

THE NORWICH MONTESSORI SCHOOL CHARGING and ADMISSION POLICY 2020/2021

School days and opening times

The setting is open 36 weeks a year and divided into three terms.

Montessori early education is offered to families 36 weeks of the year.

Early Education is offered within the national parameters (please see Fees, Charges and Government funding pg5).

Monday	8.15am/ 9am – 12.00pm/1pm – 4 pm (7.45 hours)
Tuesday	8.15am/ 9am – 12.00pm/1pm – 4 pm (7.45 hours)
Wednesday	8.15am/ 9am – 12.00pm/1pm – 4 pm (7.45 hours)
Thursday	8.15am / 9am – 12.00pm/1pm – 4 pm (7.45 hours)
Friday	8.15am/ 9am – 12.00pm/1pm (4.45 hours)

A maximum of 15 free funded hours can be claimed for each week as follows, if you wish your child can attend the setting for their funded entitlement only.

Monday	9.00am – 12.00pm (3hours) lunch 1pm – 4 pm (3 hours)
Tuesday	9.00am – 12.00pm (3hours) lunch 1pm – 4 pm (3 hours)
Wednesday	9.00am – 12.00pm (3hours) lunch 1pm – 4 pm (3 hours)
Thursday	9.00am – 12.00pm (3hours) lunch 1pm – 4 pm (3 hours)
Friday	9.00am – 12.00pm (3hours)

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

A registration fee of £175 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the funding entitlement.

Breakfast Club

The school opens every morning at 8.15am and children will be able to have a light breakfast of toast, cereal and fruit. The children's Montessori day can start as soon as they are ready.

If your child attends at **any time** before 9am the rate is **£6**.

Lunches

If your child stays for lunch, please do not include drinks (we provide all drinks), sweets, chocolate (including chocolate biscuits), sweet biscuits, grapes, crisps, smoothies or **nuts** of any kind.

We would ask parents to consider a healthy lunch for their child and to include fruit or vegetables if possible. The children's lunch boxes should be clearly named and must be open and closed easily. During the summer term we request an ice pack to be put inside the lunch box. Number of places available: 26 per day.

Hours attending

You will be asked to submit the hours you wish your child to attend at the beginning of each term and an invoice will be distributed accordingly. We recommend children attend for a minimum of three sessions per week and children

who stay for their reception year attend the school for five sessions per week.

The opening times are as stated and parents/carers will not be able to claim for "odd" hours within a session, i.e. 1.5 hours one session and then 1.5 hours the next session.

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Shoe bags

All children should have a pair of slippers that can be put on and taken off easily (Velcro plimsoles are ideal) and Wellington boots which stay at the school throughout the term. They need to be placed in a good-sized shoe bag which does not have long strings which can be dangerous, we also ask parents **not** to supply ruck sack style bags because they are cumbersome and tend to fall off the hooks when adjacent bags are removed. All items should be clearly named.

Waiting list

The waiting list is based on our Equality Policy (available on request).

Children will be admitted on a first come, first serve basis on submission by a parent/carer of a completed registration form and fee. The child's name will be put on a waiting list and can start as soon as a place becomes available (please see Three year old attendance allocation).

Order of priority

Priority is given to those children already attending the school to increase their numbers of days in preference to new pupils.

Key Person (Key Policy is available on request).

Each child is allocated a key person. The children also have a secondary key person in the first persons' absence. The key person is responsible for their child's records located in The My Montessori Child site, each child's Record of Achievement and keeping parents up to date with the progress their child is making or any concerns which may have arisen. The key person will liaise with parents about their child's; social, emotional, education and development needs throughout their attendance at the setting.

Setting procedure

All children are invited to visit the school before they are due to start at the setting.

All new children attend their first day for approximately twenty minutes, we find this length of time works well to familiarise the children with the setting. The next session will be for the normal length of time depending on the success of the initial twenty minute visit, parents will be informed if their child is distressed and we will accommodate a child according to their needs. A full session will be charged.

We believe the best approach for most new children is to say a prompt goodbye to their parent/carer, with no lingering or peering through the window.

The reasons for that are:

- On arrival, other children can find it unsettling to see unfamiliar adults in the classroom. However, if a child is finding it difficult to settle in we will work with the parent /carer to find a solution and suggest, for example, shorter mornings or arriving slightly later, and we will contact the parent/carer if there is any problem. We do advise parents/carers of new children attending to be available throughout the morning if this is thought necessary. No refund will be made for hours not attended during this settling period.
- Children often come to expect the parent/carer to stay every morning if they have experienced it before and we do not feel a delay in goodbyes is of benefit to the child or the parent/carer.

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Toilet Training

We like all children to have made a good start at toilet training. If however on entering the school a child is still not fully toilet trained we will endeavour to help the parents/carers with the methods used and progress in a similar pattern of training. We would rather have a few accidents than a parent feeling they should revert back to nappies in order a child remains dry at school. Every effort is made to encourage the children in toilet training.

Starting age

The school admits children starting in the term in which they will be 2.5 years old (or older).

Provision for children with special needs (Special Educational Needs and Disabilities Policy is available on request)

There is a nominated school SENDCo (Special Educational Needs and Disabilities Co-ordinating officer) Charlotte Colborn. There is one registration policy for all children, whether they have Special Educational Needs and Disabilities (SEND) or not. This is on a first come first serve basis. The Montessori environment is ideal for all children. Contacts will be made with the local education authority, schools offering expertise in SEND, child health services (speech therapists etc...) local authority social services and voluntary organisations working on behalf of children with SEND. Plans for a child's individual needs will be discussed with the parents/carers upon request and confidentiality will be adhered to at all times. There is disabled parking at the rear of the school and there is wheelchair access into the school although the parish room toilets do not have disabled access. We follow and adhere to the DfES Special Educational Needs code of practice and procedures.

The setting can apply for the Disability Access Fund (DAF) if the parent of a child with SEND nominates the setting as their main provider enabling the school to acquire a one off sum to make 'reasonable adjustments' for that child. If a child attends with SEND the setting can also apply for additional staff and equipment costs through the SEN inclusion fund.

Expectations of parental involvement (Parent Policy available on request)

- Parents can access their child's records through the My Montessori Child site whenever they wish and also their child's Individual Record of Achievement.
- If in the case of separated or divorced parents, the school may require in writing a full report of the legal access to the child and any other information deemed necessary.
- We do expect parents/carers to co-operate fully with the staff and respect the Montessori ethos (Montessori books, literature and videos links are available).
- Parent/carers who have a skill or specific interest in a subject are invited to visit the school by prior arrangement and give a presentation of any activity which we feel would be of interest to the children, for example musical instruments, religious festivals or languages.
- Throughout the year there are many social events, including outings, parent/teacher meetings, the Nativity play, Harvest lunch and Summer fete (providing government health restrictions do not apply).
- We encourage parents/cares to help with any costume required for the Nativity play and support on group outings if possible.
- Each year we support a variety of charities including Barnardo's and Macmillan Nurses.

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- Every week observations of children's progress are available to parents with a personal note to parents about their child, we encourage parents to respond with any relevant details they feel we should know about their child or family circumstances.
- Every week the children take home a literacy folder which contains a book, poem and object associated with I-Spy which they have chosen. We expect parents to take care of the contents of these folders while in their child's care at home and replace any damaged or lost items.
- We expect parents/carers to accompany their own children on outings arranged by the school. If parents share transport the school requires written confirmation and consent to do so from both /all parties and confirmation that the vehicle is in good working order, fully taxed and insured. An appropriate car seat must be used for every child. The parents/cares take full responsibility for their child during school outings and the journeys to and from the venue.

Health (Health and Safety Policy available on request)

- If a family has been in contact with a contagious disease, in particular COVID 19 or for example German measles, the school must be notified immediately.
- If a child or anyone in their household has contracted COVID 19 it is essential parents contact the setting immediately and keep their child at home for fourteen days or until individuals have recovered. This also applies to anyone working in the setting. All parents and members of staff will be informed and appropriate action taken. OFSTED will be informed if there is a case of COVID 19 reported by a parent or at the setting.
- If any other contagious illness, mumps, chickenpox, German measles, whooping cough, gastro-enteritis or is suffering from head lice, then he/she will be asked to stay away from school until the symptoms have gone or until they are no longer contagious. A notice will be placed on the notice board to inform other parents, but at all times full confidentiality will be given to the identity of the individual(s) concerned.
- OFSTED will be notified of any communicable disease as defined by the Health Protection Agency (see communicable disease poster in cloakroom).
- If a parent/carer is in any doubt as to whether their child is well enough to attend school, please keep them at home, if the child recovers please bring them to school during the morning. In each case we would like to be contacted.
- If during the morning, a child becomes unwell, we will contact the parents/cares to collect the child as soon as possible.
- Parent/cares are required to inform the school of any health concerns or existing injuries when a child arrives at school and it is then written in the incident book and a body map will need to be completed.
- There is an informative "communicable diseases" poster in the cloakroom for parent/carers to look at.
- There is a no smoking policy on the school premises.
- Guide dogs are the only animals allowed on the school grounds unless strictly by permission.

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Sessions offered

Your child can attend three, four or five sessions a week in the following configuration

9am - 12pm*

9am - 1 pm or 12pm - 4pm* (if staying for lunch)

1pm – 4pm*

* See **Fees, charges and Government funding**

We would recommend children staying for their reception year attend five sessions per week.

Extracurricular sessions include:

- Science sessions every Monday from 12pm – 1pm
- Drama with Little People's Drama Company Tuesday from 12pm – 1pm
- Music and movement with Margaret Riches Wednesday 12pm – 1pm.
- Yoga with Mini Monkey Gym Company every Thursday from 12pm – 1pm

All of these sessions are subject to attendance and statutory guidance.

Fees, Charges and Government funding

Every child receives fifteen hours of free education each week. These early years education hours can be accessed by the child's parent/carer five mornings a week between 9am – 12pm or four afternoons each week (excluding Friday) between 1pm – 4pm.

Early education funded hours must be taken as either morning and/or afternoon sessions.

Early Education is offered within the national parameters

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- funding cannot be claimed before 6.00am or after 8.00pm
- a maximum of two sites in a single day. As a setting we recommend not mixing settings for the children's wellbeing but we understand if this is necessary due to work commitments.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. The opening times are as stated and funding will take place between morning and afternoon opening hours.

If parents wish to collect their child prior to the stated hours they will still be charged for the session/hours they have been allocated a place for by the school.

Please note that The Norwich Montessori School Ltd is open 36 weeks a year.

ADDITIONAL CHARGES

Children aged 2.5 – 3 years

Children under the age of three or have their third birthday during the term will be charged **£8.50** per hour

Breakfast club - Children aged 2.5 – 5 years

8.15am – 9.00 If your child attends at **any time** before 9am the rate is **£6** (this appears as an hour on your invoice).

Children aged 3 years and over

Additional hours will be charged at **£8.50** per hour.

Children aged 2.5 – 5 years

Lunch Monday – Friday 12pm – 1pm **£9.50**

Lunch with Science, Drama, Music or Yoga 12pm – 1pm **£9.50 (lunch) + £5.50 = £15**

- Extracurricular subject i.e. drama £5.50
- Children staying until 1 pm will need to bring a packed lunch.

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Three year old attendance allocation

The school admits children at the start of the Autumn and Spring term. If parents wish their child to increase or start the term following their child receiving government funding at the age of three the hours requested cannot necessarily be guaranteed due to demand and sessions may be changed, however we will endeavour to allocated requested days if possible.

Early Years Pupil Premium (EYPP)

We aim to identify all children that may attract any additional funding through the EYPP inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Childcare Vouchers

Childcare vouchers are accepted as a form of payment for fees.

Deposit

There is a deposit fee payable when every child starts their first term of £175 which is refundable but we would request this is donated for snacks, administration costs etc...

Invoices

Invoices will be issued at the beginning of the new term, please note fees cannot be decreased during the term. All families will be issued an invoice termly unless the balance equals zero.

School Closure

If the school has to close due to unforeseen circumstances i.e. electricity failure, weather conditions (snow/hazardous conditions), national pandemic (i.e. COVID 19) etc.. there will be **no** refund of fees. Every attempt to warn parents of closure will be made to avoid unnecessary disruption. The setting will be closed if local or national elections are taking place as the building is used as a Polling station.

Fees

Fees are reviewed annually.

Fees due in full (unless otherwise agreed) prior to the start of each term. They are non-refundable.

A full term's notice in writing is required prior to the removal a child from the school, otherwise parents are liable to pay £500.

Two Year Old Government funding

The school has opted out of Two Year Old funding.

Government 30 hours funding

The school offers **15 hours** of government funding per week.

General Data Protection Regulation (GDPR)

Any information about you and your child is required by The Norwich Montessori School Ltd to ensure we have adequate information about your child which we can use to assist us with cross referencing addresses, date of birth, parental addresses, child illnesses, government funding purposes, and the general safety of your child for example knowing who is responsible for your child and who we need to contact in the case of an emergency.