as authorised to collect. Where an adult is not known to staff but has been notified by parents/carers, the designated collection password must be provided before the child is released.

#### **7.5 Toileting and Intimate Care**

All EYFS practitioners will ensure that toileting and intimate care routines respect children's privacy and dignity, while maintaining appropriate supervision. Children will never be left unattended, and accurate records of care will be maintained.

This should be read in conjunction with Woodbridge School's 'Intimate Care Procedure' within the Safeguarding Policy.

#### **7.6 Oral Health**

We promote good oral health, as well as good health in general, in the early years through adult modelling and guidance. The meals and snacks provided are healthy, balanced and nutritious. Practitioners work with the children to make good food choices at lunchtime. In addition to this, appropriate professionals are invited into school to talk about the importance of maintaining good oral hygiene. Through these interactions, children learn about the effects of eating too many sweet things and the importance of brushing their teeth.

#### **7.7 Medicines**

No prescription medicines will be administered unless prescribed for a child by a doctor, dentist, nurse or pharmacist. Robust systems are in place for obtaining and updating medical information for pupils. For those with more complex, ongoing medical needs (i.e. allergies), key workers will work in close partnership with the child's parents, or guardians, and with the school Matron to devise a personalised Healthcare Plan.

*This should be read in conjunction with Woodbridge School's 'First Aid' and WSP Allergy Procedure.*

#### **7.8 Accident and injury**

A first aid box, containing items appropriate for use on children, will be readily accessible at all times. All accidents, injuries, and first aid treatment will be recorded in writing. Parents or



guardians will be informed of any accident or injury, and any first aid provided, on the same day, or as soon as reasonably practicable thereafter.

All EYFS practitioners have up to date Paediatric First Aid (in line with current guidance).

### **7.9 Paediatric First Aid – Trainees**

Students, trainees, apprentices and volunteers aged 16 and over may be included in staff:child ratios at one level below their level of study, provided that the setting is satisfied they are competent and responsible, and that they already hold a current Paediatric First Aid (PFA) certificate. All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff: child ratios at level 3.

### **7.10 Safer Eating Practices**

A member of staff with a valid full Paediatric First Aid certificate will always be present when children are eating.

Before admission, information on each child's dietary requirements, allergies, intolerances, and health needs will be obtained and shared with all relevant staff. Allergy action plans will be agreed with parents/carers and, where appropriate, health professionals, and kept up to date.

Food will always be prepared in a way that is safe and appropriate for each child's developmental stage, following NHS guidance on weaning and allergy management. Assumptions will not be made based on age.

Providers will prepare and serve food in line with government advice on food safety, choking prevention, and allergy awareness. This includes avoiding high-risk foods (e.g. whole grapes, nuts), ensuring children are safely seated, and maintaining a calm, designated eating space.

Children will remain within sight and hearing of staff during meals. Staff will sit facing children where possible to monitor safe eating, prevent food sharing, and respond quickly to allergic reactions or choking.

Any choking incident requiring intervention will be recorded, shared with parents/carers, and periodically reviewed to identify trends and prevent recurrence.

### **7.11 Face Paint**

Face paints will only be applied to children in EYFS where written permission from parents and/or guardians has been given.

### **7.12 Supervision of pupils**

Children in the EYFS setting are supervised throughout the school day in line with statutory ratios. They are taught by the Class Teacher (Qualified Teacher) for the majority of the day (ratio no more than 1:30) and at other times by specialist practitioners (Qualified Teachers ratio 1:30). In addition, they have a full-time level 3 qualified Teaching Assistant working

with the children. All level 2 and 3 staff members who gained their qualification since June 2016 **must** acquire a valid paediatric first aid (PFA) certificate within three months of starting work, and must maintain it with renewal every three years in order to continue being included in qualifying staffing ratios.

During mealtimes (snack and lunchtime), children are always within sight and hearing of a member of staff.

During morning and after-school care and clubs, Reception children are supervised by a Level 3 qualified Teaching Assistant or a Qualified Teacher. On occasion, other Teaching Assistants may provide supervision, but ratios for Reception children do not exceed 1:8, and children are always within sight and hearing, or at minimum within sight or within hearing, of a suitably qualified practitioner.

At break times there are two practitioners on duty, one of whom is either a level 3 qualified teaching assistant or a qualified teacher. While EYFS pupils are in school there is at least one member of staff qualified in Paediatric First Aid on the premises at all times and accompanying children on outings.

*This should be read in conjunction with the EYFS Information to parents' booklet and WSP Pupil Supervision Policy.*

## **8 Compliance and Monitoring arrangements**

This policy will be reviewed by the Head of Woodbridge School Prep (WSP) every two years or as legislation/guidance requires.

Ensuring the "Curriculum Guidance for the Foundation Stage" is being fully implemented, monitoring the standards of children's learning through play and work, and the quality of teaching is the responsibility of the Director of Studies. The EYFS coordinator encourages and mentors EYFS practitioners, informing them about current developments and new initiatives and promoting the profile of the Early Years throughout the School.

Georgina Hill is the Co-ordinator of EYFS and Nicola Mitchell deputises as required.

This policy will also be subject to a thorough review process including consideration at the Education Committee on an annual basis. This will ensure that practice across EYFS is in line with this policy, the Complaints procedure and with current guidance and legislation.

## Appendix I. List of statutory policies and procedures for the EYFS

Statutory policy or procedure for the EYFS	Where can it be found?
Safeguarding policy and procedures	See Safeguarding (including Child Protection and EYFS) Policy
Procedure for responding to illness	See First Aid policy
Administering medicines policy	See First Aid policy
Emergency evacuation procedure	See Health and Safety policy
Procedure for checking the identity of visitors	See Safeguarding (including Child Protection and EYFS) Policy
Procedures for a parent failing to collect a child	See WSP Pupil Supervision Policy
Procedure for a missing child	See Missing Pupils policy
Procedure for absence	See Pupil Attendance and Absence Policy;
Procedure for dealing with concerns and complaints	See Complaints policy
Guidelines for the safe use of digital images	Online Safety Policy
Use of Mobile Devices in EYFS	Safeguarding (including Child Protection and EYFS) Policy Online Safety Policy