

# STATEMENT OF PURPOSE

The aims and objectives of Montessori Pre-School Helen's Bay (MHB) are to provide a calm, kind, safe, nurturing and educational environment for children.

Montessori Helen's Bay uses the methods and materials developed by Dr Maria Montessori to support the areas of the Curriculum.

Our ethos is to provide children with a gentle transition from home to school, and to work with the individual children to ensure their first experience of a classroom is productive and happy.

Children are admitted from 2 years 10 months. We welcome children from all backgrounds, culture, race, religion, or ability and are compliant with laws regarding Equal Opportunities.

The Registered Person for the school is Meriel Linley, Montessori Pre School Helen's Bay, 13B Fort Road, Helen's Bay BT19 1LA \*School Tel: 07476 241435

Parents/Guardians are required to complete the school registration form and return it and a £30 administration fee before their child attends the School. Admission is on a 'first come first served' basis.

Your child's place is not confirmed until **both** the completed form and the fee have been received. Please ensure all the information you provide is kept up to date.

Children are required to attend for a minimum of 3 sessions per week to give them the best chance of benefitting fully from attending MHB.

Our staff ratio is a minimum of 2 adults per 15 children.

Our opening hours are from 0900 to 1300 daily during term time.

Below is how our day looks. Please see staff for details.

- 09:00 - 09:20 Children Arrive. Please note that arriving later than 09:20 may mean waiting a little longer at the gate
- 09:00 - 10:00 Free Choice (e.g. Play Doh; Water/Sand; Montessori activities, Arts and Crafts)
- 10:00am Circle Time (Singing/ Introduction of Concepts)
- 10:30am Snack
- 11:00am Outdoor Play with Scooters, Bikes, Tractors, Balls, Hoops etc
- 12.00pm Montessori activities; Show and Tell; Dance; Music; Cooking; French; Crafts
- 12.45pm/1pm Story / Home Time

**Please do not send in items with flat batteries as these can be dangerous if swallowed.**

We provide daily activities for the children. These change from term to term and details will be provided throughout each term. However, they include cookery, music and movement, junk art, art and craft and art appreciation.

Throughout the year, we learn about different, global cultures and traditions in order to teach children to value, respect and celebrate differences.

Please bear in mind that part of the Montessori approach is spontaneous activity in education, so we work with the children and not the time.

Each session is charged at £22 payable monthly in advance. In order for the School to remain viable, holidays taken during term time and short periods of illness cannot be credited. Exceptions may be made for long term illness.

We charge an additional weekly supplement of £1 (those attending on Wednesdays only) for cooking ingredients and equipment.

One calendar month's notice is required if your child is currently attending Montessori and you require them to leave. The same notice period applies if you registered your child to attend and decide not to take up the reserved place.

The welfare and development of children who have additional needs is actively promoted. As part of this commitment, we liaise and work together with other professionals e.g. Speech and Language and Occupational Therapists.

Personal information will be gathered, stored and used in line with the General Data Protection Regulations (2018). Your data will be held securely and will only be accessed by authorised personnel for specific reasons including the well being and education of your child.

All policies and procedures are available to be seen in the setting - but not removed. Please feel free to have a look and if you have any questions do ask any member of staff. Among the many Policies, we have Policies on Safeguarding, Behaviour Support, Exclusion, Complaints and Additional Needs. For the full list, please see the separate sheet.

The Policies referred to on the MHB Registration Form have been updated and are available on the MHB website.

Montessori Helen's Bay reserves the right to exclude a child or adult when extreme circumstances occur and/or when it is deemed by staff that the behaviour of a parent or child threatens the health and / or safety of the other children or causes undue stress and concern to staff.

We observe and record your child's progress during their time with us in accordance with the HSC Trust requirements.

We use the See Saw App to provide parents with a weekly update for their child; we send regular emails about our activities; and we organise individual parent chats to discuss formally the progress of your child at least twice a year. We are available to talk to parents at any time.

If either we or you feel a disability, or language difficulty, prevents you from benefiting from our regular methods of information sharing, you are very welcome to come to the setting and observe your child's progress in situ.

We are inspected on a yearly basis by the HSC Trust and the Inspection report will be sent to you via email. Please ask if you require a printed copy.

We have regular visits from the Early Years Organisation, of which we are a member, and they offer us suggestions and provide guidelines and advice.

All your records and details are confidential but are available to the HSC Trust at their request.

The Designated Child Protection Officers for MHB are Miss Merry and Miss Cassie.

We are insured through Lockton Insurance and our annual Certificate is available to view on the noticeboard.

We check the Public Health guidelines regularly and follow all recommended procedures to ensure risk of infection transmission to children, staff or parents is minimised. Please see our separate Infection Prevention and Control Policy for details.

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