
WEST ACRE MONTESSORI



West Acre Montessori School

SCHOOL

The Old Chapel Common Lane East Walton PE32 1PU

01760 337316.

rosiemontessori@icloud.com

West Acre Montessori School aims to:

Provide a safe ,happy and secure environment .

Encourage each child to develop a lively enquiring mind.

Add to the life and well being of the local community.

Encourage each child to think imaginatively ,question and apply themselves to problem solving.

Develop physical ,social and practical skills.

Offer children and their parents a service that promote equality and diversity.

We aim to ensure that each child :

Is given a safe and stimulating environment.

Is given generous care and attention , because of our ratio of qualified staff to children.

Has a chance to join in with other children and adults to live , play work and learn together.

Is helped to take forward his/ her learning and development by being helped to build on what he/she already knows and can do.

Has a key person who ensures each child makes satisfying progress.

Is in a setting that sees parents as partners in helping each child learn and develop and is in a setting which parents help to shape the service it offers.

Parents are regarded as members of our setting who have full participatory rights , these include a right to be valued and respected , kept informed , consulted , involved and included at all levels.

Our approach to learning development and assessment .

In our classroom , play is referred to as "work " .

" education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment "

Maria Montessori.

This enables children to build up a positive approach to work and the activities undertaken in the classroom. Such activities help young children to learn and develop through doing and talking which research has shown to be the means by which young children learn to think.

Our setting embraces the Early Years Foundation Stage to guide our planning and help children make progress in each of the areas of learning and development . This combined with the Montessori Ethos compliments our everyday practice makes our setting unique in its approach .

Each child has a Key Person with whom the parent and the child works thus ensuring that parents are kept informed and they know of their child's progress.

Assessment

We assess how young children are learning and developing by observing them frequently . We use the information that we gain from these observations as well as from photos we take to document their progress and where this may be leading them. We believe that parents know their children best and continually share information with them so as to aid each child's development and progress.

We make termly assessments of each child which we share with the parents in parent meetings . We ask parents to contribute to these and this goes towards summarising their achievements in our school. This goes with the child when they leave us to go onto another setting or onto school .If a child attends another setting we also share this with the other key person at the other setting. We hold transitional meeting with the reception teachers in the summer term and they are invited in to meet the child in our environment.

Working together for your children

The ratio of adults to children in our setting is set through the welfare requirements as follows :

2 years. 1 adult to 4 children

3-5 years. 1 adult to 8 children

However our ratios are always higher thus ensuring that :

Time and attention is given to each child.

Talk with children about their interests and activities .

Help children to experience and benefit from the activities we provide .

Allow children to explore and be adventurous in safety .

The staff who work at our setting are :

Rosie Reynolds Manager Early Years

Montessori Early Childhood Diploma

Lvl 3 Early Years Prevent Lead

Behaviour Management

Safeguarding Lead Manager

Rachael Durrant. Deputy.

Montessori Early Childhood Diploma

Lvl 3 Early Years

SENCO./Speech and Language

Safeguarding Lead Deputy.

Esme Reynolds.

Early years educator lvl 3

Health & Safety

Aimee Jeffries.

Early years educator Lvl 3

E -Safety.

All staff have paediatric first aid training and child protection training.

All staff are DBS checked .

All staff attend training regularly .

We are open for 38 weeks of the year and follow the school term dates .

Early Years Funding 15 hrs pw

Early years funding is claimed for 38 weeks of the year for 3-4 year olds .

This is claimed the term following the child's third birthday .

Funding is only offered on a Mon 8.45-11.45am , Tues & Thurs 8.45-3.15.

Opening times

Mon - Thurs 8.45 am to 3.15 Fri 8.45am -12.45

Lunches

This is a rolling lunchtime from 11.45-12.45, it may go on longer as children do take longer to eat their lunch .

Fee for this is £8

When your child stays for lunch we ask that you send your child's lunch in an insulated lunch box with a ice pack in it to keep cool.

We encourage a sociable lunch where we all ,including adults , sit together using plates and cups . We actively promote table manners . We provide milk or water to drink and have spoons for yogurts . If your child does not eat crusts on their sandwiches please cut them off as we actively encourage them to eat everything ,sandwiches being the first thing the least healthy food eaten last !!! (Please no chocolate)

Comfort and Security Objects

Children may bring in a comfort object/ blanket at any time if it helps them settle into our setting. Please no dummies as this stops your child speaking correctly .

Clothing

Please ensure your child has clothing appropriate for the weather.

We do go on walks regularly so please make sure your child has wellies , warm clothing in winter and protective hats in the summer to protect their heads .

Soft shoes / slippers are needed for inside wear that are easy for them to get on/off independently . We will provide you with a bag to put these in .

Snack

Milk or water is offered to drink . We provide a healthy snack everyday . This may consist of fruit ,raw veg ,hummus .

Admission to school

There is a non returnable registration fee of. **£ 150**

Attendance

2. 1/2 to 3 years we prefer at least 3 mornings a week

Includes non funded 3 yr olds

8.45-11.45 **£22.50 ratio of 1 adult to 4 children £7.50ph**

3 to 5 years old. funded children 15 hrs per week

The 15 hr funded hours is offered on a Mon am 8.45-11.45 and Tues & Thurs

8.45-3.15

Children are funded the term following their 3rd birthday.

Hourly rate for 3-5 yr olds is £7.

Lunch fee for non funded children is £ 8 this is charged on top of the fees for every lunch your child may stay .

Children in receipt of the Nursery Grant will be invoiced £20 per week

This is for the additional services which we provide .

Pls see separate info on Funding

Invoices are issued at the end of each term for the next term and payment must be made before the beginning of that term .

If there is any problem with payment please see Rosie to avoid any misunderstandings .

Please cheques payable to **West Acre Montessori School.**

BACS. sort code 20-46-65

Account no. 70170208

Ref. Your child's name

Cash should be put in a sealed envelope named and dated and given to Rosie .

Fees are still payable unless for a hospital stay . They are reviewed on a yearly basis .

Illness

Children of preschool age are highly vulnerable to catching colds , bugs etc.,. If your child is ill please keep them at home until they are completely recovered . If your child is ill we will ring you and ask you to come to pick them up ASAP .

Other children and staff are open to infection also and we do not wish to have to close the school due to illness.

Guidelines for gastroenteritis is 48hrs .

We require a doctors note to say your child is well ,in cases for impetigo and conjunctivitis.

24 hours notice is required for us to administer medicines . It must be accompanied by the batch no ,name and address of your doctor and in the original packaging..

Allergies

If your child has any allergies it is of the utmost importance that you tell us of them as we have their health and safety foremost in our minds at all times .

Telephone contact

It is essential that we have up to date numbers for you, mobile or landlines .

It is important that we can get in touch with you at any time as the welfare and safety of your child is our concern at all times .

Parking Please ensure you always park on the large car park towards the common.

Birthdays

Birthdays are celebrated at school so when it is your child's birthday please send in some buns or a cake to help them celebrate with us .

Policies and procedures

Our policies are available for you to see in our setting . The settings policies help us to make sure that the service provided by us is a high quality one and that being a member of the setting is enjoyable and beneficial experience for each child and his/her parents .

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual significant harm. Our employment practice ensures children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff .

Our lead safeguarding staff member is Rosie Reynolds .

Deputy is Rachael Durrant .

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support , including referrals to the appropriate agency when necessary to help any family in difficulties.

Special needs

As part of the setting's policy to make sure that it's provision meets the needs of each individual child ,we take account of any special need a child may have .

The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2014)

Our special needs co-ordinator is. Rachael Durrant

Our child behaviour co-ordinator is. Rosie Reynolds

A day at West Acre Montessori School:

08.45 Children arrive , hang up their coats and change into indoor shoes .

09.00 Circle time ,register ,news , singing , dancing .

09.15 Work cycle starts . Children choose their activities and work with the materials throughout the morning .

Snack. This is available throughout the morning until playtime .

Fruit milk and water is easily accessible for the children to help themselves .

11.00 Out to the playground . Lots of physical and free play with the other children.

11.45 Morning children only .

Change shoes ,put on coats ,

Collected by parents .

12 noon & 12.15 Lunch and all day children

Come inside ,wash hands ready for lunch .

12.45 Lunch only children get changed ready to be collected by parents .

12.45-13.00 All day children out to play .

13.15- 13.30 All children inside . Circle time , register . Start afternoon work cycle .

Drinks available throughout the afternoon.

15.00 change shoes put coats on.

15.00-15.15 collected by parents .

This is an outline of a day at West Acre Montessori School.

We may go for a walk some days .

Tuesday is a music day when we have a music teacher in to sing , play instruments with the group .

Complaints

Any complaint should be made in the first instance to Rosie Reynolds and every effort will be made to deal with the matter swiftly in a fair unbiased and satisfactory way .

If parents are not happy with the actions taken they should call :

OFSTED Early Years Complaints Helpline 0300 123 466

Or write to:

OFSTED

Piccadilly Gate

Store St.

Manchester

M1 2WD.

West Acre Montessori School is a partnership between :

Garlinda Birkbeck & Rosie Reynolds

any queries or questions should be addressed to the partners at :

West Acre Montessori School

The Old Chapel

Common Lane

East Walton

Kings Lynn

PE32 1PU

Tel 01760 337316. rosiemontessori@icloud.com

