

BISHOPS WALTHAM MONTESSORI SCHOOL

Welcome to Bishops Waltham Montessori School where we aim to provide each and every child with a happy and stimulating first experience of school.

The environment has been specially prepared to cover all aspects of development - intellectual, social, physical, emotional and spiritual and offers each child the opportunity to flourish at their own pace with the support and guidance of trained, qualified Montessori staff.

At the heart of the Montessori Method are the Montessori materials that have been carefully designed to allow many teaching experiences and improve understanding, dexterity and skill each time they are used.

Bishops Waltham Montessori School is situated in a quiet location within close proximity of the town centre and has the benefit of a light, airy modern hall and an outside area in which to play and develop.

STAFF

Emma White owns and runs the school. She holds a Montessori Teaching Diploma for children aged 2 - 6 years, and a Montessori International Diploma. Emma has a N.A.M.C.W. qualification and has undergone training with SENCO and Portage and acts as the schools SENCO representative.

Emma has worked in the early year's sector for many years, and is dedicated to furthering her education training for the benefit of the school and regularly attends training courses and seminars.

All staff employed are of the highest calibre and are employed not only for their qualifications but for their enthusiasm and love of children. We regularly have staff appraisals to assess our staff, this helps us to provide any relevant training that is needed, all staff hold an up to date first aid certificate. We also engage the services of additional staff for dancing, French and cookery when appropriate.

From time to time we also employ other staff to assist us in Special Educational Needs Support and we also have a good working relationship with other authorities in this field.

POLICIES AND PROCEDURES

Policies

A file is held at school that contain all our school policies and a copy of any policy can be obtained on request.

Admission policy

Bishops Waltham Montessori School accepts children from 2 years 6 months for enrolment and earlier for registration. We do recommend early registration due to high demand for our school and to secure your child's place.

Admission Procedure

1. Parents and children are invited to come and visit the school and meet the teachers, and see the children in the classroom environment.
2. The child's place is confirmed upon receipt and acknowledgement of the registration form and a fee of £50.00
3. Attendance fees are paid termly in advance. A terms notice is required to terminate a place once the child has started.
4. Children are accepted throughout the year as they become of age.
5. Children will be assessed individually to determine their settling in needs.

Parental participation

The link between home and school is vital in our Montessori School and welcomes parent's participation in guest sessions and sharing of any of their skills. The children are encouraged to bring in suitable materials for the sound box and topic work.

A news letter will be printed every term informing parents of forthcoming events and general items of interest. If you have any concerns about your child's development, please feel free to make an appointment with Emma to discuss any concerns you may have.

Please advise the school of any medical or emotional incidents that may affect your child's happiness or welfare. This could be anything from a bump on the head, moving house or a birth or death in the family.

GENERAL INFORMATION

CLOTHING

Parents are asked to send their children in clothes that will allow them to participate fully in all activities. Some children like to change into plimsolls/slippers when they arrive at school and have suitable outdoor shoes or wellingtons for in the garden. A complete change of clothes is required for each child as many areas of the curriculum can lead to very wet children! Please could you make sure all shoes, plimsolls, coats and bags are clearly named. Emergency clothing is kept in school should any child need extra supplies.

BEHAVIOUR

Should a situation arise where behaviour is unacceptable, a teacher will intervene and establish good practice. The teacher will always make clear that it is the action of the child that is unacceptable and not the child.

TIMEKEEPING

We will only open the door at the set starting and leaving times, this is to avoid disruption during the work session. Please advise us of any possible delays or requirements to collect your child early. We are sorry but due to our insurance policy we cannot accept children before 9 am without prior arrangement. Please notify us if your child will not be attending a session for any reason.

LUNCH

Those children who will be staying for lunch will need to bring a healthy and balanced pre-packed lunch. We have a non-sharing policy at the lunch table. As we sometimes have children with food allergies please would you not include food with nut products.

COLLECTION POLICY

Children will only be handed over to an authorised collector. If you wish your child to be collected by someone other than yourself please fill in and sign a collection slip available from the staff, we will then keep this on file.

RATIOS

A teacher ratio of at least 1 to 4 for two year olds and 1 to 8 for three year olds will be adhered to in compliance with Ofsted regulations

COMPAINTS AND CRITISISM

People are often reluctant to complain when there is a problem. If you feel we are not reaching your expectation or you have a problem with anything we do, please tell us so we can address the problem. If we don't know about it we can't fix it!
If you feel we could improve on any areas we would welcome you input as we are always open to new ideas and suggestions that will improve the school.

THE MONTESSORI CURRICULUM - Linked to the EYFS

Practical Life- personal, social and emotional development

An area where many varied life skills are introduced such as pouring drinks, laying a table, learning to do up zips and bows, caring for plants and developing good manners. All of these skills can be used in everyday situations and increase a child's independence, self-esteem and confidence, helping them to become a self-reliant member of the community.

Sensorial -problem solving, creative development, personal development

The five senses, tasting, touching, listening, seeing and smelling, are explored using specially designed Montessori equipment that will help a child sort, match and compare objects thereby testing their powers of observation and discrimination.

Mathematics - problem solving, reasoning and numeracy.

Through using a varied range of equipment and exercises, each child has the opportunity to gain knowledge and understanding of simple to complex mathematical concepts such as numbers, counting skills, simple sums, measurement, fractions etc. The materials are self-correcting so that a child can see at a glance if a mistake has been made and put it right without help.

Language and Literacy - Communication, language and literacy

Within the School the child has the opportunity to expand his/her language acquisition through songs, discussions, rhymes, stories, books and everyday communication skills as well as learning the sounds and shapes of the individual letters. The Montessori language materials are based on a carefully structured phonic approach where the children first learn sensorially by tracing sandpaper letters with their finger whilst being told the sound.

Cultural development - knowledge and understanding of the world.

Within this area the child is introduced to concepts of science, geography, biology and history, giving a greater understanding of the world. Globes puzzle maps, continent folders and tactile land forms all help to form a bridge between the child's knowledge of the immediate environment and the wider world.

Creative development

Painting, gluing, cutting, collage, junk modelling etc. are always available for free choice work. In addition we offer a structured adult-led activity, linked to our topic, in every session. Mark-making materials are always available -chalkboards, whiteboards, notebooks, paper and writing and colouring tools encourage children in playwriting and the development of pencil hold and control.

The Montessori Curriculum is supplemented with cookery, dance, mini-gym, yoga, music, horticulture, field trips, and outdoor physical activities. All these activities link to the government statutory requirements.

REGISTRATION FORM
BISHOPS WALTHAM MONTESSORI SCHOOL

Child's full name:

Date of Birth: Proposed start date:

Nationality: Religion:

Mother's Name:

Father's Name:

Address:

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Post Code:

E. mail address:

Telephone No. Home:

Mothers Work No. Mobile No.

Fathers Work No. Mobile No.

Name & Address of Child's Doctor:

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Doctors Telephone No.

Immunisation Details (Please tick all that apply)

Diphtheria Tetanus HIB Polio

Meningitis C MMR Whooping Cough

Any relevant medical information:

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Any special dietary requirements:.....

Please note that a non-refundable registration fee of £50 is required to secure your child's place. Please make cheques payable to **BISHOPS WALTHAM MONTESSORI SCHOOL LTD**

Return to Ms E White, Firtops, Church Road, Shedfield, Hants, SO32 2HY

Signed Date

SESSIONS REQUEST

Child's name:

Proposed start date:

Please indicate your preferred choice of sessions in the appropriate space. Please note we have a minimum of two sessions per week on different days.

	MORNINGS:	LUNCH	AFTERNOONS
Monday:			
Tuesday:			
Wednesday:			
Thursday:			
Friday:		XXXXXX	XXXXXXXX

We will try to accommodate your first choice. All places are on a first come basis, and can only be reserved upon receipt of the registration deposit.

It may be possible to increase your number of sessions at any time during the term.

Parent's signature:

Print Name: Date:

FEES AND HOURS 2-3 year olds

SESSIONS

Morning	Monday to Friday	9:00am to 12:00pm
Morning and lunch	Monday to Thursday	9:00am to 1:00pm
Afternoon	Monday to Thursday	12:00pm to 3:00pm
All day	Monday to Thursday	9:00am to 3:00pm

Children who attend morning sessions may stay for lunch on a regular basis or one off occasions; this is subject to availability of spaces.

The school does not supply lunch. A healthy lunch box should be provided for children staying for lunch. We will supply milk or water at lunch time.

FEES	2 & 3 years olds- not grant eligible
Morning	£15.00
Morning and Lunch	£20.00
Afternoon	£15.00
All day	£30.00
Extra lunch	£5.00

The rate for 3 year olds will come into effect at beginning of the term after your child turns 3 years.

Fees are reviewed annually (above price effective from September 2010)

PAYMENT OF FEES

We will send invoices out in the first week of each term. The fees are then payable on receipt of an invoice, a 10% fee will may be charged for invoices not paid on time. No deductions will be made due to absences for holidays or illness during term times. A terms written notice is required to terminate a place once the child has started.

GOVERNMENT GRANT - PATHFINDER

Bishops Waltham Montessori School is part of the governments Pathfinder project. This means that when your child becomes grant eligible, i.e. the term after your child's 3rd birthday, they will now be entitled to up to 15 FREE hours at our nursery school each week.

A £50.00 registration fee is required when enrolling your child. There is a waiting list and early registration is advisable. The school year follows Hampshire County Council school term dates.

FEES AND HOURS - for funded children

Bishops Waltham Montessori is part of the government Pathfinder scheme. This enables all children from the term after their 3rd birthday to receive 15 hours free nursery education. We will also be giving you a choice of start and finish times. Children must attend for at least two and a half hours per session, up to 15 hours per week free. Any additional hours will be charged at £5.00 per hour. We can only make one claim for the grant each term, so once you have decided on the hours you wish your child to attend any additional hours, you require must be paid for by yourselves.

Please fill in the table below with the hours you wish your child to attend.

Enter an S for start time and F for finishing time.

Childs Name

	9.00	9.30	10.00	12.00	12.30	1.00	2.30	3.00
Mon								
Tues								
Wed								
Thur								
Fri					XX	XX	XX	XX

Parent/Guardian signature.....

Date