



**The Manor**

Preparatory School

## **EYFS POLICY ON INFORMATION FOR PARENTS**

---

<b>Date Policy Reviewed:</b>	28 May 2021
<b>Date of Next Review:</b>	28 May 2023
<b>Person(s) Responsible for Review:</b>	SLT (PMc)

### **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.
- Actively promote Fundamental British Values
- 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 and develop grit and resilience.
- Encourage a sense of self-worth in each child.
- encourage respect for different life-styles, cultures religions and beliefs.
- Promote the intellectual, social, mental, economic 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, including an awareness of their social and economic responsibilities.
- Make every child's experience at The Manor as positive and happy as possible.

### **THE MANOR PREPARATORY SCHOOL**

The Manor Preparatory School is a co-educational 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. Children move seamlessly into Reception which is also part of the Early Years Section of the School but also the first year of compulsory full time education. 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



# The Manor

Preparatory School

and Governors, as well as a great deal of information about the aims and ethos of the whole school.

A great deal of information about the school is available on our website at [www.manorprep.org](http://www.manorprep.org) including a list of the whole school's policies (including those that apply specifically to the Early Years), menus, curriculum information, how the Early Years is organised and a Parents Handbook which includes specific information for each year group.

As an integral part of the school, the Early Years children make full use of the School's facilities such as the Dining Room, Sports Hall, Main Hall, Lower School Hall, Library and Music rooms, although they have separate classrooms and outdoor play areas of their own. They have their own Forest school site on the school grounds that is shared with Year 1 and 2.

The Manor Preparatory School is inspected by The Independent Schools Inspectorate (ISI). We currently participate in the Government's Nursery Education Funding 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 website, and a copy 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 minimum of two sessions and then to build their sessions up as they settle and mature, space permitting. We do not allow children under three to access our 'wrap around care' facilities.

The ratios in Pre-Nursery are 1-4 and there is a maximum of 24 children in a session.

### **b) Nursery**

Children who have turned three years old by September will join the Nursery class. Children are requested to do a minimum of four sessions of which three must be in the morning so that the children can fully benefit from the curriculum provided.

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 on roll 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.



**The Manor**

Preparatory School

### **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.

At the end of the Nursery year, the group is divided into two or three 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. Our Equal Opportunities Policy is available on our website and can be given to parents on request.

We also welcome children with disabilities and special educational needs, and adhere to the Government's SEN Code of Practice. We have an Early Years Senco who coordinates the integration and support for children with Special Educational Needs and Disabilities, liaising with specialists and arranging reviews in conjunction with the teachers or the Child's Key Person or "buddy"

### **DAILY ROUTINE**

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

- Mornings: 8.30am – 12.00pm (Pre-Nursery only)
- Morning plus lunch session: 8.30am – 1.00pm
- Full day: 8.30am – 3.30pm

All children who stay for the full day have a 20-30 minute period of "quiet time" after lunch. If your child requires a sleep at this time please speak to a member of staff. The afternoon session ends at 3.30pm.

### **Reception**

In Reception, children attend school between 8:30am and 3:30pm every day but if your child tires within the first half of term you are able to speak to your child's teacher about collecting your child earlier one day midweek during the first half of the Autumn Term.

Our term dates are on our website.



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

Parents are encouraged to adhere to collection times to avoid unnecessary upset or confusion and make contact if arrangements need to be changed. Charges may be necessary if additional hours are requested.

## **OUR STAFF**

Mrs Pippa McConnell is Head of the Early Years Department, overseeing Pre-Nursery, Nursery and Reception. She is a Deputy Designated Safeguarding Lead (DDSL) for the school and oversees the safeguarding in the EYFS.

Pre-Nursery is coordinated by Miss Tracy Heath and all Nursery Nurses/Key Persons are qualified to at least NVQ level 3, or equivalent.

In Nursery there are two qualified teachers who are supported by experienced level 3 Nursery Nurses/Teaching Assistants who are qualified to a minimum level 3. In Nursery each child is assigned a teacher and a Nursery nurse/TA who share Key Person responsibilities.

Reception is divided into 2 or 3 classes. In each class there is a qualified teacher and a teaching assistant who is 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, and EYFS ratios are adhered to. 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. Staffing timetables may be found on the Parent notice boards in Pre-Nursery and Nursery alongside a list of the Key Person groups.

Most staff are trained in paediatric First Aid (including AAI, Adrenaline Auto-Injector training). A member of staff with Paediatric First aid is always present where EYFS children are. All staff have annual Health and Safety training including food handling. Generalist safeguarding training is delivered every 3 years and regular updates are shared through safeguarding bulletins and other updates.

## **OUR FOUNDATION STAGE CURRICULUM**

At The Manor Preparatory School we offer a broad and balanced Foundation Stage curriculum for our youngest pupils. There are seven areas of learning and development. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the *prime* areas, are:

- Communication and language
- Physical development; and



# The Manor

Preparatory School

- Personal, social and emotional development.

There are also four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

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

For more information on the EYFS curriculum please visit [www.foundationyears.org.uk](http://www.foundationyears.org.uk). Other curriculum information for parents is available in the cloakroom areas on parent notice boards.

Educational programmes involve activities and experiences based on these areas. All children learn through play with a mixture of child initiated and teacher led learning opportunities. Learning takes place both indoors and outdoors. Topic plans and curriculum information is displayed for parents in the cloakroom areas.

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.

## **Assemblies (Whole school and Nursery/Reception)**

Children join for assembly once a week and regularly attend school assemblies. 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.

## **Outdoor Learning**

Outdoor play is an important part of EYFS provision and indeed some children play and work better outside. We do go outside in all weathers so ask Parents to send their children in with the appropriate clothing. In Pre-Nursery and Nursery there is a focus on free flow between the inside and outside areas as often as possible. 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.



# The Manor

Preparatory School

## **Forest School**

Children have the opportunity to attend Forest School during the year.

- Forest School builds on the natural instinct to learn that everyone is born with
- It offers opportunities to make choices and take risks It encourages curiosity and independence
- It develops children's confidence and self-esteem
- It is child-led and enables children to make choices and take supervised risks
- It allows every child to have a voice
- A high adult/child ratio allows children to undertake new experiences and challenges
- It encourages positive attitudes and behaviour
- It stimulates learning.

In Pre-Nursery the children have their own mud kitchen and garden area to explore, but they do go to Forest school site in small groups to familiarise themselves with the site once they are settled.

In Nursery children have a weekly visit to Forest School which is on site and at the end of the playing fields.

In Reception, the children go to Forest School every two or three weeks.

## **Visits**

For the Early Years we invite theatre companies and individuals or 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 (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 others' 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 charge of the day to day management of behaviour in the Early Years Department. Form teachers are



# The Manor

Preparatory School

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. On occasions we may use a particular behaviour strategy suited to the age and interest of the child to motivate and encourage good behaviour. We rarely need to impose sanctions; but sometimes we may have to use "Time Out" or a child may need to see the Head of Early Years or the Deputy Head Pastoral, 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**

Children are offered a healthy snack both mid-morning and during the afternoon. One snack is prepared by the kitchen and can be found on the menu and the other will be fruit and sometimes a cracker or biscuit. Children are offered milk or water.

Drinking water and cups is readily available but children are encouraged to bring in their own named water bottle which will come home daily to be refreshed.

Lunch is served in the Dining Room between 11.30am and 12.15pm for Nursery and Reception and at 12.15pm for Pre-Nursery.

Weekly menus are put onto our website but a hard copy is available on request and can be found in the cloakroom. 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. We cater for all special diets from gluten-free to vegetarian, vegan, kosher and halal. 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.



**The Manor**

Preparatory School

## **HOME SCHOOL LINKS**

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 have a few settling in sessions before he/she joins us. Once s/he has joined us, you are always welcome to visit the school. Your child's Class Teacher or Key person is responsible for your child's pastoral care and, with our excellent ratios, speedily gets 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 your child's Teacher or Key Person, or with the Head of the Early Years. Any concerns will always be treated in complete confidence.

We 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, such as Nativity plays, Sports Days, Curriculum events, various assemblies and charity events.

### **Daily Communication**

We pride ourselves on our handover but when this is not possible will communicate by phone or email.

We also share highlights on Twitter and Instagram.

Green home school link books may be used by children who attend "Wrap around Care"

### **Website and electronic communication**

The Manor aims to operate a paperless school where possible and appropriate. Letters to parents can be found on the website each Friday afternoon and an email is sent to parents by approximately 3pm on Fridays, alerting them to the fact that new letters are available to view. All letters are archived on the same web page, enabling parents to revisit them as needed. Since the school policy is not to publish children's surnames on the website, any letters containing such information or other sensitive information, such as passwords etc., are sent out via registers as paper copies or stored on a password protected area of the website.

The school also uses a bulk email system for further communication, largely more urgent information in circumstances where waiting until the following Friday would not be sensible, for example information to parents regarding urgent medical issues or staffing changes affecting a particular group of children.





# The Manor

Preparatory School

The school also uses Clarion Call, a bulk text and email system, which is used for “same day” emergencies. Parents will receive Clarion Call texts when there is a last minute change to arrangements, for example if a trip is returning late or the school is closed for snow.

The website is updated as soon as possible for serious emergencies such as school closure.

Many photos and special activities are shared on social media so please do follow us on Facebook, Instagram and Twitter.

Parents may contact staff by email (email addresses are available on the website) but parents are reminded that staff will be unable to respond during teaching times. If parents need to contact a member of staff urgently, they are encouraged to contact the Main School Office on 01235 858458.

## **Parents’ Evenings**

We hold Parents’ meetings in the Autumn and Spring Terms at which parents have the opportunity to talk to their child’s Teacher/Key Person about his/her progress and to raise any worries which they may have and discuss next steps each term.

## **Assessment and Reports**

Children are assessed throughout their time through observations and questioning and recorded in their individual Learning Journey. Parents are encouraged to contribute to these and they are shared regularly with parents. Parents receive a summary report at the end of the Summer term or when they move to a new school.

## **Progress Check at Two**

When a child is aged between two and three, we review their progress, and provide parents with a short written summary of their child’s development in the prime areas:

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

This progress check identifies the child’s strengths, and any areas where the child’s progress is less than expected. If there are significant emerging concerns, or an identified special educational need or disability, the Early Years SENCO is available for support and guidance.

## **At the end of the EYFS**



# The Manor

Preparatory School

In the final term of the year in which the child reaches age five, the EYFS Profile is completed for each child. The Profile provides parents and carers, practitioners and teachers, with a well-rounded picture of a child's knowledge, understanding and abilities against the early learning goals. The profiles are shared with parents as well as year 1 teachers and indicate whether children are meeting expected levels of development, exceeding expected levels or not yet reaching expected levels ('emerging'). The report at the end of EYFS also gives a short commentary on each child's skills and abilities in relation to the 3 characteristics of learning:

- Playing and exploring
- Active learning
- Creating and thinking critically

## **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 to 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 website. 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 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).

Details of how to contact Ofsted or ISI are on the Parents' notice boards in the classroom areas.



**The Manor**

Preparatory School

## **SAFEGUARDING**

The school's safeguarding 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 website and can be sent to parents on request.

Mrs Pippa McConnell, Head of Early Years is a Deputy Designated Safeguarding Lead (DDSL) and works in conjunction with the Deputy Head Pastoral,

Mr Varun Footring, who is the DSL for the school.

## **Mobile Phones**

Mobile phones must not be used in the vicinity of Early Years children. Parents may, however, take photographs of their own child in plays, assemblies, sports fixtures and other significant school events, provided that their own child is the main subject of the photograph and that photos are not uploaded onto any social media sites.

## **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. Most Early Years staff are Paediatric First Aiders

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 child 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



# The Manor

Preparatory School

he or she joins the school and keep us updated of any changes to these records or contact details.

## **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 the Head of the Early Years, the School Nurse, the Head, and the SENCO 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 Head 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. Any prescribed medicines brought into school must have a pharmacist's label.*



**The Manor**

Preparatory School

## **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. The following procedures have been put in place:

- Parents are issued with a code to access entry onto the school grounds at the beginning and end of the session/day. At any other time, parents or visitors are requested to contact the school office. Due to the vulnerability of our youngest children, there is only access to Pre-Nursery by ringing the bell by the gate.
- We will 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.
- Children are never allowed to leave the premises unsupervised.
- All visitors are asked to identify themselves and bring photographic Identification. Visitors must sign in at the school office. They are asked to wear security badges at all times and are escorted throughout their visit. They sign out on leaving.
- All pupils are registered at the start of the morning and afternoon sessions

Each child is handed over by the Teacher to his or her parent or carer at the end of the session or day.

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

Our Lost or Uncollected Child Procedure is on our website 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 website. We welcome your comments and suggestions for improvement.