Cobham Montessori School

Education for life

Parent Partnership Handbook

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Parent Partnership Policy

Parents provide a learning environment which is enduring and comprehensive. It begins even before birth, operates beyond the child's day at our school and provides continuity as the child transfers from one learning environment to another. Over 70% of children's lives are spent, not in a school, but with their family and the wider community. Therefore, we recognise home and community as significant learning environments in the lives of children.

In particular we acknowledge that:

- All parents can enhance their child's development and learning.
- Parents have the right to play a central role in making decisions about their child's care and education at every level.
- Successful relationships between parents and educators can have long-lasting and beneficial effects on children's learning and well-being.
- Successful relationships become partnerships when there is two-way communication and parents and educators really listen to each other and value each other's views and support in achieving the best outcomes for each child.
- Parents and educators thus share a joint interest in, and responsibility for, children's development and learning.
- Both parents and educators are key people in building children's self-esteem and dispositions to learn, although they bring different perspectives and expertise - Parents are experts on their own child, educators are experts on children's learning and development.

Our approach to our partnership with parents and carers is underpinned by the 'Montessori OHS':

- **O**ne School – we abide by a shared ethos and expression regardless of our role, so that we create a consistent experience for the children; One School means holding the commitment to the unity of the school without divisions or fractions. It means making decisions that support the school as a cohesive entity, utilising calibration and organization to hold it together;
- **H**onest Talk – we speak honestly and respectfully with the children's well-being at heart, enabling us to raise difficult issues promptly and with confidence; Building a culture that allows for Honest Talk means people aren't hiding parts they don't feel strong in or good about, but are instead sharing those in order to continue to grow and to create a stronger experience for children and families; and
- **S**trong Systems – we ensure we are aware of, and comply with, all of the school's policies, procedures and processes. The role of Strong Systems in our school is to support Montessori implementation. These are strategic moves that leverage One School and Honest Talk, creating unity between the three ideas.

Some of the ways in which we aim to forge partnership working with each family are listed below. Parents are most welcome to make suggestions for other ways in which we can foster trusting working relationships with our families.

We shall:

- Seek the parents'/carers' views via the Admissions process, Registration Forms, New Starter questionnaires and conversations with the parents prior to a child joining the school.
- Respect each family and respond as flexibly as we can to each family's needs.
- Receive brief updates/news at drop-off which may be relayed to the child's teachers;
- Send regular emailed news bulletins which support the activities of the school featuring policy reminders, staffing arrangements, important activity dates and current themes and projects.
- Invite willing members of any child's immediate or extended family to come in and share their experience whether it be an interesting job or hobby, speaking another language, sharing cultural information or simply reading a favourite story (*'Parents in the Classroom'*)
- Invite parents to view the school in session by prior appointment. In the Children's House parents may view through the kitchen hatch to get a 'fly on the wall' view of their child.
- When there are any aspects of a child's development which may give cause for concern, explore with parents whether additional support might be required and assist parents in accessing appropriate support for their child.
- Inform families of health issues such as chicken pox outbreak or head lice, through email or the prominent display of health warning notices when required.
- Carry out home visits as part of our settling-in arrangements when appropriate.
- Provide information of interest relating to child development and education.
- Invite parents to attend face to face meetings or online meetings once per term during which we share our observations on the child's development and suggested next steps for the child, as well as listen to parents' views and ideas from home.
- Provide an annual written report on each child's progress.
- Hold a sports day & picnic during the Summer term, where parents are invited to spend time informally chatting to each other and the school team.
- Hold a 'school show' during the winter term, with parents joining staff and the children to celebrate the children's achievements.
- Hold regular coffee mornings or evening online meetings to discuss a particular aspect of Montessori education and child development, for example creativity, independence, discipline, language and numeracy in a Montessori context.
- Make all parents aware that they may request to speak to their child's key person/teacher at any time. If it is not immediately possible a prompt appointment will be offered for a more private discussion. Parents are welcome to phone the school in or after hours or make a specific appointment with their child's key person/teacher if they feel they need more than a quick chat.
- Always welcome the contributions of parents, whatever form these may take.
- Periodically, invite parents/guardians to make comment about the effectiveness of our practice, things that we could do better as well as what they feel we may be doing well.
- Make known to all parents the procedures for registering queries or complaints.

1.0 Term Dates

Our term dates for the 2026-27 academic year are as follows.

Please note that on the last day of each term the school closes at 12.00 pm

Autumn 2026
Inset Days (Staff Only) Wed-Fri 2nd-4th September 2026
Start of Term for children Monday 7th September 2026
Half Term 26th -30th October 2026
End of Term (Close at 12.00 pm) Wednesday 16th December 2026

Spring 2027
Inset Days (Staff Only) Monday/Tuesday 4th- 5th January 2027
Start of Term – Wednesday 6th January 2027
Half Term 15th – 19th February 2027
End of Term (Close at 12.00pm) Thursday 27th March 2027

Summer 2027
Inset Day (Staff Only) – Mon -Tues 12th-13th April 2027
Start of Term – Wednesday 14th April 2027
Half Term 31st May – 4th June 2027
End of Term – Wednesday 14th July 2027

2.0 Timetable

Cobham Montessori School Childrens HouseTimetable					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Arrive from 8.30am					
.8.45am-11.45am	Workcycle	Workcycle	Workcycle	Workcycle	Workcycle
11.45am-12.00 noon	Transition	Transition	Transition	Transition	Transition
12.00 -1.00pm	Lunch and Garden Play	Lunch and Garden Play	Lunch and Garden Play	Lunch and Garden Play	Lunch and Garden Play/Multi-Sports
1.00pm - 3.15pm	Workcycle incl.	Workcycle		Workcycle incl.	Collection at 1.40pm
	Cooking / Science /Gardening	Yoga	Workcycle	Cooking / Science /Gardening	

Cobham Montessori School Elementary Class Timetable					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
8.30am-11.45am	Weekly Class Meeting Workcycle	Workcycle	Workcycle	Workcycle	Workcycle
11.45am-12.00 noon	Class Meeting	Class Meeting	Class Meeting	Class Meeting	Class Meeting
12.00-1:00pm	Lunch and Garden Play	Lunch and Garden Play	Lunch and Garden Play	Lunch and Garden Play	Lunch and Garden Play
1:00-3.15pm	Workcycle / Outdoor Learning	Workcycle	Workcycle	Workcycle	Work Cycle
	Workcycle /Outdoor Learning	Yoga	Workcycle	Mandarin	P.E.
	3.15pm pick-up at school (blue door)	3.20pm finish		3.15pm or 3.45pm pick-up at school	3.15pm pick-up at school

3.0 Drop-off and Collection Times

Children in the Elementary class are expected to arrive at 8.30am for a prompt start of the morning work-cycle.

All other children should arrive no later than 8.45am. We ask parents to remain outside at drop-off and collection times as the cloakrooms areas are small.

Collection Times:

Children's House: 12.00pm, 1.00pm if staying for lunch or 3.15pm if staying for the afternoon;

Elementary: Collection times are planned to be as follows:

- Mondays, Alternate Wednesdays, Thursdays and Fridays: 3.15pm at Cobham Montessori School. Please note than on Tuesdays we yoga usually finishes a little later than 3.15pm – if this causes you problems with other pick-up commitments please let us know.
- Tuesdays: 3.20pm at school

We will release a child into the care of anyone whom you have told us holds parental responsibility for the child. We will also release a child into the care of anyone named on your Collection Consent form.

Please note that for Ad-Hoc collections, we operate a password system which may be notified by phone or email, or recorded by the member of staff at the door in the morning.

Our access to the premises in Spencer Road is time-limited due to use of the building by others out of school hours. Therefore, it would be appreciated if you could collect your child promptly.

4.0 Roles and Responsibilities

Head of School /Manager Elementary Montessori Guide Behaviour Lead Designated Safeguarding Lead (DSL) SENDCo First Aider	Yvonne Cooke yvonnecooke@cobhammontessori.co.uk
Deputy Head of School Children's House Lead Guide and Key Person for Children's House community First-Aider Early Years SENDCo	Blanca Rosal-Balsells blancarosalbalsells@cobhammontessori.co.uk
Children's House Montessori Guide First Aider	Angela Byrne angelabyrne@cobhammontessori.co.uk
Elementary Montessori Guide Deputy Designated Safeguarding Lead Data Protection Officer Appointed Person under First Aid Policy and First Aider Allergy Safety Lead Fire Officer e-safety Officer	Shona Dolan shonadolan@cobhammontessori.co.uk
School Administrator (part-time) First Aider	Katy Bartlett katybartlett@cobhammontessori.co.uk
Multi Sports	https://www.xsportcoaching.com/about-us
Yoga Teacher	Hayley Chalwin
Mandarin	Yang Lu
Governing Committee	Wendy Luiz – Chair wendyluiz@cobhammontessori.co.uk Ashley Strait – Safeguarding Governor ashleystrait@cobhammontessori.co.uk Poinsy Pino – Pedagogy Oversight

5.0 Parking

Please be aware that Spencer Road is a residential road and is also a cul-de-sac. We strive to be a good neighbour and we ask all families to respect the parking restrictions which are in place. There are some public parking spaces near the junction with Cedar Road and there is a car-park in Cedar Road. Most of Spencer Road is residents' parking bays. However, it is permitted to park on Spencer Road to drop off and collect your children, in line with waiting and loading restrictions, but this must be for the minimum possible time. Please ensure that you do not block driveways (indicated by a solid white line on the edge of the highway). Please also be aware that several residents in Spencer Road have young children and/or shopping which they need to take into their dwellings and it is therefore helpful for them to be able to park close to their property.

If at all possible, consider walking to school or parking in Cedar Road and walking for the final few minutes of your journey.

6.0 Planned Events

Parent meetings are offered to all families once per term. These may be held in school or via Zoom.

Information sessions are held periodically to explore aspects of child development from a Montessori perspective. Topics may include Independence, Creativity, Supporting Emotional intelligence; Children's Behaviour, Numeracy, Literacy, E-Safety and the EYFS. Please let us know if there is a topic which you would like us to cover.

Typically during the Autumn term we will arrange the following events for the children and their families:

- Christmas Crafts afternoon and Christmas concert
- Christmas party for the children.

During the Spring term, the younger children attend an Easter Egg hunt in the garden.

During the Summer term we usually arrange the following events:

- School trip
- Sports day and picnic.

Suggestions for other events are very welcome.

7.0 Communication

office@cobhammontessori.co.uk is the main point of contact for all routine communication: emails, meeting requests and queries. E-mail addresses for all team members are provided in Section 3.

The school does not use WhatsApp as a means of communication. If you require a reply to your communication it is better not to send a text or WhatsApp message as these may be overlooked.

Brief messages for your child's teacher may be communicated to the member of staff at the door at drop-off or collection.

Emergency Phone

As we do not always answer the phone while we are working with the children we have a special emergency line which we do answer in case you ever needed to contact us very urgently and needed to make immediate contact. The number is 07518 393562.

School to Parent Communication:

Regular emails are sent to all parents communicating school news.

Parent to Parent Communication

In accordance with our Data Protection Policy we are required to obtain your consent to share your personal contact information. Subject to receiving consent we will share parents' names and email addresses enabling you to establish group communication.

8.0 Mobile Phones, Screen Time and Social Media

For safeguarding reasons, and in line with Government guidance, children are not permitted to have or use personal mobile phones or other smart devices in school or when on school trips. Children may make use of school equipment when needed. Parents wishing to make contact with their child may do so via the school phone numbers. Please refer to our ICT & E-Safety Policy.

The school accepts no liability for loss or damage to phones or other electronic devices, if brought into school.

When giving children access to smart devices outside of school time we recommend paying close attention to the age limits for games and social media sites.

According to U.K government, evidence shows that screens can have a big impact on children and their development, especially in the early years. Screen use should be avoided for under 2s and limited to up to an hour a day for children aged 2 to 5. We suggest that parents should take a precautionary approach to using screens by limiting screen use for children.

Restricting time children spend on screens at home and in education settings supports healthy child development, which requires sufficient sleep, play, real-world interaction and responsive adult engagement.

All digital content for young children should be:

- checked to ensure it is suitable for children, prior to showing it to the them
- slow-paced, repetitive and predictable - you should therefore avoid fast-paced, over-stimulating content - this includes content which has a lot of cuts, movement and flashing on screen, complex audio with lots of fast-talking characters or overlapping music and dialogue, or complex plots
- advert-free, as young children cannot discern between advertisements and other content
- free of scrolling and autoplay features, to ensure children are not inadvertently exposed to inappropriate content or able to access content for longer than planned use - this includes algorithm-driven content, such as video platforms

Apps, software and tools may claim to be educational or designed for children, but this does not mean they are automatically safe or of high quality. Use your judgement to carefully assess them against the concepts set out above before deciding to use them.

Avoid children using AI until better evidence is available about the impact of use. This includes toys with in-built AI features.

Practical tips to follow:

- do not allow children to view screens in a passive or sedentary way, without any interaction or communication from caring adults
- only use screens with children for short periods at a time, to protect children's ability to focus and concentrate
- screen-free zones: consider designating certain spaces in your home as permanently screen-free to protect social interaction and learning
- avoid using screens with children during mealtimes or within an hour of a sleep period, as this could affect their sleep quality
- don't have screens on in the background, as they can distract from activities such as social interaction and active play
- avoid using screens for routine management of behaviour or to calm children, as this impacts on children's ability to learn to self-regulate - screens should also not be used to occupy children

9.0 Attendance and Reporting Absence

Please refer to the Attendance Policy for full details of our attendance requirements.

Please note that we expect all children who have reached normal U.K. school 'Reception' age to attend on a full-time basis. This occurs in the September following the child's 4th birthday. If parents wish their child to continue to attend part-time until they reach statutory school age (the term following their 5th birthday), please discuss this in advance with your child's lead Guide. Please be aware that full-time fees will be charged from the start of the Reception school year, as we have to hold the place for the child to take up during the year.

Children who have reached statutory school age:

- should not attend appointments during school hours. Exceptions are made at the Head of School's discretion and written requests for these must be submitted to the school office, at least 7 days in advance.
- holidays must be taken during school holiday dates and not during term time and children are required to attend the first and last days of every term.
- Please complete the form in Appendix A to request approval for any term-time absence which will only be given in exceptional circumstances.

Please report your child's absence (ideally before 8.30am) by email to

attendance@cobhammontessori.co.uk

or on the school phone number: 01932 863397. Please do leave a message as we may not answer this phone during teaching hours but will check for messages during the day.

If you have not advised us that your child will be absent, we shall endeavour to make contact with you on the first day of your child's absence. We shall first call parents (or those who have parental responsibility) and thereafter we shall contact those named as Emergency Contacts. If we are unable to make any contact and we do not have good reason to believe the child is safe, we may advise Children's Services or the Police. This is a Safeguarding requirement.

We cannot sanction absence for any reason other than illness, accident, bereavement or similarly serious events. Family holidays during term time will not be sanctioned and must be recorded as unauthorised absences.

10.0 Food and Drink

Children have access to drinking water at all times. Organic milk is provided in the Children's House. Healthy snacks are provided and (within reason) are always available. Please refer to our Food and Drink policy for further details.

We are a 'nut aware' school and, due to the prevalence of allergies, we ask that no foods containing nuts (including tree nuts and peanuts) are brought into school.

Children should bring a healthy packed lunch when staying for the full day. Please avoid sweets, crisps and fizzy drinks. Please label all lunchboxes and flasks. If your child has missed breakfast please let us know.

https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes

11.0 Uniform/Clothing

Cobham Montessori School does not require children to wear a uniform. However, we expect that older children take pride in their appearance and learn the value of presentation. Children are required to wear clean, practical clothing on school days.

Indoor Shoes: Children should bring in comfortable indoor footwear which will be worn whilst inside the school building. Slippers, crocs, plimsolls or a separate pair of trainers or shoes would all be suitable.

Sports Attire: On days when sporting activities are planned, children should arrive at school wearing suitable clothing which allows for freedom of movement. Please bear in mind that most sports activities will take place outdoors in all weathers and a waterproof outer layer will be required. Trainers or similar should also be worn.

Outdoor Learning Clothing (Elementary Community children)

For Outdoor Learning, it is very important that the children have appropriate clothing.

Please note that ticks may be present in grassy or wooded areas and it is important to keep limbs covered (especially legs), even in Summer months, to reduce the risk of being bitten by an infected tick. Please refer to the NHS advice on ticks and familiarise yourself with the symptoms of a tick bite.

https://www.nhs.uk/conditions/lyme-disease/

- Walking/Hiking waterproofed boots (no wellingtons)
- Long trousers
- Long sleeved top
- Layers of clothing appropriate to the temperature and the season

- Waterproof top and trousers or a waterproof all in one suit
- Hat (for sun or warmth depending on the season) and (preferably waterproof) gloves

There are quite a few companies that sell the appropriate outdoor clothing and here are a few that you may try:

- Muddy Puddles
- Muddy Faces
- Cotswold Outdoor Clothing
- Mountain Warehouse
- Craghoppers

Footwear should be comfortable, warm and waterproofed.

- Gooutdoors
- Mountain Warehouse
- Cotswold Outdoor Clothing
- Amazon

Layers are important starting with a base layer. A base layer provides children with all the warmth they need when temperatures are low and in addition to that, it regulates the moisture, which is important when it comes to outdoor activities.

Jewellery

The wearing of jewellery, earrings or studs is not permitted on safety grounds during sports lessons, yoga, Outdoor Learning or other physical activities. Children will be asked to remove earrings/studs prior to these lessons.

12.0 Off-site Activities for Elementary Children

Most sports and Outdoor Learning activities will take place off-site. We usually travel to our off-site locations on scooters. Children are required to bring a scooter and safety helmet on days when off-site activities are planned (usually, alternate Mondays and Friday). We understand that some children simply do not enjoy scooting. The pace is such that a child may choose to jog rather than scoot.

Some of the children's learning will be supported by 'Going Out' into the wider world, to conduct their own research on a topic. Children will always be accompanied by an appropriately trained adult. Parental Consent for Going Out is sought in the New Starter forms.

13.0 Parent and Key Person /Teacher/Guide Meetings

We invite parents to attend a meeting with their child's Key Person/teacher/guide at least once each term. During these discussions we will review your child's progress and share news and views between home and school. Slots are offered via 'Sign-Up Genius' and we will advise you when the slots are made available.

For school age children, during the Spring term, parents and their child may be invited to a joint review meeting.

At the end of each academic year, parents receive a detailed written report outlining their child's development over the school year.

14.0 Homework

'Homework' for younger children (from Reception onwards) will initially consist of daily reading at home – we suggest 20 minutes of reading per day. This can also include parents reading to their child. Reading is a great habit. Like all habits, it needs repetition and regularity to establish itself. Because it needs quiet time, and our lives today are very short of this, parents need to create it for their children. This means consciously making time and keeping interruptions to a minimum. We want every child to develop a love of reading, so the 'homework' needs to be enjoyable for children and parents. Please get in touch with us if you need ideas for developing a positive approach to reading in your home.

In addition, we recommend allocating responsibility for some practical home tasks to the child, such as loading a dishwasher or sorting laundry. We would also encourage children to take responsibility, in an age-appropriate way, for making their own lunch.

As children get older,(equivalent to Years 5 and 6 in mainstream schools) we will encourage them to build up to approximately 30 minutes of meaningful homework per day to help them prepare them for secondary school. Homework tasks will be individual and will be capable of being undertaken by the child independently.

15.0 What You will Need for School

Please ensure all personal belongings are named.

Indoor Shoes – all children

Water bottle (Elementary only)

Book Bag – all children are provided with a Book Bag to hold their reading book and this should be brought in to school each day

Scooter and helmet (Elementary Only)

Packed lunch -if staying for lunch

One backpack (Elementary Only)- for carrying water bottle/lunch to off-site activities – not too large as child will be on scooter

Any prescribed medication (if the subject of a Care Plan)

Nappies and Wipes (if child is not yet toilet trained)

Wellingtons (Children's House) for outdoor wet play

Stationery: We will provide all day to day materials which your child needs.

Warm weather: Sun hat. Please apply sunscreen before attending school.

16.0 Behaviour

Our approach to supporting children's behaviour is rooted in our Montessori practice. We aim to support the child's path to self-discipline giving them time to develop skills to cope with life's problems.

If a child's behaviour is giving cause for concern, we will work closely with parents to explore the possible causes for the poor behaviour and to identify possible solutions which can be applied at home and in school. Please refer to our Behaviour Policy for further information.

If the child's behaviour is persistently disruptive or potentially puts other children or members of staff at risk the School will advise the Parent. If no effective remedial steps are available and if, in the professional judgement of the Head of School and after consultation with the parents, it is decided that the School cannot provide adequately for a child's behaviour, the parent will be asked to withdraw the child without being charged fees in lieu of notice. Please refer to the Exclusion Policy for further details.

Parents of young children may find the below link useful for addressing common behavioural challengers: https://files.constantcontact.com/da7ca5c9701/df250daa-5071-47c2-a8c5-7adf33549504.pdf

17.0 Bullying

We will not tolerate any form of bullying within our school community, including online bullying. Our Anti-Bullying policy is available on our website and describes our plans and procedures for preventing and dealing with any instances of bullying. If parents have any concerns about their child potentially being bullied, either within or outside of school, please inform us without delay.

18. Safeguarding & Child Protection

Our Safeguarding & Child Protection Policy is available on our website. Our culture of safety extends to our whole school community. If you become aware of anything which gives you cause for concern, please bring it to our attention.

Our prime concerns at all stages are the safety and welfare of the child. Where there is a conflict between the interests of a child and an adult, the interests of the child are paramount.

We will seek to gain parent/carer consent to refer a situation concerning a child to Children's Services unless to do so could put the child at greater risk of harm or impede a criminal investigation or some other statutory reason prevails.

Our Designated Safeguarding Lead is Yvonne Cooke
yvonnecooke@cobhammontessori.co.uk
dsl@cobhammontessori.co.uk
Telephone: 01932 863397

Our Deputy Designated Safeguarding Lead is Shona Dolan
shonadolan@cobhammontessori.co.uk
Telephone: 01932 863397

Should you have any safeguarding concerns regarding any adult working with children (an adult who has harmed or is likely to harm a child) please contact the Local Authority Designated Officer (LADO). Further details are available in the attached information leaflet.

LADO leaflet for Parent/carers and Children and Young People

19.0 Health and Safety

We undertake detailed risk assessments for our routine operations and for any 'special' activities such as trips off-site. However, anyone can spot a hazard or provide a different perspective of risk and if you do see anything which could lead to a dangerous situation for anyone in our community please inform a member of the team without delay.

20.0 Babysitting

We understand that our families may ask members of our team (staff or volunteers) to support them with childcare or babysitting from time to time. Please be aware of the following:

- All of our team have undergone an appropriate DBS check for their suitability to work with children. However, parents should be aware that other adults accompanying the babysitter may not have any DBS clearance.
- The school will not be held responsible for any health and safety or other consequences arising out of any private arrangement between a family and a member of the school's team.
- The school's insurance policy does not cover staff or volunteers whilst engaging in private childcare arrangements.
- Please be aware that members of staff and volunteers are bound by strict confidentiality undertakings pertaining to their employment.

21.0 Exclusion for Illness

Children with an infectious disease are unable to attend due to the risk of infection to other children in our care. Some of these diseases include:

Disease/illness	**How long to be excluded from school**
Chickenpox	Until all vesicles have crusted over or 5 days, whichever is longer
Conjunctivitis	Treatment should have commenced and the eyes have dried.
Respiratory Infections including Coronavirus	Children should not attend if they have a high temperature and are unwell; Children who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test
Diarrhoea and vomiting	**Until 48 hours after the last episode**
Fifth disease	3 days from onset
Flu	5 days or until recovered
German Measles	5 days from rash onset.
Head Lice	Until treated.
Hepatitis	5 days
Impetigo	Until the lesions are completely crusted/healed or 48 hours after commencement of antibiotic treatment.
Measles	5 days from onset of rash

Mumps	5 days after onset of swelling
Scabies	Until treatment has started
Scarlet Fever	24 hours after start of antibiotic treatment
Whooping Cough	5 days after start of antibiotic treatment or 21 days if no antibiotic treatment

This list is not exhaustive, and we must be informed of all illness even if you consider it to be insignificant. Your GP will advise if you should keep your child off. We will have regard to the latest government advice concerning exclusion periods which may be found here:

https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/ and

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/public-health-exclusion-periods-in-children-and-young-peoples-settings

Please Note:

- Children in the Children's House should not attend school if they have been given Calpol or other paracetamol products within the preceding 12 hours as this can mask fever.
- For further information, please refer to our Exclusion for Illness Policy, Care of a Sick Child Policy and our Accident and First Aid Policy.

22.0 Policies and Procedures

Our key Policies and Procedures are available on our website. These include:

Safeguarding & Child Protection Policy

ICT & E-Safety Policy

Health & Safety Policy

Fire Safety Policy

First Aid & Emergency Treatment Policy

Admissions Policy

SEND Policy

EAL Policy

Equality Policy

Accessibility Plan

Anti-Bullying Policy

Behaviour Policy

Exclusion Policy

Complaints Policy

Complaints Record

Curriculum Policy

Data Protection Policy

Data Retention Policy

Privacy Notice - Pupils and Parents

Please contact us for our full list of policies, procedures and risk assessments

23.0 Fees

Invoices are issued before or near the start of term and fees are payable within 14 days of the invoice date.

All 3 and 4 year old children are entitled to receive 15 or 30 hours Early Years Free Entitlement funding from the start of the term following the child's 3rd birthday up to the end of the term in which the child reaches their 5th birthday. Please refer to the following or further information.

https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-3-to-4-year-olds

A form is required to be signed each term for which grant funding is claimed. We charge fees for provision which is not covered by the grant funding. If we are unable to claim grant funding as expected, for example because the grant is being claimed elsewhere, a full term's notice has not been given or the required forms have not been signed, then parents are liable for the amount of the grant funding. In completing the forms for EYFE funding, parents acknowledge and accept the basis on which their and their child's data will be used in accordance with Surrey County Council's Privacy Notice:

https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notices/early-years-entitlement-funding

Tax-Free childcare: We are registered with the Government's tax free childcare scheme: https://www.gov.uk/tax-free-childcare.

Our ID is 50002621126.

Notice Period: Please note that one full term's notice must be given in writing if you plan to remove your child from the school. Please refer to the Terms and Conditions for full details.

Children who have reached normal school age (aged 4 before the 1st September in the new academic year) are expected to attend full-time and full-time fees will be charged accordingly. Children who have reached statutory school age (from the beginning of the term following the child's 5th birthday) must attend full-time in the Children's House and Elementary class. Any part-time attendance for school-age children must be agreed in advance by the Head of School.

24.0 Complaints

We sometimes make mistakes. Please help us to put things right by telling us as soon as something arises which falls short of your expectations. We shall endeavour to respond

quickly and fully in response to any concern raised in an informal way, either verbally or via email.

If you remain concerned, then please refer to our Complaints Policy which is available on the website and describes the procedure for formally raising a complaint.

Cobham Montessori School

Education for life

Approval for Absence Request

Name of Child:	
Community:	Children's House / Elementary
Proposed Dates of Absence:	From: To:
Time of Absence:	All Day / Part of Day
Reason for Absence:	
Details of Exceptional Circumstances (if applicable):	
School Response:	Approved: Not Approved – with reasons:
Follow Up Action Needed:	