



MALTMAN'S GREEN  
SCHOOL

# Parents' Handbook for Little Malties

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This is a working document and as such, we reserve the right to make changes throughout the year.

*Last updated: June 2023*

*Parents should consult this handbook alongside our main Parent's Handbook.*

Headmistress. Mrs Jill Walker BSc (Hons), MA, PGCE

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# Daily Routine

Little Malties girls will follow a structured day with a high degree of flexibility when needed. We will establish routines as follows:

Time	Activity
7.30am–8.40am	Breakfast – Please ensure your daughter arrives by 8.15am if you wish her to have breakfast
8.00am	School Day girls arrive
9.00am	Registration and Carpet time
9.15am-11.30am	Explore and learn time (a balance of individualised adult-led and child initiated learning) in both the indoor and outdoor environments throughout the school. Specialist lessons (e.g. Music, Swimming, French and PE) also take place during these sessions
10.00am (approx)	Morning snack
11.30am	Lunch
12.30pm	Quiet play or nap time
1.00pm	Morning girls depart/Afternoon girls arrive
2.15pm (approx)	Afternoon snack, carpet time
2.30pm – 3.30pm	Explore and Learn
3.30pm	Mindfulness activity; meditation or breathing exercise / Storytime
4.00pm	School Day girls depart. After School Club begins
4.30pm	Tea
6.00pm	Quiet end of day activities ready for home time
6.30pm	All girls depart

The range of activities and resources will be appropriate to the weather, interest of the girls and their individual stage of development. The girls need both continuity and stimulation. Our newsletter will keep parents informed of the curriculum planning. Inevitably, some activities will be on set days when some girls will not be in Little Malties. We will do our best to ensure that all girls experience a broad range of exciting activities.

Food, drink and toileting: Parents are encouraged to use the daily diary to keep us informed of any important information, including issues we need to be aware of relating to food and drink and what stage your daughter is at regarding toileting. We will ask parents to complete an 'All About Me' form prior to starting in Little Malties, with detailed information.

We will work with parents with the aim of embedding good routines and attitudes.

**Comforters:** We realise that comforters are an important part of a child's confidence when settling in. If you feel your daughter would benefit from having a comforter in the early days, please can you assist us by naming it and selecting one for her that will neatly fit into her book bag. We will aim to wean the girls off any comforter in collaboration with parents.

**Dummies:** Dummies can act as a barrier to communication. They restrict talking and hamper social interaction. If dummies are used, they will be for comfort when a child is upset or to help them sleep. We will work with parents to wean them off over time.

**Sleep:** Most two year olds need a nap during the day. Early afternoon is a good time for most children. Those who do not need a nap will be engaged in quiet explore and learn activities. Once asleep your daughter will always be checked at regular intervals and observations logged on her sleep chart by the member of staff present.

## Key Person

In Little Malties, the Manager, the Deputy Manager and other qualified staff act as the Key Person for the girls. All staff work as a team and contribute equally towards observations for learning. In addition to this the children in Little Malties spend some time with their key group leaders during the week and they are in charge of maintaining and updating your daughter's learning journey, carrying out some assessments, contributing to school reports and making notes ahead of parents' evenings and communicating and liaising with parents as necessary. The Key Person will share relevant information with the team about the children in their group to help ensure that every child's care is tailored to meet their needs as outlined in the EYFS Statutory Guidance. Observations will also be shared during this time to help plan for your daughter's next steps.

Our commitment to providing each child with a Key Person is part of our drive to ensure that every child is helped to feel safe and confident within their learning environment and is given the opportunity to have a settled relationship with a Key Person to enable them to thrive.

## Catering

**No food should be brought into school at any time, including before and after school activities, Parents' Evenings and other events, as we cannot risk any pupil having an anaphylactic reaction. The School operates a NO NUT policy.**

If your daughter has any special medical or religious dietary requirements or restrictions, please inform the Manager and Matron.

The catering staff are notified of any girls who have a food allergy, intolerance or special diet, and keep a record of this. Although we are a nut-free school, the kitchen staff are aware of all girls who have allergies.

The girls will be encouraged to eat a healthy balanced diet and behave at the table appropriately. Proper table manners are encouraged at all times, to reinforce what is established at home.

### **Breakfast**

The children are offered a continental breakfast.

### **Morning snack**

Little Malties girls are provided with fruit and a drink of milk or water.

### **Lunch time (11.30am)**

Children of all ages in the school are guided to say Grace after they eat lunch; to give thanks and appreciation for their food.

### **Afternoon snack**

Little Malties girls are provided with vegetable crudities and a drink of water.

### **Tea time (4.30pm)**

Menus of the week's meals are posted on the school website, on 'My School Portal' and in The Purple Print to help parents plan in advance.

# Reporting to Parents

We operate an 'Open Door' policy, as our aim is to provide as many opportunities as possible for personal consultation and discussion. We believe it is very important for your daughter that we keep in touch and work together in her best interests. Written reports on your daughter are provided at regular intervals throughout the school year, including formal documentation of your daughter's 2 Year Check in line with the statutory requirements of the EYFS Framework 2021.

Further Information can be found in our Assessment and Reporting Policy

The team welcome discussions at drop-off and collection.

If you wish to talk to a particular member of staff, please contact them directly by email or telephone using the dedicated Little Malties mobile number, and they will arrange to see you. If you would like to see the Manager, EYFS Coordinator, Head of Pre-prep or the Headmistress, please telephone the School Office who will make an appointment for you as soon as possible.

## First Aid

From time to time children are sick (vomit), or have an episode of diarrhoea, either at home or at school. Unfortunately it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea.

### Diarrhoea and Vomiting

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children. It is recommended that any child with diarrhoea and/or vomiting symptoms should stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours and feel well.

If your child is sick or has diarrhoea at school, we will ask you or your emergency contact to take your child home. They should not return for to the school premises for 48 hours. We appreciate that this is inconvenient in many cases, and your daughter may not appear to be ill, but you will appreciate that we do this in all cases and it should reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting and/or diarrhoea.

### High temperature

A child should not attend school if they have a high temperature. They cannot return to school until 24 hours after their temperature has returned to normal. This 24 hours will also apply if they are sent home from school during the day.

## Complaints

We hope that parents will feel pleased with the care and education provided during their daughter's time with us, and that any difficulties can be sensitively and efficiently handled. However, should



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parents feel unhappy and wish to make a complaint, the School's 'Complaints Policy and Procedure' is available to view on our website, or may be sent on request. Because we are an independent school, the Independent Schools Inspectorate (ISI) is responsible for inspecting our Early Years Foundation Stage. However, in the event of any complaint to the School, in which you may be dissatisfied with the outcome, you are entitled to contact ISI and Ofsted directly.

ISI can be contacted regarding complaints on [complaints@isi.net](mailto:complaints@isi.net) or by telephoning [0207 6000 100](tel:02076000100).

The leaflet: 'Complaints to Ofsted about Schools: Guidance for Parents', reference 080113 may be downloaded from [www.ofsted.gov.uk](http://www.ofsted.gov.uk). This indicates the procedures for making a complaint.

A complaint may also be made directly to the DfE, using the following weblink: [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)