



## **JOINER HANDBOOK – NURSERY SCHOOL**

Welcome to Manor House Nursery. This handbook will provide you with useful information about our Nursery School.

Please visit our website [www.manorhouseschool.org](http://www.manorhouseschool.org), or contact the School Office on telephone: 01372 458538 / email: [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org) for further queries.

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## **WELCOME!**

I believe that our Nursery School gives children the very best start to their education. Our talented, caring and enthusiastic staff nurture the children, allowing them to fully enjoy their learning. Children need to feel happy and secure to enable them to reach their full potential.

Nursery children learn important separation skills from parents, and our staff enjoy building close relationships with them. In turn, encouraging their self-confidence and language skills. We believe in working closely with parents to ensure that we meet the needs of every individual family. The children are fortunate enough to be part of a vibrant and challenging whole school community and they follow the seven Manor House School values. These are:

1. A Love of Learning
2. Academic Excellence
3. Unforgettable Experiences
4. Individual Challenge
5. Creative and Collaborative
6. Happy and Healthy
7. Future Leaders.

Children typically enjoy break times with Reception and Key Stage 1 classes and both age groups benefit from spending time together.

We place great importance on outdoor learning and therefore we make the most of our fabulous grounds whenever possible and offer Forest School lessons to every child. In addition, we provide specialist teaching in Dance/Drama, French, Music and PE. We have a School Prefect designated to the Early Years Department whose caring 'big sister' approach adds another dimension to the childrens' learning and sense of belonging.

I look forward to welcoming you.

Ms Melanie Luke  
Director of Nursery Education

## **STARTING OUR NURSERY SCHOOL**

### **Before starting school**

Before your child starts in the Nursery School, they will be invited to two free settling in sessions. These will be arranged at the time of your offer and acceptance of a place. You will be put in touch with the class representative/s in your child's year group/s.

### **Once your child starts Nursery School**

Parents of children in the Nursery and Kindergarten should use the Gravel Car Park to drop-off and collect each day. A secure entry gate provides access to the Early Years classrooms from here.

Parents will have access to a range of information, including:

- An emailed weekly 'Manor House School Newsletter' and an Early Years Newsletter.
- Parent Drop-in Afternoons.
- Parents' Evening/s to discuss your child's progress.
- Written reports twice yearly.
- An 'Open Door' Policy where you can come and chat to your child's teacher about any concerns or queries.
- Notice boards highlighting key events and examples of learning undertaken.
- Regular communications from school regarding events and activities.
- Coffee Mornings and social events organised by the Friends of Manor House School.

### **Website**

Our website has a dedicated section of the menu devoted to 'Parent Information' at <https://www.manorhouseschool.org/parent-info/> where you can find out details about the school day, our term dates and school calendar, our uniform, lunch menu, extra-curricular clubs and much more. Please take a look at this section before your child joins our Nursery School.

We also produce a 'weekly newsletter' during term-time which is emailed to parents every Friday afternoon.

## WHOLE SCHOOL STRUCTURE

Although we are very much an all-through school, Manor House School is divided into two areas, each with its own unique character and identity:

<b>Nursery</b>	Nursery	Age 2-3	Early Years Foundation Stage (EYFS)
	Kindergarten	Age 3-4	
<b>Prep School</b>	Reception	Age 4-5	
	Year 1	Age 5-6	Key Stage 1
	Year 2	Age 6-7	
	Year 3	Age 7-8	Key Stage 2
	Year 4	Age 8-9	
	Year 5	Age 9-10	
Year 6	Age 10-11		
<b>Senior School</b>	Year 7	Age 11-12	Key Stage 3
	Year 8	Age 12-13	
	Year 9	Age 13-14	
	Year 10	Age 14-15	Key Stage 4
	Year 11	Age 15-16	

## STAFF LIST

**Our Staff and Governors list is updated regularly and can be viewed at**

<https://www.manorhouseschool.org/about-us/our-staff-and-governors/>

Headteacher  
Deputy Headteacher

Ms Tracey Fantham  
Mr Simon Hillier

### Staffing

Ms Melanie Luke is Director of Nursery Education. Mrs Luke is supported by:

Reception Class  
Head of Nursery  
Deputy Head of Nursery and Pre-Nursery Lead  
Early Years Practitioner

Mrs Louisa Argent  
Mrs Donna Whiting  
Mrs Claire Rossi  
Ms Amy Langford  
Miss Alice Sparks  
Miss Katie Zentner  
Miss S Astbury  
Miss A Elvin

Honey Pots Lead  
Honey Pots Assistant

Mrs Caroline Roberts  
Mrs Deana James

### SPECIALIST STAFF

Additionally, your child will be taught by one or more of the following Prep School subject specialist teachers:

Head of PE                      Mrs Hannah Tauber

PE & Forest School           Mrs Trudy Russo

Director of Music              Miss Nevada Summerley

Drama/Dance                  Miss Nevada Summerley

Drama/Dance                  Mrs Lucy Holloway

Head of Languages            Mr Theo Jones

French (EYFS)                 Mrs Claire Davies

## **CONTACTING STAFF**

Your first point of contact should be your child's class teacher, by letter or by e-mail. All staff can be contacted by e-mail using their first initial and surname, e.g. [aname@manorhouseschool.org](mailto:aname@manorhouseschool.org) when necessary.

## **COMMUNICATION**

Our school calendar is available to download directly from our website at <https://www.manorhouseschool.org/parent-info/calendar-term-dates/> and will keep you informed of the many exciting activities taking place within the Nursery. Your child will also bring home a curriculum overview of the areas that will be taught during the year. Any additional dates or activities will be communicated via the weekly newsletter which is e-mailed to you.

### **Social Media**

For regular updates, please visit our website at [www.manorhouseschool.org](http://www.manorhouseschool.org) or follow the Early Years Department dedicated social platforms on Instagram at <https://www.instagram.com/manorhousenurseryandreception/> Facebook at <https://www.facebook.com/manorhousenurseryandreceptionclass/> or Twitter @ManorHseSchool (whole school).

For urgent communications or last minute changes, the School uses the Clarion Call text messaging service. Please ensure your mobile telephone number and e-mail address is up to date with the school office.

## **ATTENDANCE AND ABSENCE**

Manor House School is committed to the safeguarding and promotion of welfare of children. Visitors, including parents, should always report to the School Office on arrival. Please come straight to Reception in the Main House and speak to the Receptionist, who will take any items which need dropping off to your child or sign you in and authorise a member of staff to accompany you to another building.

At no point during the school day should any parents wander around the property or go to drop anything off to their child.

## Absence from School

If your child is absent from Nursery School, please inform the office as soon as possible by telephoning 01372 458538 (Option 2). If we do not have any contact with you, we will call you in accordance with our school policy. Should your child become ill during the day, he/she will be cared for by teaching staff and you will be contacted.

## Requesting Absence

Please avoid taking your child away from Nursery School or on holiday during term time as this causes considerable disruption to his/her education. We aim for childrens' attendance to be above 95%. Anything below has a negative impact on learning. You will need to gain permission for any holiday absence.

## SCHOOL DAY

Children may arrive from 8.00 am onwards for breakfast in the Nursery if required.

<b>Nursery-Year 2</b>	
<b>08:30</b>	Registration
<b>08:40</b>	Assembly/Form Time
<b>09:00</b>	Lesson 1
<b>09:55</b>	Lesson 2
<b>10:50</b>	Short Break
<b>11:15</b>	Lesson 3
<b>11:45</b>	Lunch
<b>12:15</b>	Long Break
<b>13:00</b>	Registration
<b>13:10</b>	Lesson 4
<b>14:05</b>	Lesson 5
<b>15:00</b>	Lesson 6
<b>15:30</b>	End of School Day/Late Class
<b>16:00</b>	Clubs/Honeypots

## **BEFORE AND AFTER SCHOOL CARE**

### **Breakfast Club and Early Birds**

Children may (usually) go to Breakfast Club from 8:00 am in the Nursery. **After School Care**

We typically offer an excellent after school care facility until 6:00 pm every day. Children from Nursery and Kindergarten can go to Honeypots Club from 4:00 - 6:00 pm, which is held in the Nursery classroom. Tea is included for children who stay after 4:30 pm. Honeypots should be booked in advance and no later than the morning of the same day of after school care.

There is a late class from 3.30 pm – 4.00 pm run by teachers and there is no charge for this provision.

Children need to be collected from the Nursery classroom.

### **Holiday Cover**

The holiday cover will be available from 8:30 am until 4:30 pm in the Nursery classroom. The children will need to bring in with them a packed lunch, snacks, and their water bottle. We are unable to provide breakfast during holidays. Children are welcome to wear their own clothes during the holidays but please ensure that they are suitable for craft and outdoor activities.

Parents can book on to holiday cover through our online booking portal SOCS. As outlined in the table below, there is a booking deadline for each week of holiday cover and a full month's notice is required to withdraw a booking. If the appropriate notice period is not served, you will be charged for the days booked. If there is limited interest on certain days parents will be informed and given the option to change days. Children must do a minimum of two full days per week.

Week:	Booking Deadline:	Notice date to withdraw:
25.03.24 – 28.03.24	31.01.24	27.02.24
28.05.24 – 31.05.24	29.03.24	29.04.24
08.07.24 – 19.07.24	27.05.24	27.06.24
05.08.24 – 31.08.24	27.05.24	27.06.24

The cost per day will be £55.00 and this will be invoiced separately to termly school fees. Please note that EYFE is only applied to term time sessions and not holiday cover.



## **CURRICULUM**

### **Early Years (Nursery, Kindergarten and Reception)**

In the Early Years, we ensure that the beginning of each child's education is a happy and fulfilling experience. The teaching ethos in Nursery, Kindergarten and Reception is varied and practical, with children being encouraged to explore, question and enjoy their learning. Alongside normal classroom activities, children also enjoy weekly Music, PE, Swimming, Forest School, Computing, French and Performing Arts lessons from subject specialists.

Early Years teachers observe, nurture, extend and develop children in their first learning experiences. They prepare a detailed profile of each child, which forms the basis of their future learning. Staff plan a structured but flexible programme of play and work activities which encompass the Early Years Foundation Stage (EYFS) framework.

Many children have begun to read and write by the time they enter Reception Class from our Kindergarten, and this level of progress continues for children who transition into Manor House School throughout their Reception year. The children are encouraged and supported to work at a pace and level of attainment that is appropriate to their ability. Learning is made enjoyable through hands-on, innovative teaching and active learning activities.

### **Open Morning**

There are three Open Mornings each year. In the Autumn term, this is one on a Saturday morning and all children from Reception Class upwards are expected to attend. Nursery School children are not expected to attend. In the spring and summer terms these are mid-week. You are invited to join us and tour the school.

### **The Friends of Manor House School (FoMHS)**

FoMHS is a committee of parents and staff who organise social events and fundraising activities throughout the school year. They are a registered charity and have successfully raised funds for Manor House School and charities within our local community. The Friends can be contacted at [friends@manorhouseschool.org](mailto:friends@manorhouseschool.org).

## **Class Representatives**

Each Nursery School class has at least one parent representative assigned to it at the beginning of the year. These parents organise events, circulate contact details and communicate important reminders to other parents in the class. They also join the Parent Rep Group, who meet termly with the Deputy Head to give feedback on a range of issues.

## **UNIFORM**

Our Nursery School uniform is supplied by Schoolblazer. Please create your account and/or log in at <https://www.schoolblazer.com/> to order the school uniform. Our Uniform Regulations Guide lists the optional and compulsory items of the uniform and PE kit list and these are also identified on the Schoolblazer website. If you have any sizing issues, please contact Ms Melanie Luke, [mluke@manorhouseschool.org](mailto:mluke@manorhouseschool.org).

You may find the guides on 'How to Shop Our New School Uniform' and 'FAQ Flyer' useful or may prefer to watch the 'How to Shop' video at our website <https://www.manorhouseschool.org/school-life/school-uniform/>. All pricing is listed on the schoolblazer website.

Schoolblazer provide an excellent complimentary name labelling service for all school uniform. Please ensure that all your child's belongings are clearly labelled.

We also have a second-hand uniform facility run by parent volunteers. Full information on this can be found at <https://www.manorhouseschool.org/school-life/school-uniform/>

## **Trips and Visits**

The Department have a programme of educational visits and activities, which generally involves a trip for each year group every term. For younger children, this is more local. All outings are linked to the learning taking place in the classroom at that time and are paid for by parents.

Recent trips have included Early Years trips to Garson's Farm for pumpkin picking. We also invite speakers into the Nursery School to speak to the children about their topics such as a veterinary nurse and an optician.



Manor House School and Nursery is committed to the safeguarding and welfare of children and young people and all staff share this responsibility. We have an extensive safer recruitment policy and procedure which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

Safeguarding training is actively promoted on an annual basis and is mandatory for all staff.

The school safeguarding policies can be found on the school website.

[www.manorhouseschool.org](http://www.manorhouseschool.org)