

Brontë House School

Foundation Stage Parent Handbook



Making you the best that you can be

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THE STAFF

<u>Pre Nursery</u> <u>3 year olds</u>	<u>Nursery</u> <u>3-4 year olds</u>	<u>Reception B (in South Lodge)</u> <u>4-5 year olds</u>	<u>Reception H (upstairs)</u> <u>4-5 year olds</u>
<p>Mrs A Hinchliffe BA Hons QTS *</p> <p>Mrs S Moody NNEB NVQ 4 in CCLD</p> <p>Miss G Dooling NVQ Level 3 in Childcare Ed</p>	<p>Mrs A Hinchliffe BA Hons QTS *</p> <p>Mrs J Lawrance DIP PSLA – Level 3</p> <p>Miss R Midgley BTEC Nat Dip ECS Level 3</p> <p>Miss K Hardcastle (p/t) NNEB – Level 3 NVQ Playground</p> <p>Mrs A O’Hare NVQ Level 3 in Childcare Ed</p>	<p>Mrs R Potter BEd Hons</p> <p>Mrs L Sykes (p/t) BTEC Nat Dip – Level 3</p> <p>Mrs M Metcalfe(p/t) NVQ Level 3 in Childcare Ed</p>	<p>Mrs R Hallam BA Hons QTS*</p> <p>Mrs S Cowburn (p/t) BTEC National Diploma Level 3</p> <p>Mrs E Willis (p/t) NVQ Level 3 in Childcare Ed</p>

Mrs A Hinchliffe

- Foundation Stage Coordinator
- Behaviour Management coordinator – (EYFS)
- Educational visits co-ordinator – (EYFS)
- Designated Safeguarding Lead (EYFS)

Mrs R Potter

- SEND – (EYFS)
- Inclusion – (EYFS)
- Deputy foundation Stage Co ordinator
- Holiday Club lead teacher

* Please note that some staff will work across two rooms.

p/t means part time

Miss L Broscombe

- Holiday Club Play Work Leader

EYFS Governor

- Mrs Gill Wilson

Headmaster

- Mr S Dunn

All our staff have regular training in aspects connected to the curriculum, care, wellbeing and safeguarding of the children. All staff working with the children hold a current paediatric first aid certificate.

SCHOOL HOURS

Ashdown Lodge opens its doors at 8.30 am to welcome children. Before school care is available from 7.30 am. Children requiring breakfast should arrive before 7.45 am. Activities in the classroom begin at 9.00 am and continue until 3.30 pm. Children in Reception are expected to arrive at school by 9.00 am at the latest. There is a lunch break and lunch is provided in the dining room at Bronte House. The staff that work with the children in the classrooms eat alongside them and monitor and help them across lunch time. Healthy snacks and milk are provided in the morning and afternoon.

After school care is available up to 5.55 pm. Between 3.30 pm – 4.30 pm we offer 'after school activities' for Nursery and Reception children. Some of the activities are run by specialist individuals and are available to book on a first come, first served basis. There is a small additional charge for these activities. Other activities are provided by the Ashdown staff and include such things as construction club, craft and sewing club. All children are welcome to attend these clubs and there is no additional charge for these. Children leave Ashdown Lodge at 4.20 pm for Brontë House where they are given a hot tea if it is required and then after school care continues in the ground floor classrooms. Details of the clubs will be supplied via your child's book bag.

All parents and carers collecting children at any time must report to a member of staff at Ashdown Lodge upon arrival. A security device is attached to the main door and the bell should be rung to gain admission. Parents should let staff know of any changes to the 'usual' person collecting their child. Filling in a 'collection/tea' form at the beginning of each week helps us with this process too (see Appendix). Please ensure you always lock the gate behind you.

In the event of bad weather parents may wish to collect their children earlier. **NB: School remains open throughout bad weather (e.g snow); however, we leave it up to parents to decide whether it is safe to travel to school and early collection is permissible.**

EMERGENCY CONTACT: School Office – 0113 250 2811

WHAT TO DO IF YOUR CHILD IS ABSENT

If your child is absent for any reason, please telephone the school on the first day of any absence, and every day thereafter. Please see the 'Periods of Exclusion' in the Appendix and Procedures for Absences. You do not need to talk to the child's teacher, leaving a message with the office staff is sufficient, the office is open from 8.00 am daily. If a message has not been received for any children absent the school office will telephone home, in line with our Safeguarding Policy. Please let us know in advance if you are planning to take a holiday in term time. Permission maybe required from Mr Dunn if your child is of legal school age.

SHARING INFORMATION AND OTHER SERVICES AROUND YOUR CHILD.

It is necessary for us to build up a clear picture of your child and his/her individual needs, whatever they might be, as soon as your child starts their time with us. To allow us to do this quickly, please bring in any information that you might have from any previous child care providers (if your child has been at a nursery or child minder, they should have info to share with us). If you have any worries or concerns of your own, or any from your child's 2 year check with the Health Visitor, please let us know about these too. You should also let us know if your child is working with any other services, such as speech and

language or has any medical conditions such as grommets. Please let us have a copy of your child's Two Year Educational Check which should have been carried out at their previous setting. Please complete the necessary school paperwork as soon as possible when starting with us so we have all the information that we need.

MEDICAL APPOINTMENTS & MEDICATION

If you need to take your child to the Doctor, Dentist, Hospital etc. in school time please collect your child from school (or advise us if your child has an early morning appointment and is going to be late).

Prescribed medicines can be administered at school with written consent. Paracetamol based medicine e.g Calpol can also be given but only with prior written consent. Please hand in all medicines to a member of staff, **never** leave them in your child's bag. Some conditions, however, (e.g. asthma, hay fever) rely on regular medication. This can also be stored in school and we will talk to you about your child's individual needs. A member of staff will give a child their medicine and a written record will be placed in their book bag for your reference. All medication should be clearly marked with the child's name and instructions for use. Please notify us of any changes to your child's health, long or short term. We will do our best to remember to administer medicines, such as antibiotics, but we cannot guarantee this. We cannot give medicines containing aspirin unless they have been prescribed by a doctor. We do not give cough medicines. If your child requires Piriton for hayfever or allergies, please administer this before they come to school. We will apply suncream to your child should the need arise (with prior consent from yourself) or where possible we ask that you apply the 'whole day' variety at home before they come to school. We will apply plasters but only if you have given permission on the medical sheet that you will fill in on entry.

PROGRESS CHECK AT TWO YEARS

The guidance dictates that we assess your child as near to being two years old as possible. This assessment is designed to work hand in hand with any health checks that your child has had, details of which are usually found in the red medical book that you received when your child was born. If the two year-old development check has already been carried out by a previous nursery it would be helpful for us to see a copy (the previous setting will not automatically send a copy to us). If a check has not already been undertaken we will complete one within your child's first 6 weeks with us. We will keep you informed and ask for your input at each stage of this assessment. You will receive a copy of the final assessment. We will not share this information with another setting without your permission. This developmental check is completed to ensure that any gaps in development are identified early so measures can be put in place to fill these gaps.

You may find it useful or beneficial to share the contents of this check with other professionals such as health visitors (who can use it as part of their health and development review).

LUNCH/TEA/SNACKS

Lunch is provided each day in Brontë House and any special dietary requirements will be catered for, wherever possible. It is essential that these are details on your child's medical information form and that a care plan is completed and held in school. For those children with more complex dietary needs, a meeting may be necessary to discuss this further with the Deputy Head and Catering Manager. Our menu is on a three-week cycle and is published in our weekly bulletin and around the school. A hot tea is available at 4.30pm and is served in the dining room at Bronte House, supervised by Ashdown staff. Allergen advice about snacks served is shown the Appendix and these include things such as fruits, breadsticks and crackers, milk and water (no juice). These are served twice a day and snack times are promoted as social times where we encourage good table manners and small groups discussions, especially about which foods are healthy and good for us. Please keep us informed of any allergies that your child may have or may develop. Parents are requested to complete a 'collection form' and give it to the class teacher on their child's first day of the week indicating which days your child requires tea. Water is always available throughout the day. During the holiday club children are asked to bring a packed lunch which is then stored in a fridge. Snacks are again provided. **We no longer allow parents to send in treats for birthdays due to allergy risks.**

ASHDOWN/BRONTË ASSOCIATION (ABA)

The Ashdown Bronte Association is the parent teacher association for Bronte House school. All parents and/or Guardians of pupils attending the School and all staff shall be eligible for membership of the Association together with any other person with an interest in the School.

The objective of the Association is to support the school in the enrichment of the school life and support the well-being of the of the pupils who attend it.

The ABA :

- works to develop the relationships between staff, parents, pupils and others associated with the school
- we work to support and promote the school community
- undertakes fundraising activities such as organising discos, fairs and raffles to provide extra facilities for school lead education and welfare projects.

For further details please email chairaba@gmail.com

BEHAVIOUR & REWARDS

Supporting children in the development of their social behaviour is an important part of our curriculum. We model considerate, friendly and positive behaviour and expect pupils to behave sensibly, and with consideration for others, at all times. Staff make every effort to solve problems with pupils in a sensitive and caring way. We encourage positive behaviour by rewarding the children with stickers and praise. We depend upon your input and support in all aspects of behaviour. The school behaviour policy is available on our website or on request from the school office.

SUMMARY OF KEY STAGES

The period of a child's life from birth to 5 years is known as the Early Years Foundation Stage (EYFS), housed in Ashdown Lodge.

Key Stage One refers to Year 1 and Year 2 children (aged 5-7 years).

Key stage Two refers to Years 3 to 6 (aged 7-11 years).

GUIDE TO THE FOUNDATION STAGE FRAMEWORK

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; whilst supporting their development, care and learning needs.

Young children are powerful learners who learn quickly. It is proven that a child's experiences at this crucial stage has a major impact on their future life chances. They make sense of their environment and their experiences through play. Children are naturally drawn to play and it is recognised as being important for their wellbeing and development. There are many forms of play, all of which help children to learn, become confident learners and develop skills for the future. Some play is child initiated and adults may enhance and support children's learning, some play is highly structured and adult directed. Both of these offer purposeful experiences for the child. Children should be stretched but not pushed beyond their capabilities, so they can enjoy their learning. Through this they will grow in confidence and will be more likely to reach their full potential. We provide a stimulating environment full of resources to enable children to investigate and explore in a purposeful way.

Parents also play a crucial role in helping their children to learn. We, as school and parents, need to work closely to ensure continuity between experiences at home and those at school. We will occasionally ask you to complete work at home e.g reading books once your child reaches Reception.

The EYFS Framework consists of 7 areas of Learning & Development:-

3 Prime Areas

- Personal Social & Emotional Development
- Physical Development
- Communication & Language

4 Specific Areas

- Expressive Art & Design
- Literacy
- Mathematics
- Understanding the World

Plus 3 Characteristics of Effective Learning (How children learn)

- Playing & Exploring in their environment
- Active Learning, Involvement & Concentration
- Critical Thinking & Problem Solving

All children develop at different rates and have different interests. The ten areas listed above all interlink and are taught through a range of stimulating activities. Our staff teach and support your child and will make sure that the activities they plan are suited to your child's unique needs. The children are encouraged to investigate and explore and learn to be respectful and caring towards others. We also take into account the different ways children learn and use a variety of teaching techniques to suit different learning styles.

More information can be found in 'Areas of Learning & Development' in the Appendix.

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that we must follow such as; staff ratios, administering medicines, procedures and risk assessments. There will be various forms that we will ask you to complete about such matters. You should hand a collection time/tea form in to the class teacher every week.

You will find displays around our school showing in more detail the type of activities that the children participate in. Most of our teaching is based around topics which may change from year to year based on that particular group of children's interest and/or topical events. Weekly planning is always displayed in the classrooms; copies are available on request.

Outdoor play is an important part of our curriculum and your child should always come in suitable shoes, coats etc (named). They should bring hats, scarves, gloves, sunhats etc as appropriate. Children may also partake in trips; we will always ask for your written permission for this. All trips are optional. Please ensure your child has a pair of named wellington boots in school at all times for use when it rains and for Bushcraft.

We are a Methodist school and uphold Christian values. Reverend Bonny visits the older children regularly, often telling stories with a moral. We explore and celebrate other cultures and religions as part of our curriculum.

A guide to the curriculum written specifically for parents can be found at "What to Expect, When", an online publication by 4Children.

HOME-SCHOOL LINKS & PARENTS AS PARTNERS

Many parents ask us how they can help with their child's learning. All the fun activities that you do with your child at home are important in supporting their learning and development, and have a long lasting effect on your child's learning as they progress through school. The development of your child's language plays an incredibly important part in their development, explaining things to your children, sharing books, singing rhymes all lay down strong foundations for good communication skills.

We believe that contact between home and school is crucial. Staff are readily available on a daily basis to discuss routines, your child or any other matters. There are lots of posters and signs highlighting what we are covering but please do ask if you don't get into school very often. Library books, known as 'contact books' are available for you to borrow and share with your child. Parents can also maintain contact with staff via the child's book bag which should be brought to school daily. Please check your child's book bag for messages every day. We may also send home a 'ways to help at home' sheet that may explain something we have been practising at school that you can continue at home. We encourage you also to send in notes about any 'firsts' your child has mastered whilst at home.

When your child first starts with us we will ask you to fill in a sheet which tells us about what your child can and cannot yet do. Please return this to school as soon as possible. You should also receive a pack containing other useful information that you might need.

If you feel that your child needs help in any area, please let us know. Formal parent consultations are held regularly in Reception but we do operate an 'open door' policy and encourage discussion about your child and any school matters whenever necessary or required.

The notice board outside Nursery also displays any current information or reminders that you might need. There is a weekly bulletin sent out to your e-mail address. You may also occasionally be contacted via a text message. We will notify you of any stay and play sessions that we arrange. The aim of these is to allow you to watch and play with your child in school to get an idea of the types of activities that we are doing.

During your time with us we will help your child to learn things such as putting their own coat and shoes on. It really helps us and your child if you practice these life skills at home too. It is important that children learn to be as independent as possible and they are more than capable of carrying their own bags, fastening their own coats and walking (not being carried) into school. It can take a little time to master these skills but by encouraging them and giving them time to practice, they will soon learn how to do these things and will be very proud when they can do them alone.

Please notify us immediately of any changes to your address, emergency or mobile telephone numbers or legal changes to parental responsibility. We must also know of any allergies or medical/dietary requirements that your child may have.

PROFILES

The 'Profile' (also known as a 'Learning Journey') is a document showing your child's achievements and progress during his/her time with us. It is updated regularly by your child's 'key worker' and is available to you electronically. You are able to look at your child's profile and to add comments, photos, quotes of your own. The profile includes observations and photos of your child engaged in play and activities from when they arrive at school until they leave at the end of the Reception. If your child has received a profile from a previous nursery setting, please bring it in to school so we can see the types of experiences your child has already had. The Profile forms part of the final assessment at the age of 5, along with a written report.

An important part of the EYFS Profile is **your** knowledge about your child's learning and development, so do let us know about what your child does with you: such as how confident your child is in writing their name, reading and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers. Also, what interests your child has, do they seem sporty or creative, do they enjoy climbing, swimming, playing with other children etc. If you wish you can complete a 'WOW' moment slip which will be added to your child's profile. These can be found in folders around school.

All of the information collected is used to judge how your child is doing in the 7 areas of learning and development and if your child needs any extra support in any area. It also helps us to plan activities that are of interest to your child thus making their experiences more meaningful. We also report on and consider how your child learns; do they test their own ideas, challenge themselves, consider things carefully or just 'jump in' etc. At the end of Reception, the final assessments are carried out and reported to you formally via a written report.

HOLIDAY DATES

As shown in the Appendix.

Holiday care is available throughout the year for all children, other than closing for a period at Christmas, Bank Holidays and occasional staff training days but you will be informed well in advance. You should book your holiday club care and provision shortly before each holiday on the forms provided. The holiday club is run by a qualified play worker and offers a wide range of activities.

SPECIAL NEEDS & DISABILITIES

We operate an inclusive policy where all children are valued, and where possible, their needs are met. Reasonable adjustments may be made to accommodate a child with any specific additional or physical needs. Parents should always inform us if their child has any additional needs, such as wearing glasses or is visiting a speech and language therapist, or if you have any general worries about your child's development. You should let us know of any other agencies that are involved with your child (such as a paediatrician or occupational therapist) or if your child attends another nursery. In school, we can access the Early Support Program from the Local Authority whilst they are in Nursery to support children with any Special Educational Needs or Disabilities. The designated Special Educational Needs Co-ordinator in Ashdown Lodge is Mrs Rachel Potter and for Brontë House, Miss Sue Bell. We will work closely with anyone else who is involved with your child to ensure the best outcomes.

WHERE TO GO FOR FURTHER INFORMATION

The safeguarding/Child Protection Policy and School Ethos are available to view on the school website along with many other policies www.bronte-house.co.uk. Our Inspection Body is the Independent Schools Inspectorate (ISI) telephone number 020 7600 0100 and our latest full inspection report can be found on our website. All other policies are available on request from the school office (See Appendix) as well as the procedure in case a parent fails to collect a child and Missing Child Policy (See Appendix).

Issued on a weekly basis is our bulletin which gives update information and details of events happening both at Ashdown Lodge and Bronte House. This also includes important dates such as Christmas Fayres, Parents Evenings etc. You may receive letters via e-mail or your child's book bags, please check this regularly so that you don't miss anything important. Copies of timetables and topics covered will be sent home in your child's book bag too.

There is also a new website for parents and practitioners www.foundationyears.org.uk which includes a range of information, resources and contacts. Information on what's going on in our area can also be found at www.familyinformationservices.org.uk or the DfES website at www.gov.uk Details of our curriculum can be obtained from www.4children.org in the "What to Expect, When" document. Further support for parents with young children can be found at local Children's Centres. Your child is eligible to start school (Reception) in the September following their 4th birthday. Should you wish to apply for a maintained school place for your child after nursery you can find more information at www.leeds.gov.uk or www.bradford.gov.uk This should be done in the first half term of the year in which they are in Nursery.

CLUBS

After school clubs are available for most of our children. These may vary and we will keep you informed. In the Foundation Stage the following clubs are available: -

- Bronte Ballet (for children in Nursery & Reception) – Extra charge payable
- Rugby Tots (for children in Reception) – Extra charge payable
- Multi-Sports (for children in Reception) – Extra charge payable
- Tatty Bumpkin's yoga (pre-Nursery, Nursery and Reception) – Extra charge payable

Children will have the chance to 'sign up' for these clubs every term. They usually take place at Bronte House either in the Sports Hall or the dining room. Other daily clubs are available and run by our staff during the after school period here in Ashdown. Children do not need to sign up for these in house clubs and they are free of charge.

CARE & WELFARE

We have beds available if your child requires a nap. Please bring nappies into school, should your child require them. If your child requires any other special equipment, please discuss this with your child's 'key worker'. Comforters such as special toys can be sent into school, but please be aware that these may occasionally be misplaced or lost. You should let us know if your child has any special dietary requirements or special health needs. It also helps us if we know of any food preferences or habits your child may have. We will ask you personally about your child's particular needs on his/her first day at school or on their settling visit. The school doors will be locked when all children are inside after 9.00am and therefore the bell should be rung to gain entry after this time. Children are supervised at all times within the school. The playground is enclosed and has a locked gate as its only point of access. Please name **all** clothes and belongings clearly.

KEY PERSON

Your child is assigned a 'key person' as soon as they start at Ashdown Lodge. The 'key person' will be an effective and reflective practitioner who tunes into your child and their individual needs in order to provide a secure base from which to explore and learn. Speak to your child's 'key person' or teacher as often as you can so you know what your child has been doing at school.

A 'key person' is there to: -

- Be responsible for your child's development & learning and keeping records to share with you
- To recognise (and act upon) individual needs by getting to know you and your child well
- Be a first point of contact for you
- Develop a close emotional relationship and help your child to become settled, happy and feel safe
- Offer reassurance and comfort and to be sensitive to your child's individual needs
- Notice changes in behaviour and be responsive to this

CHILD PROTECTION & SAFEGUARDING

Your child's welfare is our primary concern. We have child protection (safeguarding) procedures in place that require us to report any physical intervention by any adult on any child. We may, on occasion, have to ask you about a 'mark' on your child, or about something he/she has said that is unusual. The designated Safeguarding Lead at Ashdown Lodge is Mrs A Hinchliffe. Please talk to her or any member of staff about any matters concerned with this. The safety of your child is paramount to us and we have various security and safety procedures and arrangements in place. These procedures will become apparent from the very beginning of your time with us, from the forms you fill in to the everyday routines that we have in place. Please talk to us if you have any worries or concerns about this matter.

INTIMATE CARE

Intimate care means any care that involves washing a child or changing clothes/nappies. This type of care is part of our everyday work with children, for instance when we help them change for PE, or deal with an injury that involves taking tights off, or changing a child after a toileting accident. Obviously, this type of care comes with certain responsibilities to yourself and the children themselves. We wish to assure you that any care of this type is carried out in a respectful and sensitive way and not in a way that will cause any distress or embarrassment to your child. It will only be carried out by the Nursery Practitioners that the children know well. As always please contact us with any questions. Your consent will be required on this matter prior to your child starting school. Spare clothes are available in school should your child need them. Please wash and return after use. You will be advised of any accidents your child may have had via a note in your child's book bag, or verbally. It is a good idea to keep a few spare clothes in your child's pump bag on their peg in case we need to use them.

SCHOOL UNIFORM

A school uniform should be worn by all children. Please provide hats, scarves, gloves and sun hats as required. Please make sure **all** uniform and items belonging to your child are clearly named. Please bring a pair of wellingtons to school for your child. All children need a tabard to protect their clothes at dinner time. PE kits are needed in Reception only and are left in school for half term periods before being sent home for washing. Nursery and Pre-Nursery children should have a school pump bag containing a pair of black pumps and some spare clothes. School uniform is available from the school shop, situated at Woodhouse Grove School and run by R F Monkhouse Ltd. We have second hand uniform for sale which raises funds for our Parents' Association; please ask in school for details.

See more information and relevant uniform lists in the Appendix.

F.E.E.E (previously known as NEG) AND THE 30 HOUR FUNDING

Places in Pre-Nursery and Nursery are fully flexible across the week and the day. It is only when children enter Reception that they are expected to be full time. Government funding is available from the term after your child turns three until the term after they turn five. This may be the universal 15 hours funding or, depending on your circumstances, may be a full 30 hours funding that you are entitled to. Parents can access their FEEE at a maximum of two sites in one day. A site refers to the postcode of the setting. It is your decision about how the funding is allocated between the providers.

Please ask in school for more details.

TRIPS & VISITS

Trips and visits are a vital part of our curriculum and are used to allow your child to experience things first hand. They are all none compulsory and a full risk assessment is carried out before every visit. These really enhance your child's learning as they provide first hand experiences that cannot always be replicated in school. Trips are usually short (morning or afternoon) and local. We use a reputable coach company with coaches fitted with seat belts and we will always send out a letter requesting your permission. Examples of trips would be Hesketh Farm Park with Nursery or a theatre visit or workshop at Eureka! with Reception.

APPENDIX

School Information

In order to ensure that we continue to comply with regulatory obligations applicable to all independent schools please find below a summary of all the key details that are available for parents and prospective parents upon request or on our website in the downloads section.

Name of school:	Brontë House School
Address:	Apperley Bridge, Bradford. BD10 0PQ
Telephone number:	0113 250 2811
Email:	enquiries@brontehouse.co.uk
Headmaster:	Mr Simon Dunn
Chair of Governors:	Mr Alan Wintersgill
Chair's address for correspondence:	Chairman of Governors, Woodhouse Grove School, Apperley Bridge, Bradford. BD10 0NR All correspondence will be forwarded as it arrives.

Policies and Procedures

The School has published some of its policies and procedures on the School website www.woodhousegrove.co.uk. Others appear in the joining booklet or are available on request. The policies on the web-site can be accessed from the home page by clicking on the "downloads" tab.

Academic Performance	Website download
Admissions Policy	Available on request from school office
Anti-bullying Policy	Available on request from school office
Behaviour Policy	Available on request from school office
Child Protection Policy	Website download
Complaints Procedure	Website download
Curriculum Policy and EYFS Curriculum Policy	Available on request from school office
Educational Visits Policy	Available on request from school office
First Aid Policy	Available on request from school office
Health and Safety Policy	Available on request from school office
Inspection report for the School	Website download
Learning Support Policy (incl. English as an Additional Language)	Available on request from school office
Safer Recruitment Policy	Available on request from school office
Special Educational Needs and Disability (SEND) Policy and Accessibility Plan	Available on request from school office
Staff Code of Conduct	Available on request from school office

Please ask the school office if you would like paper copies of any of the information mentioned above as a website download

The 'Statement of the School's Ethos' can be found on the school website and was included with your Terms & Conditions.

DAILY OVERVIEW & TIMINGS IN THE FOUNDATION STAGE

Time	Overview
7.30 – 8.30 am	Morning care in Pre-Nursery (optional)
8.30 am	Meet and greet in the classrooms
9.00 am	Morning session begins
11.45am	Lunch followed by playtime
12.30 pm	Afternoon session begins
3.30 pm	After school care including clubs
4.30 pm	Tea and after school care continues in Bronte House

TIMETABLE AND ROUTINES IN NURSERY

All staff are assigned an activity but will do child led activities too. The teacher led activities are designed to last all day. Breakfast club from 7.30 am -8.30 am in pre nursery classroom

MORNING

8.30am – 9.00 am	Ashdown doors open
9.00am – 9.10 am	Children start in key person groups
9.10 am - 10.15 am	Activities (in and out) and rolling snack
10.15am – 10.35 am	Carpet time – singing
10.35 am – 11.15 am	Activities (in and out)
11.15 am – 11.30 am	Tidy up (to music) and sit in doubled up key groups for stickers and chat about the morning, getting ready for dinner, story

AFTERNOON

12.50 pm – 1.00 pm	Children in key person groups
1.00 pm – 2.15 pm	Activities (in and out) with snack person assisting activities
2.15 pm – 2.30 pm	Singing and rhymes
2.20 pm – 3.10 pm	Resume activities (in and out) and 'rolling' snack
3.10 pm – 3.20 pm	Tidy up (to music) and all sit together for a story or games
3.20 pm – 3.30 pm	Key person groups for stickers and plenary

After school activities begin at 3.30 until 4.00 pm.

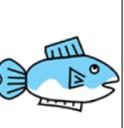
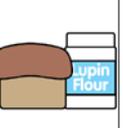
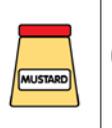
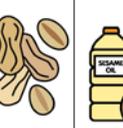
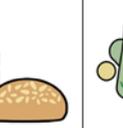
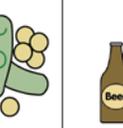
Tea is in the dining room at Bronte House from 4.30 pm

After school care is continued in the ground floor classrooms from 5.00 – 5.55 pm

TIME TABLE IN RECEPTION

Reception is a little more structured than Nursery with specific times for Literacy, Maths, Foundation subjects and outside time. You will receive a timetable when your child starts in their Reception class and this will highlight PE and music times with specialist teachers as well as other key times in the week such as Bushcraft. Twice a week the Reception classes are mixed and the children are able to work in their opposite class with the other Reception teacher. This increases their experiences and allows them to mix with the other class and have access to different resources.

DISHES AND THEIR ALLERGEN CONTENT – ASHDOWN LODGE/BRONTE HOUSE SCHOOL SNACKS

DISHES														
	Celery	Cereals containing gluten	Crustaceans	Eggs	Fish	Lupin	Milk	Mollusc	Mustard	Nuts	Peanuts	Sesame seeds	Soya	Sulphur Dioxide
PLAIN BREADSTICKS		X					X					X		
CREAM CRACKERS		X					X							
WHOLEMEAL PITTA BREAD		X											X	
WHITE PITTA BREAD		X											X	
HIGHLAND OATCAKES		X					X			X				
BREAD/TOAST		X												
MARGERINE							X							
APPLES/CUCUMBER/ PEPPERS/ORANGES														
RICE CAKES							X							
CRACKERBREADS							X							

ARRANGEMENTS FOR COLLECTION AND DEPARTURE ON THE SCHOOL SITE

Children should not arrive before 7.30am unless by prior arrangement. Please park in the lower car park, not the staff car park near to the school. Please make sure children are accompanied on the path up to Ashdown and ensure that the gate is closed behind you. Arrival between 7.30 and 8.25 is to the before school care in the Pre-Nursery classroom. The school closes its doors totally for a few minutes at 8.25 until we move children and staff around internally, the main doors open again before 8.30am when you can enter and move straight to your child's classroom where you will be met by the staff who work in that room.

At 3.30pm (or lunch time if you are part time) you can collect your child from the Ashdown Lodge main door and escort him/her to the car park. The children are told to hold an adult's hand once they have reached the barrier next to the car park. After 3.30 pm you can collect your child from the playground, Ashdown or their club if they attend one. You will always be met by a member of staff who will sign your child out. If you arrive after 4.20pm please go straight to Bronte House where the children will either be in the dining room having tea or in after school care in the ground floor classrooms. You can collect your child straight from a club too. You will be advised where this is and what time these finish when you sign up.

Please make sure children are supervised around the school site. Ashdown children are not allowed on the climbing equipment in Bronte's playground as it's too big and unsuitable for them. Please park in the bottom car park if you arrive before 5pm. **You are only able to use the side car park opposite Bronte House after 5.15 pm.** If, for reasons of disability, any parent is unable to use the bottom car park please contact the school office.

There may be some changes to these routines on certain nights such as when Parent Consultations are being held.

PROCEDURE IN THE CASE OF SEVERE WEATHER

Ashdown Lodge does not have the facilities to accommodate children overnight as the school does not have resident staff. Brontë House is unable to cope with an influx of our pupils.

In view of this, please observe the following procedures:

1. School will remain open unless the premises are unsuitable or unsafe.
2. If there is a severe forecast or snowfall during the school day, parents may be asked to set off earlier than normal in order that they can collect their children by the end of the school day.
3. If staff are unable to get to work due to the weather you may be asked to wait with your child should we exceed the child:adult ratio, until such time as we have enough staff.
4. Whatever the time, please collect your child as we do not have sleeping facilities.

CLOTHING LIST

Early Years Foundation Stage

Boys	Girls
School white polo shirt School maroon round neck jumper Black trousers Black socks School coat (with crest) Green Tabard	School white polo shirt School maroon v neck cardigan School tartan pinafore Black tights or white knee length socks School coat (with crest) Green Tabard Scrunchies/hairbands should be school colours
<u>Summer</u> (optional) Black shorts School white polo shirt	<u>Summer</u> (optional) Summer dress maroon & white stripe socks
<u>Footwear & Bags</u> School book bag with crest School green pump bag (containing spare clothes and black pumps) Black leather shoes (Velcro if possible) NO boots or laces Wellington boots/hat, scarf and gloves (winter), sunhat (summer) for 'Outdoor Education'	
Sportswear below is required for Reception only	
Boys	Girls
<u>Sportswear</u> (with school monogram) School tracksuit bottoms School micro fleece School PE polo shirt School PE shorts Short white sports socks (no monogram) Black pumps	<u>Sportswear</u> (with school monogram) School tracksuit bottoms School micro fleece School PE polo shirt School PE skort Short white sports socks (no monogram) Black pumps

Uniform is available from the School Shop (situated in Grove Cottage at Woodhouse Grove) which is run by F R Monkhouse Ltd. It can be purchased online from www.monkhouse.com The telephone number for the shop is 01274 214379 and the shop opening hours are:-

TERMTIME & SPRING BANK HOLIDAY:

Tuesday: 12 noon – 5.00 pm
Thursday: 12 noon – 5.00 pm
Saturday: 9.00 am – 12 noon

SUMMER HOLIDAY (Last Opening Day Saturday 7th July)

From 23rd July:-

Monday CLOSED
Tuesday - Friday 10.00 am – 4.00 pm
Saturday: 9.00 am – 1.00pm

From 15th Sept:-

Tuesday 12 noon – 5.00 pm
Thursday 12 noon – 5.00 pm
Saturday 9.00 am – 12 noon

We also offer a 'second hand' uniform service.

Items are available to purchase at a minimal cost and the money raised through this goes to the Ashdown Brontë Association. We welcome donations of uniform, in good condition, which no longer fits your child. Please ask at the school office if you would like to look at the second hand uniform.

WEEKLY COLLECTION ARRANGEMENTS

A collection form requires to be completed EVERY week, indicating the time of collection and if your child requires tea. If there are any changes to the time or person collecting your child please make sure you inform a staff member. Collection of your child after 4.45 pm is from Brontë House.

If ANYONE other than the 'usual' person/people is/are collecting your child, please state who on this form. Your child will not be allowed to go unless we have consent from you.

Thank you.

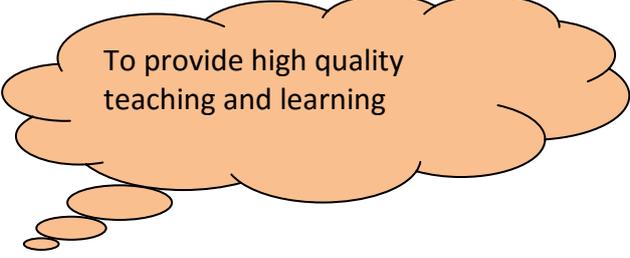
COLLECTION FORM FOR PRE NURSERY, NURSERY & RECEPTION

NAME OF CHILD _____ WEEK BEGINNING _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Tick if tea is required					
Time of Collection					
Anyone different collecting?					
Attending a paid club?					

Please complete this form and hand it to a member of staff on the **first day of each week**.

EARLY YEARS FOUNDATION STAGE AIMS



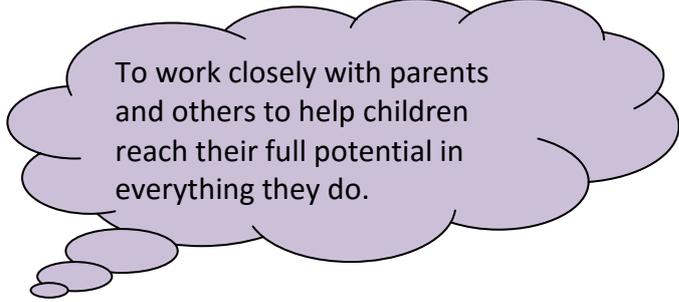
To provide high quality teaching and learning



To ensure children are safe and secure



To develop good social skills, self-esteem and a happy learning environment



To work closely with parents and others to help children reach their full potential in everything they do.

- To plan to provide a **wide range of experiences** to ensure that every child achieves his or her personal best, whilst developing self-confidence and self-esteem.
- To provide a **safe, caring and happy** environment where children can thrive and enjoy learning and playing.
- To provide an educational environment that will stretch and **challenge** every child and help to develop the '**whole person**'
- To provide a place where children, staff and parents can work together.
- To develop a learning child, that is, to inspire that children want to learn and to develop a broad range of skills to be able to do this effectively.
- To maintain a disciplined and well presented school, with courteous staff and pupils.
- To provide an outstanding school for where children can develop and excel personally, socially and academically.
- To provide an inclusive environment providing equal opportunities for all.
- To ensure efficient leadership, administration and management to support the aims of the school and the EYFS setting.
- To provide a setting where all achievements can be celebrated and where attitudes are positive.
- To enable children to develop good relationships with others within a tolerant, friendly, diverse and anti-discriminatory setting.
- To constantly improve the quality of our school through reflective and self-evaluating practice.

AREAS OF LEARNING & DEVELOPMENT

The diagram below gives examples of the areas of learning and development and shows the links between the way in which your child learns and what they learn.

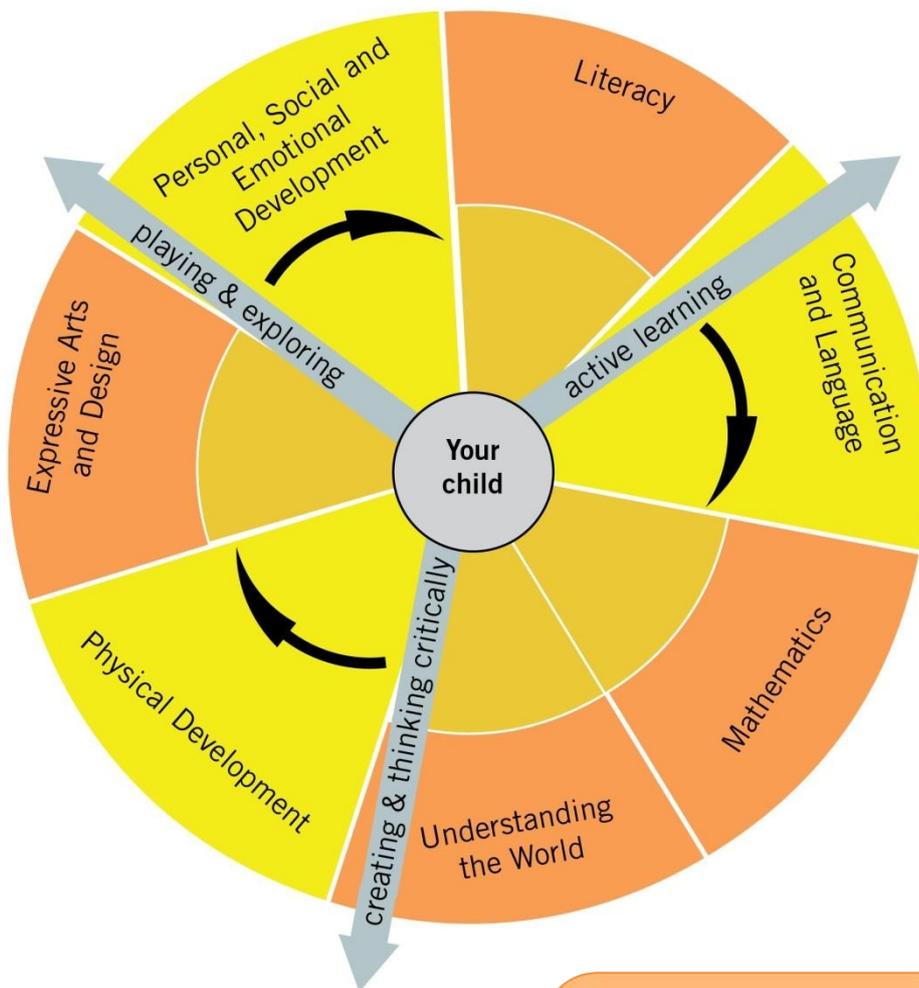
For example, between 2 ¼ and 3 ¾ years: learning about special times or events for family or friends and being able to describe them. Being able to talk about some of the things they have observed such as plants, animals, natural and found objects.

For example, between 2 ½ and 4 years: learning to be confident in talking to other children when playing, and to talk freely about own home and community

For example, in reading between 2 ¼ and 4 years: learning how to suggest an ending to a story

For example, between 2 ½ and 4 years: learning how to explore what happens when they mix colours

For example, between 1 ¾ and 2 ½ years: developing an understanding of simple concepts such as big/little



For example, between 1 ¼ and 2 years: enjoying filling and emptying containers in the bath

For example, between 3 ¼ and 5 years: learning to control objects by pushing, patting, throwing, catching or kicking

For example, between 2 ¼ and 3 ¾ years: learning about special times or events for family or friends and being able to describe them. Being able to talk about some of the things they have observed such as plants, animals, natural and found objects.

TERM DATES 2018-2019

	<u>Start Time</u>	<u>Finish Time</u>
Nursery*/Reception	9.00 am	3.30 pm
Key Stage 1	8.25 am	3.30 pm
Key Stage 2	8.25 am	3.45 pm

***Nursery teaching sessions are:**

Morning:	9am – 12 noon
Afternoon:	12.30 – 3.30 pm

Ashdown Lodge is open from 8.30 am for 'meet and greet'. Before school care is available from 7.30 am in Ashdown Lodge.

TERM DATES 2018-2019

AUTUMN TERM 2018:

Staff INSET:	Monday 3rd September & Tuesday 4th September
Term Begins:	Wednesday 5th September
Term Ends:	Friday 14th December
Half Term:	Friday 19th October – Monday 5th November

SPRING TERM 2019:

Staff INSET:	Friday 4th January
Term Begins:	Monday 7th January
Term Ends:	Friday 5th April
Half Term:	Friday 15th February – Monday 25th February

SUMMER TERM 2019:

Staff INSET:	Tuesday 23rd April
Term Begins:	Wednesday 24th April
Term Ends:	Friday 5th July (Midday)
Half Term:	Friday 24th May – Monday 3rd June

Please note the Holiday Club does not open on Staff INSET Days to allow for Staff Training to take place.

ADVICE TO PARENTS & CARERS CONCERNING CHILDREN WITH HEAD INJURIES

Minor head injuries and knocks are common and there is usually no lasting damage. However, sometimes a knock can cause damage which may lead to bleeding into the brain. Symptoms can develop after a few hours or event up to a few weeks after a head injury has occurred. Any child that has been unconscious must attend a Hospital Accident and Emergency Department.

- DO** Expect your child to generally feel miserable and 'off colour'. Do not force him/her to eat, but make sure that they have enough to drink.
- DO** Expect your child to be more tired than usual. Allow him/her to sleep if they want to. Just pop in and see them every couple of hours. Do not be confused between normal sleep and unconsciousness – someone who is unconscious cannot be woken up – you need to be satisfied that they are reacting normally to you.
- DO** Expect your child to have a headache – 'Calpol' or Paracetamol may be given for this.
- DO** Keep your child quiet and resting as much as possible. Keep him/her away from school, discourage active games, watching television and reading until the symptoms subside.

These symptoms should improve steadily, and the child should be back to normal within a few days. Even after a minor head injury, complications may occur, but these are rare. Please be aware that head injuries can have delayed symptoms for up to two weeks after the incident has taken place.

EXCLUSION PROCEDURE FOR ILLNESS/COMMUNICABLE DISEASE

MINIMUM PERIODS OF EXCLUSION

DISEASE/ILLNESS	MINIMAL EXCLUSION PERIOD
Temperature	Must be off 24 hours
Vomiting	Must be off for 48 hours
Conjunctivitis	Must be kept at home until treatment has commenced and discharge from eye has subsided
Diarrhoea	Must be off for 48 hours
Chickenpox	Approx. 5 days from appearance of rash until the scabs form.
Measles	4 days from appearance of rash
Mumps	Exclude child for 5 days after onset of swelling
Rubella (German Measles)	4 days from appearance of the rash
Scarlet Fever & Streptococcal Infection of the Throat	24 hours after starting appropriate antibiotic treatment
Impetigo	Until the skin is healed or 48 hours after antibiotic treatment
Pediculosis (Lice)	Until appropriate treatment has been given
Ringworm of Body	Seldom necessary to exclude provided treatment is given
Scabies	Need not be excluded once appropriate treatment has been given.

NOTE

Please note in addition to the above, children should be off school for at least 24 hours after being prescribed and first taking a course of antibiotics.

ACCIDENT/MEDICAL PROCEDURES

1. Parents will be phoned if a child is ill and needs picking up or if an accident is deemed to be 'serious'.
2. Minor injuries will be treated with the use of an antiseptic wipe or an ice pack where necessary (plasters may be applied if you have given permission on the contact sheet).
3. An Accident Report Form will be put in the child's folder to advise parents of the details of the accident. Forms completed for a bumped head or serious accident will require the parent's signature. An information leaflet will be placed in the child's folder and he/she may display a 'bumped head' sticker. A member of staff will always try to tell a parent about an accident verbally.
4. If your child requires medicine whilst at school you will be asked to complete a consent form. A medicine form will be completed when the child is given medicine (signed by two members of staff) and will be placed in the child's folder. We keep children's paracetamol in school and can only give this with parents' permission. Staff are able to give prescription medicines to children. These should be handed into staff and under no circumstances be left in a child's bag.
5. If necessary, we may ask the school nurse for advice.
6. All of our staff hold a current Paediatric First Aid Certificate.
7. We have a duty to inform the HPA about non-viable diseases.
8. Please advise us of any infectious diseases that may affect the running of our setting or put others at risk (including pregnant ladies).

PROCEDURE FOR ABSENCES

1. Unplanned Absence

When a child is, for whatever reason, unexpectedly unable to attend school, then please inform the school – preferably before 9.00 am. This can be done in two main ways:

- a) By email – this is preferred as the telephone lines can become very busy. Please email enquiries@bronte.co.uk with the child's name, form and reason for absence.
- b) By telephone – from 8.15 am the phones are always staffed. Before then you may encounter the answering machine.

This information will enable the office staff to record the absence correctly in the registers. A check will be done of the registers each day at 10.00am. If there are any unexplained absences then you can expect a telephone call from a member of staff, usually Mrs. Shaw, to enquire of the reason for the absence. She will normally ring the home number first; followed by parents' mobiles; and lastly parents' work numbers. If you have a particular number that you would prefer us to contact you on then please let us know. Please note we will not contact you if you have already let us know why the child is not in school.

2. Planned absence

Please address requests for planned absence, well before the event, to the headmaster either by email or letter. You will receive confirmation of this request and the correct codes will be applied in the registers. School is allowed to authorise up to two weeks absence in one academic year for holidays where there are good reasons why they have to take place in term time. However, this is only applicable to children in Reception. Nursery children can take holidays at any time but should always let us know prior to the holiday.

3. Lateness

School lessons begin at 9.00 am and we expect all children to be at school by this time. The door will be closed and locked after this time and you will have to ring the bell to gain entry. Reception children will be marked 'late' in the register. We have a legal duty to ensure our registers are correct.

Missing Child Policy & Procedures when a child is not collected on time

The welfare of all children at Bronte House School is our paramount responsibility. Every member of staff who works at the school has been trained to appreciate that he/ she has a key role in helping to keep all pupils safe at all times. Our staffing ratios are generous and are designed to ensure that every child is supervised the whole time he or she is in our care at school. This policy also applies to EYFS.

1. Aims

To set out the procedures for staff and parents as to what happens when a child goes missing and what happens when a child is not collected on time.

2. Information for Parents

Information is given to parents on the following:

- Arrangements for handing over children to parents / guardians at the end of the day.
- The qualifications of staff and the arrangements for supervising children whilst they are in school.
- The arrangements for registering children in the morning and afternoon.
- The physical security measures which prevent unsupervised access to or exit from the building.
- The supervision of the playground and the physical barriers that separate it from the rest of the school.
- Enhanced supervisory arrangements for trips and outings involving all children (set out in the Educational Visits Policy).
- All new staff receive a thorough induction as to the importance of supervision of all children.

3. Procedure For Staff If A Child Goes Missing From School

The procedures are designed to ensure that if a child is discovered to be missing they are found and returned to supervision as soon as possible. The following actions would be carried out:

- A register will be taken to ensure that all the other children are present.
- Inform the Headmaster.
- Ask all adults and children when they can last remember seeing the child.
- Supervise all other children in their classroom.
- At the same time arrange for one or more adults to search everywhere checking all spaces, cupboards and washrooms where a small child may hide, inside and out.
- Check doors, gates and CCTV records for signs of exit / entry.

If the child is still missing the following steps would be taken:

- Inform the Designated Safeguarding Lead.
- The Headmaster will ring the child's parents and ask them to come into school as soon as possible and explain what has happened and what steps have been followed.
- The Designated Safeguarding Lead / Headmaster would notify the Police
- The Headmaster would arrange for staff to search the rest of the premises and grounds.
- If the child's home is within walking distance of the school, a member of staff would set out on foot to attempt to catch up with him/ her.
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Board.
- The School would co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chairman of Governors.

4. Procedure for Staff if A Child Goes Missing on an Outing

The procedures are designed to ensure that if a child is discovered to be missing on an outing they are found and returned to supervision as soon as possible. The following actions would be carried out:

- An immediate headcount would be carried out to ensure all other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be taken back to school (or where they were staying if on school residential trip).
- The Headmaster and Designated Safeguarding Lead should be informed via mobile phone.
- The Headmaster will ring the child's parents and ask them to come into school / to the venue as soon as possible and explain what has happened and what steps have been followed.
- Contact the venue manager to arrange a search.
- Contact the Police.
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Board.
- The School would co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- A full record of all activities undertaken until the child was found would be made for the incident report. Procedures may be reviewed if appropriate.

5. Procedure for Staff Once a Child is Found

- Talk to, take care of and comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises / separate from the group on an outing.
- The Headmaster will speak to the parents to discuss events and give an account of the incident.
- The Headmaster will promise a full investigation involving other agencies where necessary.
- The Headmaster will deal with media enquiries.
- The investigation should involve all concerned and provide written statements.
- The detailed report should cover the time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time the child was missing, how they appeared to have gone missing, and lessons for the future.

6. Procedure for Staff When a Child has not signed out in Key Stage 2

- At 5.00 a register is taken in the Dining Hall and the member of SMT on duty makes a list of any children who are not present and who have not signed out.
- The member of SMT then telephones the parents of the child to ascertain whether the child has been collected.
- If a child has not been collected and cannot be located in school, step 3 of this procedure is initiated.
- A record is kept of children who forget to sign out and both the child and parents are reminded of the importance of signing out.

7. Procedure for Staff When a Child is Not Collected on Time

- If a child is not collected by 6.05 p.m. we will call the contact numbers for the Parents/ Guardians/ Carers.
- If there is no reply a member of the Senior Management Team who is on duty will begin to call emergency numbers for this child.
- The child will be supervised and safely looked after by the above member of staff until they are collected.

8. Links with Other Policies

This Policy links particularly with the following policies:

- Child Protection Policy
- Educational Visits Policy
- Risk Assessments
- Staff Recruitment Policy