

Ladbroke Square



General School Policies for our Website

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This policy is reviewed on an annual basis Annual Policy reviewed by Lucy Morley.

Next date of Annual Review: **May 2019**

Ladbroke Square Montessori School Date (Version 1)

[Ladbroke Square Montessori School General overview of Policies](#)

We keep a detailed copy of all our policies in the office and also on each floor. Please feel free to come and look at them.

A summary of the policies lies below:

Care, Learning and Play –

The school keep comprehensive and active records pertaining to all children in attendance at the school. These records show how we set out to meet individual requirements and relate activities to the child's individual intellectual capabilities. You can access your child's individual learning records whenever you wish.

Health and Safety –

We ensure that the highest standards of cleanliness are maintained. There is safe and clear access to and from the building. The teachers are fully aware of the procedures should an emergency evacuation need to take place.

If a child is involved in an accident it is reported in the school's accident book. Parents are invited to read and sign the entry and are given a copy of the report made. The accident book is reviewed at the end of each term.

Should the accident require medical attention the parent will be telephoned immediately. If they are not available, the teacher in charge will take the child to the local hospital.

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If your child is on a course of antibiotics, they should not attend school until the course has been finished, unless they have their doctor's permission.

If your child has diarrhoea or has vomited, they should not attend school for 48 hours and should only return to school once the symptoms have disappeared.

Equal Opportunities -

Ladbroke Square Montessori School ensures that everybody is treated equally and accepts that we must take special account of the different cultures and religions in the community we serve. The equipment in the nursery reflects our recognition of the importance of guiding children into a non-discriminatory way of thinking. We are an inclusive school.

Special Needs –

We are well aware that all children are different. Some children have needs over and above average. We believe there is a balance needed to ensure the best care for every child. To assist staff in this area a current copy of the DFES Special Educational Needs Code of Practice is maintained in the office for reference purposes, and we also have a SEN Officer who is trained on all SEN matters.

Behaviour –

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Our aim is to set these boundaries in ways that help children to develop a sense of significance of their own behaviour, both in their own environment and those around them. A record of all significant incidents (such a child biting) is kept in the Accident Book and the parents of both parties are informed. The parents of the injured party shall sign the book and keep the top copy.

Working in Partnership with Parents and Carers –

Ladbroke Square Montessori School operates an open access policy. We believe this is the best way of encouraging participation. Each child is given a Home Link Book which is brought to school daily and returned after each session. This enables staff and parents to communicate effectively, news about the child as well as important dates for the diary and so on.

We also provide regular verbal feedback on the progress of each child; written reports are given out in the Summer Term. Please feel free to arrange a meeting with your teacher if you would like to discuss the progress of your child. In the winter and Spring terms we arrange longer meetings. We also have a welcome, information and Montessori session each term for the new parents.

We also have a website which enables parents to access newsletters and an e-mail address so that parents can contact the school easily with messages or anything they need us to know.

Visit welcome@ladbrokesquarenursery.com to contact the school and www.ladbrokesquarenursery.com to visit the site.

There is a user name and password which will be issued to parents on registration of their child.

We have a wide programme of events for parents to enjoy throughout the year which include Christmas Concerts, Drinks and fund-raising evenings, Sports Day, Leavers Party, Mothers' and Fathers' Day breakfasts to name a few.

Parents are also welcome to bring their skills to school for us to enjoy and take part in; for instance, parents and carers often come in to read to the children and we have had

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some wonderful musical sessions with guitar and drums brought in for the children to try out.

Complaint Procedures -

All information relating to complaints can be found on the parents' notice-board. Please take all complaints to Sophia Russell-Cobb, and should that not prove satisfactory, forms can be obtained from the office and then sent to Ofsted.

Child Protection –

Ladbroke Square Montessori School provide many hours of care to the children in attendance. It is therefore possible that staff may be the first people to become aware of a problem, perhaps even before a parent or carer.

It is our policy to carefully investigate the apparent abuse or neglect. It is also our policy to maintain close contact with our local area Child Protection Committee.

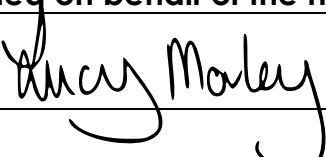
Fee Payment –

You will be invoiced at the end of each term for the following term's fees. The date for payment is usually three weeks after the invoice date and will be stated on the invoice. This gives us time to arrange class lists and organise extra activities before the start of term. It is therefore essential that the invoice be paid on time.

In the event of late payment, we will, unfortunately, be compelled to charge a late payment fee of £100.

A reminder: A term's notice is required before the removal of pupils, otherwise parents are liable for fees in lieu of notice.

Again, parents are more than welcome to view the Ladbroke Square Montessori School Policies which are kept in the office.

This policy was adopted on	Signed on behalf of the nursery	Date for review
May 30 th 2019		May 2020