



## **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 Office on telephone: 01372 458538 / email: [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org) for further queries.

### **CONTENTS**

Welcome	Page 2
Starting Nursery School, Website	Page 3
The School Structure	Page 4
Staff List	Page 5
Specialist Staff, Contacting Staff, Communication	Page 6
Attendance and Absence	Page 7
The School Day	Page 8
Before and After School Care	Page 8
Curriculum	Page 9
Open Morning, Friends of Manor House School	Page 9
Class Representatives, Uniform, Trips and Visits	Page 10

## **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.

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 Kindergarten and Lower Prep. In addition, we provide specialist teaching in Ballet, French, Music and PE. We have a School Prefect designated to the Early Years Department who's caring 'big sister' approach adds another dimension to the children's 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 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 main Car Park, parking in the designated Nursery spaces to drop-off and collect each day.

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.
- 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	Early Years Foundation Stage (EYFS)
	Upper Nursery	Age 3	
	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	

## **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

Ms Tracey Fantham

### **Staffing**

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

Reception Class

Mrs Louisa Argent

Head of the Nursery

Mrs Donna Whiting

Deputy Manager and Head of Nursery and Upper  
Nursery

Mrs Claire Rossi

Early Years Educators

Ms Amy Langford

Miss Alice Sparks

Miss Katie Zentner

Mrs Jacky Hurst

Mrs Emma Sanderson

Miss Helen Loader

Mrs Isabelle Chan

### **SPECIALIST STAFF**

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

Director of PE

Mrs Hannah Tauber

Forest School

Miss Alice Sparks and Mrs Isabelle Chan

Director of Music

Miss Jessica Taylor

Head of Performing Arts

Mr Adrian Edmeades

French and Spanish

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, for example, [asurname@manorhouseschool.org](mailto:asurname@manorhouseschool.org) when necessary.

## **COMMUNICATION**

Our Term dates are available to view via the calendar on our website. Other dates are available to view via the School Portal, SOCS to 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/manorhousenursery> Twitter @ManorHseSchool (whole school).

For urgent communications or last-minute changes, the School will send a text message. Please ensure your mobile telephone number and e-mail address is up to date with the 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 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 children's 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 8.00am 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
<b>16:00</b>	Clubs/Honeypots

## **BEFORE AND AFTER SCHOOL CARE**

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

Children may (usually) go to Breakfast Club from 8.00am in the Nursery.

### **After School Care**

We typically offer an excellent after school care facility until 6.00pm every day. Children from Nursery and Kindergarten can go to Honeypots Club from 4.00 - 6.00pm, which is held in the Nursery classroom. Tea is included for children who stay after 4.00pm. Honeypots should be booked in advance by emailing [mluke@manorhouseschool.org](mailto:mluke@manorhouseschool.org) and no later than the morning of the same day of after school care.

There is no late class from 3.30 pm, so if children are not attending Honeypots Club they should be collected at 3.30 pm.

Children need to be collected from the Nursery classroom.

### **Holiday Cover**

The holiday cover will be available from 8.00am until 4.00pm 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 (dates will be confirmed) when advised that we are open for bookings, via a form on Tapestry that will be circulated when bookings are open.

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. The Holiday Club will not run if a session has less than 5 children on that day. Notice will be given by Ms Luke in advance.

The cost per day will be £70.00 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 two mid-week Open Mornings each year. All children from Reception Class upwards are expected to attend. Nursery School children however, are not expected to attend. 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/parent-info/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/parent-info/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 The Polka Theatre, Wimbledon. 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)