



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

What to bring to School

My Montessori Child

School Policies

Lunches

Afternoon Sessions (Full Days)

Your Child's Birthday

School times / Term Dates

We ask that you take punctuality into consideration, making sure your child arrives and is picked up on time. **Should you be late for drop off or collection, please come down the black stairs.**

RED CLASS - DROP OFF: 8.55am - PICK-UP 11.55am - FULL DAYS /(LUNCH STAYERS): 2.55pm

BLUE CLASS - DROP OFF: 9am - PICK-UP 12am - FULL DAYS /(LUNCH STAYERS): 3pm

GREEN CLASS - DROP OFF: 9.05am - PICK-UP 12.05pm - FULL DAYS/(LUNCH STAYERS): 3.05pm

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

Term Dates can be found on our website <https://pangbournehouse.com/term-dates>

Children's Health

You will be asked to fill in an online form about your child's **Health and Allergies**. If your child has an **allergy** please make sure you inform the office.

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

Friday Biscuit - On Fridays we give each child a Digestive biscuit as an end of the week treat.
Milk – The government provides children under 5 years with milk each day.

Please inform us should you wish your child not to be given milk or digestive biscuits.

Staying at home

A child with a **persistent cough** or a very **runny nose** should remain at home. Additionally if your child has a **temperature** of more than 37.5c, has vomited or has had diarrhoea within the last 12 hours, **please can they stay 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, preferably by email:

info@pangbournehouse.com 0208 9649555

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

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

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 there is a prescription, 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

First day ('Happy Anticipations' session): 9.30am to 10.30am – with an adult.

Following couple of days, until your child feels comfortable: Approximately 9am to 11am

On the first day please bring your child to school at **9.30am**. The first day at Pangbourne House will be 'a happy anticipations' session. This means that we would like your child to be accompanied into school with a familiar adult for around **one hour**. This will enable your child to feel secure whilst exploring their new environment and getting to know their teachers.

The following few days, if your child has been able to detach from the said adult, it is a good idea to make this separation a short one, so pick up will be at **around 11am**.

It may become apparent that it might not be a good idea to separate from your child too quickly. If this is the case, we will be happy to advise you and will of course help to soften the final detachment from your child.

We play things by ear and will all be helping you with the settling in on these first days.

Every day at Nursery

Your child will be greeted at the front door every morning before they go downstairs to their teachers. Parents say goodbye to the children at the door and do not come into the nursery unless need be.

Your child will be asked to bring in a piece of **fruit for snack time** every day.

What to bring to School (please NAME everything):

- **Smocks** – These are available in a variety of colours from the school office at £20 each. We would be grateful if your child could arrive **IN their smock** each morning.
- 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 should there be any dairy products. 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 cutlery.

We have a Healthy Eating Policy so high-processed, sweet, sugary foods are discouraged and **nuts, sesame seeds and kiwis are forbidden in any form due to current allergies.**

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. If your child falls asleep please let us know if you would prefer them to be woken after 20 minutes or to remain undisturbed for a further length of time.

Afternoon Sessions (Full Days)

Whenever possible the children will spend the afternoons outside. We have our own version of Forest School which we call 'Scrubs School' as it takes place in Little Wormwood Scrubs Park. The children spend time in the woods, building dens, climbing trees, looking for mini beasts and learning about nature.

We use St Mark's Park as an outside classroom, sometimes just for relaxation, other times their will be physical activities involving team games, ball skills, drama and exercises which promote general awareness of space, numeracy and measurement.

If the weather prevents us from going out we shall be creative inside the school using our big hall and art room. Activities like yoga, dance, music, arts & crafts, cooking, science experiments, amongst many others will be planned.

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, on the day, we need you to send in a photograph of your child for each year of their life.

The office is always available to answer any questions you may have. Please write to us on info@pangbournehouse.com