

## **TODDLER COMMUNITY & PRE SCHOOL INFORMATION**

Welcome to Milkshake Montessori School. We hope this information will be useful.

### **Punctuality and pick up times**

- If you have booked for an early or late shake you can drop off anytime between 8.00-9.15am and collect any time between 4.15-6pm.
- The school day starts promptly at 9.15, if you arrive early, for legal reasons please wait outside the classroom until it is 9.15am. You may arrive later although – to avoid disruption please buzz the office as the children will be circle time / assembly.
- As we are preparing the children for school we encourage parents to collect at the end of the session
- You may collect your child before the end of your booked session, but if you are early please buzz the office to avoid disruption to the children and teachers.
- If your child other siblings are waiting in the front garden entrance they will be your responsibility.
- Due to limited space we ask if you can leave any prams between the first and second front door and outside.

### **Notes / emails / calls**

Should someone else on collect your child that particular day please email / call or send in a brief note so we can safely hand over your child. The person collecting must know the password given upon registration.

If your child is ill please call / email the school to inform us of this.

If you are late to collect please call and leave a message if there is no answer.

### **Contact with the class teachers**

Please tell us if your child has a problem that may affect their behaviour or school-work. E.g. busy weekend, wedding etc. Should you need to contact us the beginning or end of the day is fine for a quick word. Should you need any longer then please make an appointment. The principal/manager is also available.

### **Parents evenings / feedback / reports**

You will receive daily feedback from the teachers, they will highlight days activities on the information board which will be placed in the entrance 5-10 minutes before the end of the session, this will have details for birthday celebrations, lunch, outings to local area, fire drills etc.

For personal feedback, a short summary will be verbally given by the teacher on door duty regarding how much they ate & what activity they engaged in most with.

As it is very busy and there are many parents in the small entrance, if you wish to have a more in depth summary please ask to come in the classroom for more details which will be readily given. Reports are given once a year in the June parent evening.

Progress and planning targets are discussed and formalized in the November parent evenings. Each parent has a 10-minute slot.

### **Uniform**

We do not have a uniform at Milkshake Montessori School. However, we do ask that the child come to school with clothes that can get dirty i.e. no “best clothes”. We ask for all clothing worn to be clearly labelled with your child’s name.

### **Behaviour**

- We try to foster good behaviour and good manners. Courtesy, thoughtfulness, kindness and respect for other children and members of staff are encouraged. We encourage the children respect the school building and its contents and the property of others.
- We would like you to reinforce hygiene procedures and check regularly for head lice. Please inform the school so we can advise other parents.

### **Birthdays**

We celebrate birthdays with a special birthday walk for the child. A cake or small treats for the children may be brought into share. They must be nut free, some children have allergies and in this case they will be offered an alternative when the cake is cut.

We will take a photo of the celebration and place this in their learning journey.

If you wish to attend your child’s birthday then please contact the school.

### **Topic Work**

Each term we will follow a Montessori area such as “ground rules” & “grace & courtesy” and a general topic, such as “dinosaurs” & “spring”. Which changes on a monthly basis. Signs will be placed in the entrance. Topics will be discussed during the morning circle / assembly and also in more detail with the child’s key worker in the focus groups before session end.

Every week we focus on a different letter and number. We celebrate various cultural festivals. Each day the children will be able to free-flow between rooms and garden and have different options for physical activity.

### **Homework**

We do not give out homework.

If you wish to support your child’s learning at home we suggest the following:

- Talking with your child and reading a book together in the evenings. We use phonics for letter and word formation; this is in line with the local schools curriculum.
- Simple number repetition from 1-20 can be done.
- We encourage the use of wide grip pens and pencils so the children can easily grip them to mark make on paper.
- We encourage children to return what they have worked with back to “it’s home” within the session. This can be reinforced at home.

**Additional support**

Some children may find it difficult to settle at first or they may find parts of the curriculum more demanding than others. Some children will also meet their Early Years goals. You will be informed about this and feedback on their progress will be via parent's evenings, meetings with appropriate staff.