

## **POLICY ON INFORMATION FOR PARENTS OF EARLY YEARS CHILDREN AT THE MANOR PREPARATORY SCHOOL**

### **ETHOS**

The ethos of The Manor is based on a core of values shared by the staff and clearly communicated to the children through teaching, discussion and example. These values are our guiding principles in setting the aims and objectives of our community and in evaluating our performance.

#### **Our aims are to:**

- Cherish each child as an individual.
- Enthuse children with a love of learning and the desire to make the very most of their abilities and opportunities.
- Offer a caring but challenging environment in which children are given the courage to learn from their mistakes.
- Encourage a sense of self-worth in each child.
- Encourage respect for different life-styles, cultures and religions.
- Promote the intellectual, social and physical development of pupils.
- To ensure that the quality of the school environment and the overall atmosphere reflect the high standards expected of pupils.
- Encourage a sense of individual responsibility towards others and the environment.
- Create a community which reflects the ethical and moral framework of our Christian foundation and to promote the pupils' spiritual and moral development.
- Encourage pupils to play a positive role in contributing to the life of the school and the wider community.
- Make every child's experience at The Manor as positive and happy as possible.

### **THE MANOR PREPARATORY SCHOOL**

The Manor Preparatory School is a school that caters for children from 2-11. All of the children who enter our Pre-Nursery or Nursery are part of our School community. Mrs Pippa McConnell, Head of Early Years and Mr Piers Heyworth, the Headmaster will extend a warm welcome when you visit and will show you our facilities. They will be pleased to answer any of your questions, either about our Pre-Nursery, Nursery, or about the rest of the school. We send parents and prospective parents copies of the school's prospectus on request. This document gives details of the school's address, location and contact details, together with a list of staff and Governors, as well as a great deal of information about the aims

Policy on Information for Parents of Early Years Children at The Manor Preparatory School -  
Reviewed January 2010



and ethos of the whole school. (The curriculum and activities for our older children is explained in some detail). A great deal of further information about the school is available on our web site, (including a list of the whole school's policies, including those that apply specifically to the Early Years). A hard copy can be obtained on request. All parents are given copies of the Parents' Handbook appropriate for the year their children are in.

As an integral part of the school, the Early Years children make full use of the School's facilities, such as the dining hall, Pre-Prep Hall and music rooms although they have separate classrooms and outdoor play areas of their own. We expect the boys remain pupils until the end of the Pre-Prep and girls to stay at The Manor until they reach the age of 11.

The Manor Preparatory School is registered with the DCSF as an early years provider. We participate in the Government's Nursery voucher scheme for 3 and 4 year old children.

## **ADMISSIONS**

The whole school's Admissions Policy applies to the Early Years Department as much as to the rest of the school. It appears on our web site, and copies can be sent to parents on request.

### **a) Pre-Nursery**

Children may join Pre-Nursery the term after their second birthday. We recommend starting with a couple of sessions and then to build them up as they settle and mature, space permitting. Please note, although we are Ofsted registered to accept two year olds in Pre-Nursery sessions, we are not registered to care for children under three in our 'wrap around care' facilities. The term after the children turn three they are requested to increase their sessions to a minimum of four/five sessions. Information regarding this is available from Karen Copson, the Registrar.

Pre-Nursery has space for a maximum of sixteen children in a session.

### **b) Nursery**

Children who have turned three years old by September will join the Nursery class. Some children may move up from Pre-Nursery once they are three but before the September if there is space and if they are ready for the further challenges and experiences. Children are requested to do a minimum of four/five sessions of which three must be in the morning so that the children can fully benefit from the curriculum provided.

**Policy on Information for Parents of Early Years Children at The Manor Preparatory School -  
Reviewed January 2010**



We take a maximum of 32 full-time children in our Nursery. If two children “share” a morning and afternoon place between them, the actual numbers can be slightly higher. We cannot guarantee a full-time place will become available to children who initially enter on a part-time basis. Nor are we able to guarantee that a child can switch sessions during the year, although we accommodate individual requests as much as we can.

### **c) Reception**

Children joining Reception must be four years old on or before August 31<sup>st</sup> of the academic year before starting the Reception year.

The Nursery year is divided into two Reception classes and new children join these classes. Many criteria are used to form these classes and, where it is possible, we try to balance them equally in age, ability and gender.

There is a maximum of twenty children in each class.

### **Equal Opportunities Policy**

We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community where there is complete equality of opportunity and everyone is valued for being him or herself. Copies of the school’s Equal Opportunities Policy are on our web site and can be given to parents on request. We also welcome children with disabilities and special education needs, and adhere to the Government’s SEN Code of Practice.

### **DAILY ROUTINE**

In Pre-Nursery and Nursery, the sessions available are:

- Mornings: 8.30am - 12.00pm
- Morning plus lunch session: 8. 30am - 1.15pm
- Full day: 8.30am - 3.30pm

Children attending the morning session may stay for lunch, which is served at 12.00pm in the dining room. They must be collected at 1.15pm.

At the moment, we advise 2 year olds to start with morning sessions until they are mature and settled enough to make the transition across to the dining room for lunch.



All children who stay for the full day have a 30 minute period of “quiet time” after lunch when they lie on blankets on the floor whilst they are read a story. The afternoon session ends at 3.30pm.

## **Reception**

In the Autumn and Spring Terms only, the school hours are:

- Mon/Tues/Thurs/Fri: 8.30am - 3.30pm
- Wednesday: 8.30am - 12.30pm
- Optional ‘Stay and Play’ session on a Wednesday afternoon finishing at 3.30pm

In the Summer Term, children must stay for a full day on Wednesday, 8.30am - 3.30pm in preparation for Year 1.

Our term dates are on our web site and are sent to parents in advance.

## **Procedures when a Child is not Collected on Time**

Please refer to our separate policy: “Lost or Uncollected Child Procedure” which is on our web site and hard copies are available on request.

## **OUR STAFF**

Mrs Pippa McConnell is an experienced teacher and is Head of the Early Years Department, overseeing Pre-Nursery, Nursery and Reception and teaching mainly in the Nursery. Miss Rebecca Evans is also a qualified teacher and teaches in the Nursery. She is the named deputy to Mrs Pippa McConnell. They are supported by two/three level 3 Nursery Nurse and experienced teaching assistants. The Nursery Nurses in Pre-Nursery are also qualified to level 3. In Reception, there are two qualified teachers, Mrs Kathryn Kallay and Mrs Sian Douglas, who are ably supported by teaching assistants who are qualified to a minimum of level 3. The children are supervised by qualified staff at all times when they are under our care, including break, lunch and play times. The children have specialist teachers for PE and Music sessions. A full staff list of staff who teach your child can be found on the website and in the Parents’ Handbook.

## **OUR FOUNDATION STAGE CURRICULUM**

At The Manor Preparatory School we offer a broad and balanced Foundation Stage curriculum for our youngest pupils, which is based upon the Early Learning Goals and the six areas of learning. All children are given equal access and opportunities to develop their knowledge and skills in:

**Policy on Information for Parents of Early Years Children at The Manor Preparatory School -  
Reviewed January 2010**

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

All children learn through play with a mixture of child initiated and teacher led learning opportunities. Learning takes place both indoors and outdoors.

Across the Early Years, we introduce different topics which the children explore through a variety of mediums, including books, art, clay, drama, music, ICT, crafts and model making. We gradually introduce synthetic phonics and the basics of literacy are taught daily through a structured reading scheme and rhyme. Numeracy is introduced through different activities, such as counting games, weighing activities and measuring, and is also taught daily. All children are encouraged to participate in PE, Dance and Music. All children are gradually introduced to the principles of writing, and to the use of computers. By the end of Reception, the children are enthusiastic and confident learners, who are ready for the more structured, less play-based, environment of Year 1.

### **The Annual Curriculum Meeting**

All parents of children in the Nursery and Reception Department are invited to an annual curriculum meeting at the start of the autumn term, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained.

### **Assemblies**

Pre-Prep Assembly is held every Monday at the start of the week. Reception always attend (and Nursery do when they can). Assemblies are formal occasions which foster the development of self-restraint and a collective spirit. They are basically Christian; but are designed to be respectful of other faiths. Assemblies provide an excellent public setting in which to commend children for special work, acts of kindness or helpfulness, and to reward them with special certificates.

Class assemblies for the whole school are held on Friday mornings to which Reception always attend and Nursery attend when appropriate.

In the Summer term Nursery and Reception have a class assembly to which you are warmly invited.

### **Outdoor Learning**

Policy on Information for Parents of Early Years Children at The Manor Preparatory School -  
Reviewed January 2010



Outdoor play is an important part of Pre-Nursery and Nursery sessions. In Reception, the children are encouraged to play in their dedicated, secure outdoor space during morning and lunchtime breaks. The outdoor space adjacent to the Classroom may be used for supervised activities, involving playing with water, sand and role play. Children are encouraged to plant and grow their own seeds.

## **Visits**

For Pre-Nursery and Nursery we include educational visits within school and invite theatre companies and individual groups to come into school. In Reception we aim to organise a local visit or excursion.

For this we will require signed permission slips each time. We will send you a letter well in advance, telling you about every visit and its cost that will be added to the end of term bill. Our "Educational Visits for EYFS (including Health and Safety on Trips) Policy" is available on the school website and hard copies are also available on request.

## **Behaviour**

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Mrs Pippa McConnell, the Head of the Early Years Department, is in day to day charge of the management of behaviour in the Early Years Department, a responsibility that has been delegated to her by Mr Piers Heyworth, the Head of The Manor Preparatory School. Form teachers are expected to manage the behaviour of the children in their care in the first instance.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions; but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see the Headmaster, who will explain the inappropriateness of a particular action; but such instances are rare. Parents are always informed when any reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's Teacher and possibly the Head of the Early Years to agree a joint way of handling the difficulty.

## **FOOD AND DRINK**

In Pre-Nursery and Nursery children are offered a healthy snack (such as a breadstick, cheese and cucumber, or a plain biscuit and piece of fruit) both mid-morning and during the afternoon if they stay all day. At the same time they are also offered milk or water. A snack menu is available in the Cloakrooms.

In Reception, parents are asked to send in a healthy snack for morning break (no chocolate, crisps or nuts) and we will provide them with milk or water as requested. Drinking water is available throughout the day, as we fully recognise the importance of proper hydration.

The children who stay all day, or attend the lunch session after morning nursery session, eat lunch with their teachers and Classroom Assistants in the Dining Room.

Weekly menus are put onto our web site. We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian.

### **Special Diets**

Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire found in their joining pack. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

## **KEEPING IN TOUCH**

We appreciate that sending your child to Nursery or school is a big step and that it is understandable that some parents may worry or feel anxious about their child's well-being and happiness. That is why we invite you and your child to spend half a session in the Pre-Nursery and Nursery or Reception Class before he/she joins us. Once s/he has joined us, you are always welcome to visit the school.

Your child's Classroom Teacher or Key person is responsible for your child's pastoral care and, with our excellent ratios, speedily get to know every individual child extremely well. You will see staff twice a day when you drop off and collect your child, and many worries can be speedily resolved by an informal chat. Otherwise, you are welcome to make an appointment for a longer (or more private) conversation with her, or with the Head of the Early Years. Any concerns will always be treated in complete confidence.



We have a regular newsletter for parents, which is full of examples of childrens' work and news about activities and outings. We also encourage children to take home their art work for you to admire and display at home! We send invitations to parents to a number of events during the year, and very much hope to see you at:

- Nativity Plays
- Sports Days
- Class Assemblies
- Open Sessions and Open Days

### **Parents' Evenings**

We start each academic year with a meeting to which all parents in the year group are invited, at which we outline the Nursery and Reception plans for the year. We hold Parents' meetings just before half term in the Autumn and Spring Terms at which parents have the opportunity to talk to their child's teacher about his/her progress and to raise any worries which they may have.

### **Reports**

Children are assessed throughout their time through observations, questioning and guiding using the Early Learning Goals in the Pre-Nursery, Nursery and Reception in the Early Years Foundation Stage Profile.

Narrative reports, which supplement the Learning Journey profile comments, are prepared on each child in Nursery and Reception and sent to parents at the end of the Autumn and Summer terms.

### **Homelink Books**

Children in Pre-Nursery have a home link book as a dialogue between home and school. These books are to keep you informed about your child's daily activity and routine. They are particularly important for the younger children (two year olds) and those that are full time or able to attend "Wrap around Care". They form the foundation of the children's Learning Journey Booklet that then stays with them through their Early Years education at The Manor.

### **EYFS Profile**

Each child has a Learning Journey profile that notes individual achievements and tracks their progress so that we can plan their next steps. At the end of your child's "early years" education, we complete a detailed "EYFS Profile" on him or

**Policy on Information for Parents of Early Years Children at The Manor Preparatory School -  
Reviewed January 2010**



her which summarises his or her learning and development against 13 assessment scales and 69 learning goals, which have been determined by the Government. You will, of course, receive your own copy at the end of the Reception Year and have the option to add your comments or discuss it. We are required to send your child's Foundation Stage Profile results to Oxford Local Education Authority.

### **Storage of Records**

Parents may arrange to see the records of their children. You have the right to make written comments on your child's records, which will then be treated as part of that record. The School is registered under the Data Protection Act and complies with its provisions for example, about the disclosure of information relating third parties.

### **COMPLAINTS**

We hope that you will not feel the need to complain and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's complaints procedures (which apply equally to the Early Years Department) are on our web site. We will send you copies on request. We undertake to investigate all complaints and to notify you of the outcome of investigation within 28 days. We maintain records of complaints for three years after your child has left our school.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Early Years Department, because it is part of an independent school, parents should though be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. (Please see the school's "Complaints Procedure" for more details, which is available on our website).

### **CHILD PROTECTION**

The school's child protection policies, including its policy for the safer recruitment of staff, are enforced rigorously in the Early Years Department. Copies of the policies, which apply throughout the school, are on our web site and can be sent to parents on request.

Mrs Pippa McConnell, Head of Early Years is the designated Child Protection Contact for the Early Years and works in conjunction with the Headmaster who is the school's Child Protection Officer.

## MEDICAL MATTERS

Please keep your child at home if he or she is ill or infectious, and phone us on the first day that s/he is ill. An ill child will not be happy in school, and will only infect others. We will therefore telephone you and ask you to collect your child if he or she becomes ill during the day.

There is a School Nurse on site during the day who is available to administer first aid, support staff with any accidents or emergencies, or if someone is taken ill. A first aid box is located in Pre-Nursery, Nursery and Reception, and is checked and replenished as necessary. The following members of the Early Years staff are qualified Paediatric First Aiders:

- Victoria Alsworth
- Sian Douglas
- Rebecca Evans
- Kathryn Kallay
- Pippa McConnell
- Lenka Murdoch
- Sara Organ
- Liz Reed
- Sarah Slade
- Tracy Webb

We will *always* contact you at once if your child suffers anything more than a trivial injury, or if he or she becomes unwell during school day, or if we have any worries or concerns about his or her health. We will ask you to collect your child if he or she becomes ill during the school day. We will inform you if he or she has a minor accident or graze at school and ask you to sign the accident form.

### Medical Care

Although your son and daughter will normally receive medical care from your family GP practice; we hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. We would therefore be grateful if you would complete and return the medical forms enclosed in your joining pack before he or she joins the school.

### Children with Medical Needs or Special Education Needs who require special adjustments

If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with Mrs Pippa McConnell, the Head

Policy on Information for Parents of Early Years Children at The Manor Preparatory School -  
Reviewed January 2010



of the Early Years, the School Nurse, the Headmaster, and the school's Special Education Needs Coordinator and any outside Specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for his or her individual care, well before s/he joins us.

### **Medical Records**

We keep records of all treatment and immunisations that your child receives during his or her time at the school. We record all accidents and injuries to your child and of all medicines that are given to him or her. We will always tell you in writing if your child has received any form of medical treatment - however minor.

All medical records will be stored in a locked cabinet and access to these records is restricted to the Medical Staff.

### **Emergency Medical Treatment**

In accepting a place at the school, we require parents to authorise the Headmaster or an authorised deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

### **Medicines and Treatments Brought to School for Pupils**

Please advise your child's teacher or School Nurse of any medication that you bring into the school for your child. If your son/daughter has a medical condition which necessitates regular access to medication, please inform the School Nurse or the Head of the Early Years so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life. We will work with you in making arrangements that work best for him/her.

Copies of our Policy for Administering Medicines can be seen on our website or sent to you on request.

*Please remember that we need your written consent for every medicine before we are allowed to give it to your child.*

### **MAINTAINING A SAFE AND SECURE ENVIRONMENT**

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

Policy on Information for Parents of Early Years Children at The Manor Preparatory School -  
Reviewed January 2010

- Only allow your child to go home with you, unless we have received your advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

All visitors will be asked to sign in at the School Office in the Manor House and wait there until they have signed in and their escort has arrived. Parents and carers are asked to wait outside the classroom door for their children at the end of a session. Each child is handed over by the Teacher to his or her parent or carer.

### **Lost or Uncollected Child Procedure**

Our Lost or Uncollected Child Procedure is on our web site and can be sent to parents on request.

### **HEALTH AND SAFETY**

We update and review our risk assessments on the Pre-Nursery, Nursery and Reception classrooms and other indoor areas, the outdoor play spaces and all the equipment and toys used by the children every year in order to ensure that everything with which your child may come into contact has been assessed and that potential hazards are kept to a minimum. Our “Health and Safety Policy” is available on our web site. We welcome your comments and suggestions for improvement.

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Date of Next Review:	March 2012
Person(s) Responsible for Review:	SLT
Signature of Review(s)	