



Welcome to Pangbourne House!

Below you can find some useful information about our procedures:

School times / Term Dates

Children's Health

Accidents

The First days at Nursery – Settling in

Every day at Nursery – Registration at arrival

Fridays – Scrubs School

What to bring to school

My Montessori Child

School Policies

Lunches

Your Child's Birthday

School times / Term Dates

Morning school: 9am to 12 noon. Full days: 9am to 3pm.

We are open approximately **33 weeks a year** officially and we offer **holiday school** during some of the holidays.

We ask that you take punctuality into consideration, making sure your child arrives and is picked up on time.

Term Dates can be found on our website www.pangbournehouse.com - **Term Dates.**

Children's Health

You will be asked to fill in an online form about your child's **Health and Allergies.**

We are a **nut-free environment.**

Please do not send your children to school if they are not well.

In light of the current Coronavirus situation a child with a **cough** or **temperature** of more than 37.5c should remain at home in line with the government guidance.

Additionally if your child has vomited or has had diarrhoea within the last 12 hours, **please keep your child at home for at least 24 hours.**

We also ask that children with **conjunctivitis** are kept at home as this is a highly contagious condition.

You can inform the office that your child will be absent from class by email or phone, preferably before 9am.

info@pangbournehouse.com

0208 9649555

Likewise, should there be any other reason your child cannot come in to school we would be grateful if you could let us know beforehand.

Accidents

If a child has an accident at school, the teachers will fill in an accident form detailing how and when it happened and their course of action (e.g. ice-pack applied). The adult who collects the child will be asked to sign this **accident form**.

Please be aware that we are unable to apply creams or give medicine to children unless there is a doctor's prescription. If this is the case a separate form needs to be filled in and signed in the office.

If your child comes in to school having had an accident at home which has left a mark, bruise or cut we ask that you inform the staff at drop-off and you will be asked to sign a form stating this.

The First Days at Nursery – Settling in

It would be great if someone familiar could stay around for as long as it takes for your child to feel comfortable at school.

It is important that your child feels you are confident that this new world is going to be fun and safe.

The initial moments are spent meeting the teachers, looking around the classrooms and perhaps finding an activity of interest. We will ask that you are slightly occupied with something else, like a book or any paperwork that we may ask you to fill in. This will provide the comfort of your presence and enable your child to perhaps have the courage to accept the approach of the teachers, as well as to adjust to new surroundings.

Usually we wait until the child starts developing a relationship with one of the teachers before there is any suggestion of a parent leaving. This can sometimes take minutes and other times take days. Please rest assured we are not going to rush you away out of the school until you feel comfortable.

We mention (under '**What to bring to School**'), that toys from home are a bad idea, however in the case of new children, sometimes a familiar loved item at hand can help with the settling in procedure.

Should you be able to leave the premises on the first day, it is a good idea to make this separation from your child a short one and so we suggest that for the **first couple of days**, unless we specify otherwise, pick up time should be at around **11am**. Please talk to one of the staff members before leaving the premises.

Every day at Nursery – Registration at arrival

You and your child will be greeted every morning as you come through the door. Your child will be asked to bring in a piece of **fruit for snack time** every day. We will encourage some form of greeting but please do not be concerned if this does not happen, as the transition from home to school sometimes takes a moment or two! The best thing is for your child to get busy as soon as possible in their classroom. This happens every day except some Fridays.

Fridays – Scrubs School

On Friday when it's not pouring with rain or freezing cold we spend the morning in **Little Wormwood Scrubs** park. On this day we ask that children are dropped off at 9am at Little Wormwood Scrubs, 1-3 Dalgarno Gardens, just next to the Thai restaurant Fitou's, W10 5LL. The children are then walked back to school for 12pm, noon.

In the winter and when it is drizzling children need to be well equipped with waterproof clothing and wellies.

When it is warm and sunny we ask that children bring hats and have sun cream applied to them at home.

The children have a wonderful experience in the Little Scrubs park; amongst other things they look for mini-bugs, climb trees, make dens and appreciate the wonders of Nature.

Every Thursday we check the weather forecast and then send out an email warning parents if the 9am drop off the following morning is at school or at Little Wormwood Scrubs.

If your child is only doing 3 or 4 mornings for the first term please avoid choosing Fridays as they may need some time to settle in before going off to Scrubs School.

What to bring to school:

- Socks – These are available in a variety of colours from the school office at £20 each.
- A named water bottle.
- A piece of fruit every day.
- A pair of indoor shoes. We would like them to change from their outdoor shoes to their indoor shoes when they arrive at school. Slippers (not flip-flops) and plimsolls are both recommended.
- Wellington boots and raingear (we are happy for a pair of boots to remain at school).
- A sun hat when applicable.
- A change of clothes should your child be resistant to wearing the school's spare clothes if there is some sort of accident.
- Nappies and wipes (if applicable)
- Toys – we would prefer toys to remain at home as sometimes this causes sharing conflict (can be discussed if need be).

My Montessori Child – Tracking your child’s progress

At Pangbourne House we use a software called ‘My Montessori Child’ which is comprised of two parts: an iPad-based wireless system for teachers to use during the day, and a secure website that parents can access at any time. No part of the system is for children to use directly.

When teachers observe a child engaged in an activity, they take a photograph and make observation notes on the child’s personal profile. The system also suggests new activities that the teacher can incorporate into the child’s individual plans, if appropriate.

You are given access to the MY MONTESSORI CHILD website as soon as there are sufficient observations entered about your child, usually within two weeks of their first day. Each parents’ site is exclusively focused on their particular child and is regularly updated.

School Policies

We recommend that all parents read the School Policies. This is a working document which is often updated and can be found on the Information section of the My Montessori Child website.

Lunches - Lunches do not take place on the last day of term.

A small NAMED lunchbox is required, preferably containing an ice pack. For warm meals we would prefer a Thermos however we do have a microwave. Should food need be to be warmed up please provide a microwave-safe container.

The school will provide water as well as cutlery.

The school has a Healthy Eating Policy so high-processed, sweet, sugary foods are discouraged and **nuts are forbidden in any form**.

Although we will encourage your children to eat everything in their lunchbox, uneaten food will be returned so that you can see what hasn’t been eaten.

The teachers sit with the children to support them so that lunchtimes are happy, relaxed and social occasions. Lunch usually runs between noon and 12.30/12.45pm.

After lunch it’s rest time – the children lie on mattresses and are encouraged to read books, listen to stories or nap for about 20/30 minutes. Once we feel the children have had a good rest, the afternoon session will begin. During the afternoon, they might do drama, art projects, literacy and numeracy projects, music, dance, visit the park or occasionally go on an outing. If you would like your child to have a proper nap and not be woken up just let us know.

Your Child’s Birthday

When it is your child's birthday please feel free to send in a cake or cupcakes
(NO NUTS PLEASE).

As part of the Montessori curriculum we do the 'Birthday Walk' and sing Happy Birthday to celebrate your child's special day. For this we need you to send in a photograph of your child for each year of their life (baby, one, two, three, etc).