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# WEST ACRE MONTESSORI

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# SCHOOL

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The Old Chapel Common Lane East Walton PE32 1PU



01760 337316.

[rosiemontessori@icloud.com](mailto: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 promotes 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.

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

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**Maria Montessori.**

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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 " .

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  
Partner

Montessori Early Childhood Diploma  
Lvl 3 Early Years  
Behaviour Management  
Safeguarding Lead Manager

Rachael Durrant.            Deputy.

Montessori Early Childhood Diploma  
Lvl 3 Early Years  
SENCO.

Safeguarding Lead Deputy.

Esme Batterbee    Early years educator    lvl 3.

Montessori Early Childhood Diploma  
Joint Safeguarding Lead Deputy

Tracey Lorraine Early Years Practitioner lvl 2

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 & 30 hrs**

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 .

### **Opening times (this may be subject to change on a termly basis )**

Mon Tues Weds Thurs 8.30am to 4.00pm

Fri 8.30 to 1pm

### **Lunches**

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

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 provide waterproof overalls as we do spend a lot of time outside in our enormous outside space.

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. Please note we are a nut free school . Also no chocolate or jam .**

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 fee of £100 to secure your child's place payable with registration form. This is non returnable.

## **Attendance**

Upon acceptance of a place at Westacre Montessori School we expect your child to attend our setting for at least twelve months.

## **Non funded children**

2 to 3 years we prefer at least 3 mornings a week

Includes non funded 3 yr olds

8.30 to 11.30      **£27 ratio of 1 adult to 4 children £9ph**

## **Funded children receiving Government Funding .**

**2 year olds receiving the Government funding 15 hrs pw**

Available Mon to Thurs 8.30 to 4pm pls ask about availability.

3 to 5 years old funded children 15 hrs per week .The 15 hr funded hours is offered on a Mon to Thurs 8.30 to 4pm.

Children are funded the term following their 3rd birthday.

**Hourly rate for 3-5 yr olds is £8.00**

Children aged 3-4 yrs in receipt of the Early Years Funding will be invoiced £30 per week 15 hrs

£50 pw for 30 hrs

Children aged 2-3 yrs in receipt of the Early Years Funding will be invoiced at £30 pw for 15hrs

**This is for the contribution to 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 .**

**We are a completely nut and jam free zone .**

### **Telephone numbers**

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

Our preferred method of contact is email so please ensure we have up to date email for you .

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

### **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 .

Esme Batterbee also has lead safeguarding training.

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

## **The day at West Acre Montessori School:**

**08.30 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.**

**11.30 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 and a snack are available in the afternoon.

15.45 Change shoes & put coats on.

16.00 Collected by parents .

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

We may go for a walk some days .

We do spend a lot of the time outside and adapt our Montessori work for this .

We have large extended garden with a Yurt to shelter in and relax .

Tuesday is a music day when we have music we sing , play instruments with the group . This takes place in the morning.

We have Yoga on a Tues and Thurs afternoon we do this on our Yurt .

This is a way to relax and get ready for the afternoon work cycle .

### 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](mailto:rosiemontessori@icloud.com)

