



MALTMAN'S GREEN
SCHOOL

Parents' Handbook

Little Malties

Please note: Some of the arrangements detailed in this handbook may vary from the start of the academic year 2021, dependent upon government guidelines at the time surrounding COVID-19.

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

Last updated: 12/11/2021

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

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

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)
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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
8.00am–9.00am	Breakfast.
8.00am	School Day girls arrive.
9.00am	Registration and Carpet time.
9.15am-11.30am	Busy learning time (a balance of individualised adult-led and child initiated learning) in both the indoor and outdoor environments throughout the school, including the Junior Gym, playground and the woods. Specialist lessons (e.g. Music, Art & DT, French and PE) also take place during these sessions.
10.00am	Morning snack.
11.30am	Lunch.
12.45pm	Quiet play or nap time.
1.00pm	Morning girls depart/Afternoon girls arrive.
2.00pm	Afternoon snack, carpet time.
2.15pm	Busy learning time.
3.30pm	Mindfulness activity; meditation or breathing exercise.
4.00pm	School Day girls depart. After School Club begins.
4.00pm	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. Two year olds 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 when their child sleeps at home, what issues we need to be aware of relating to food and drink and what stage the child is at regarding toileting.

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 with 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 time such as story time or drawing. Once asleep the staff member may leave your daughter, but she will always be checked at regular intervals and observations logged on her sleep chart.

Key Person

In the Little Malties group, the Manager or the Deputy Manager acts as the Key Person for Little Malties. 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 child'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. During weekly meetings 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 KP 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 attack. 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 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.

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.

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 before 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 (4pm)

Menus of the week's meals are posted on the school website to help parents to 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 daughters that we keep in touch and work together in their 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.

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 note or by telephoning or emailing the School Office 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.

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 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, Reception classes. However, in the event of any complaint to the School, from 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 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. 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%20the%20Department%20for%20Education)



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