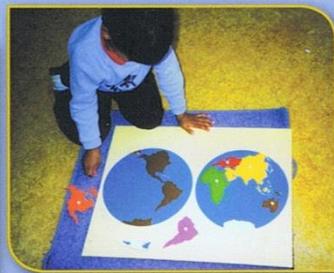
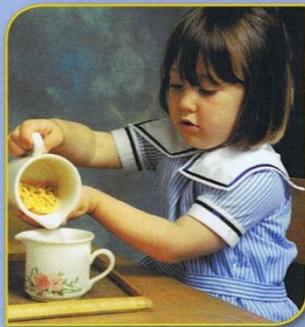
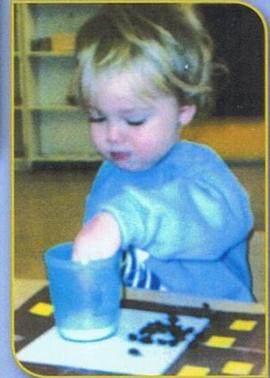


The Nest (0-3 years)

Babies are:-

- safe and secure
- happy and content
- encouraged towards gradual independence
- learning early social skills and manners
- learning to feed themselves, wash their hands, brush their teeth, dress themselves etc.
- developing co-ordination and motor skills
- encouraged to make choices and put away their chosen activities
- introduced to the Montessori room during their second year to prepare for the next stage



Little Elms (3-6 years)

Children are:-

- able to feel safe and happy
- gaining in independence and self-confidence
- learning through using their senses with the material
- encouraged to develop curiosity
- focused and interested in their work
- able to have free choice in a prepared environment
- led from the concrete to the abstract
- responsible for their own actions
- working at their own pace
- introduced individually to the next stage of work
- building concentration while engaged in practical life activities
- becoming masters of their environment
- able to reach abstraction through repetition



High Elms Manor School

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Tel/Fax: 01923 681103

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Website: www.highelmsmanorschool.com

Winner

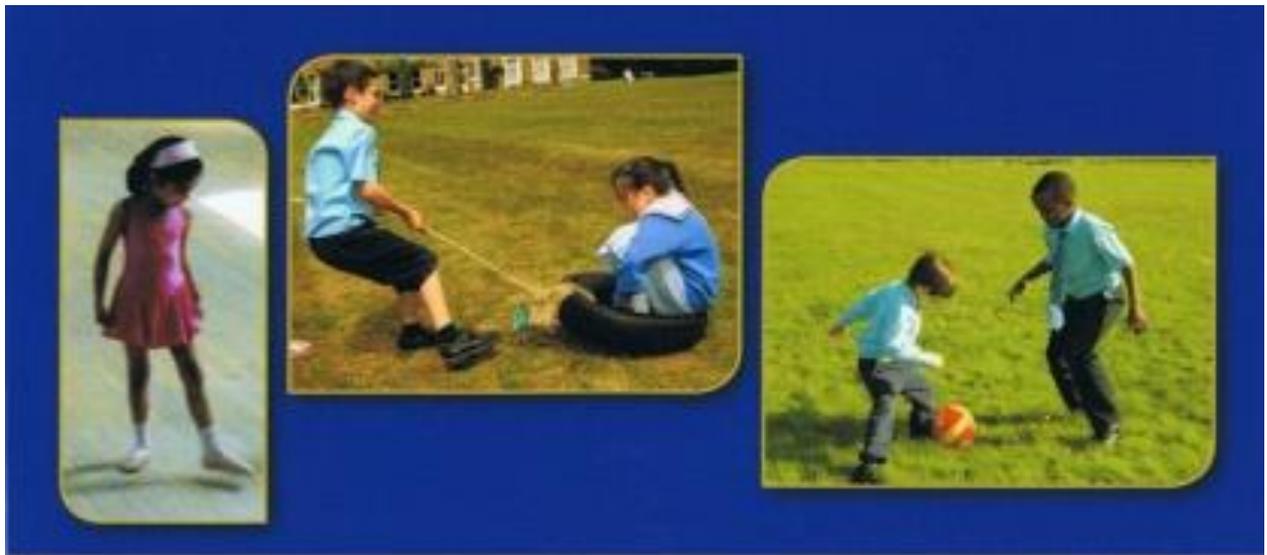


East of England
Business
Champions 2012
SMALL BUSINESS AWARDS

Particulars of policies relating to 'Bullying', 'Child Protection' and 'Health and Safety' are on our website and are also available from the office.

Particulars of academic performance during the preceding year and the number of complaints registered under the formal procedure during the preceding year may also be requested.

If you would to see our policies in a different language, please contact the office.
With Compliments



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THE MONTESSORI METHOD

Dr Maria Montessori was born in 1870. She was the first woman doctor in Italy. She studied Education, Philosophy, Psychology and Anthropology. At 28 she worked with children with special needs and designed materials and techniques, which allowed the children to work in areas, considered beyond their capacity. Montessori's pupils passed the state exams along with other children. Montessori concluded that if children with special needs could be brought to the same academic level as other children, something must be wrong with the education of the latter. At the age of 37 she took responsibility for a group of poor children in the slums of Rome and founded her first school which was to become world famous. She observed the children scientifically with no pre-conceived educational ideas. Her unique approach to these children led to surprising results. She observed that when previously unruly children were provided with experiences, which corresponded closely to their stage of development, they easily became absorbed in purposeful activities. Challenging material engendered greater interest than toys. The children generally wished to do things for themselves and were less interested in rewards given for working than in the activity itself. She discovered their remarkable and almost effortless ability to absorb knowledge from their surroundings - children teach themselves. This simple and profound truth inspired her. Dr Montessori lectured throughout the world and wrote many books. Training courses and schools sprang up. She designed an extensive range of special teaching materials.

Sensitive Periods

Montessori observed that the young child up to his/her 7th year has an absorbent mind and learns without effort taking information in like a sponge. He/she is in the process of construction. He/she does not reason consciously and one cannot use reason or language to convey concepts to a child under 6; he/she learns through observation, movement and exploration. The child has certain sensitive periods and an inner developmental drive, which lead to the acquisition of many skills - such as language, refinement of the senses and social behaviour.

During the sensitive period, the child acquires skills without effort. If it is missed, the child then has to learn it later with great effort. The carefully prepared Montessori environment responds to the needs of the child at these stages and provides maximum opportunity for their development. The child has certain needs and tendencies such as gregariousness, communication, independence, exploration and order.

The Environment

The mixed age group affords the child the opportunity to help and be helped by other children and to be a younger and later an older member in the group. He/she is encouraged to be aware and considerate of the needs of other children and he/she finds him/herself a member of a small society, family grouped. Language brings communication and independence. The child explores the environment and makes his/her own discoveries about it. Through order the child can help to create a logical and orderly mind from the myriad impressions he/she receives. The child must learn to make decisions, choose an activity and have the perseverance to see it through. The child needs challenging activities with a purpose. Through movement the body and mind work together in harmony and satisfy other tendencies like concentration, repetition, imitation, exactness and calculation.

The Montessori environment is in proportion to the child and made attractive and inviting to encourage him to explore safely a wide range of carefully thought-out and tested materials. The environment is arranged to allow the child to move freely. Movement and activity are natural functions of childhood and joyful learning comes through them. The child, who does not do, does not know how to do. The child is the builder of the man. A framework of simple rules helps him develop without abusing the freedom of others. The potential of the young child is tremendous. This can be encouraged by providing a supportive yet challenging environment, rich in experience and mindful of the child's capacities and needs. Leading the child towards mastering his/her environment is the formidable task which is attempted: Independence and a sense of motivation which will sustain his/her desire to explore and wonder. His/her learning experience in these early years will colour his/her whole approach to learning through to adulthood. A non-competitive atmosphere allows the child to work at his/her own pace. The teacher helps the child to further his/her own knowledge and carry out his/her own desires without impinging upon those of others. The child is encouraged to join with others towards some common task and have a responsibility towards the group. The environment must also prepare the child for the future, the world that he/she will live in. Knowing the school the child will be attending in the future, helps the directress prepare him/her in advance.

Practical Life Exercises

The material in the Montessori environment provides the opportunity for a variety of experiences. The exercises of Practical Life such as pouring, polishing, sweeping and so on are very important for the physical and mental development of the child. These exercises are real and not make-believe. They help the child to do in a more perfect and orderly manner what he/she strives to do in any case by his/her natural impulse. They are tasks which the child enjoys doing which, by repetition and practice, increases his/her muscular co-ordination and concentration and helps his/her movements to become precise instead of random. Physical exercises and balance activities are also incorporated within the curriculum. Unlike the adult whose interest is to complete the activity, the child achieves self-development through the effort of the activity. The child first does the practical life exercises for his/her development, then for the community. The older child is delighted to do chores for his/her social need. He/she loves to help the younger ones to

undo a difficult zipper, tie a shoelace, or help with aprons. The child is shown, in groups, examples of good behaviour and manners such as shaking hands and saying "excuse me".

Sensorial Material

The sensorial materials are used for discriminating size, shape, colour, sounds, smells and tastes etc. Each activity isolates and highlights a particular quality. Precise terminology is given and its own control of error allows the child to correct his/her mistakes.

There are sensorial keys to provide links in the future work in areas of mathematics, language, geography, botany, zoology, etc.

All materials have indirect preparation and isolation of the difficulty, separate skills are learnt prior to tackling a more complicated activity.

The general aim of all activities in the early years is to provide the child with keys to the world around him/her. The materials provide the child with concrete experiences to help him/her classify the impressions he/she receives from his/her senses. The aim of the materials is an inner one - mainly that the child trains him/herself to observe: that he/she is led to make comparisons between objects, to reason and decide. The child is encouraged to use precise terminology to explore and to classify through the use of materials graded from the simple to the more complex. The objective is not the transmission of knowledge for its own sake but rather the development of learning skills as resources upon which the child can draw in mastering his/her environment.

The Directress

The teacher is called directress because she directs the child rather than teaches him/her. The role of the directress in a Montessori classroom is vital. She does not teach in the traditional sense, but guides each child's progress, helping him/her to help him/herself. She is especially trained to observe, to respond to the needs of each child and to direct the whole group. She is concerned with the total development of the child on all levels - physical, social, emotional and intellectual. She will recognise a child's readiness to move on and in this way acts as a link between the environment and the child's needs. She is responsible for the content and order of the environment. Her authority is exercised mainly by her example. She takes a positive approach and shows the child respect and courtesy.

No competition, prizes or punishments in education are used, not because they might not be efficacious, but because they deflect the learner from the true purpose of learning, i.e. learning for its own sake, from an inner drive or interest which makes it all meaningful. The child learns to learn.

Parents

The parents' role is fundamental. Harmony must exist between the child's experiences at home and at school. It is important therefore that parents have a basic understanding and acceptance of the Montessori philosophy. Prior to enrolling their child, parents should visit and observe the school.

Elementary School

It is important that children stay till their 5th year, to benefit from the method. Children who stay on till 7 or older will be able to progress through the material going from the concrete to the abstract. They use given individualised instruction in the concrete. The elementary child is ready to explore culture - the sciences, the arts, the universe. He/she has acquired enough basic reading and writing skills to initiate research into the profound questions and interests emerging at this age. Why repeat skills and drill when the child clamours for more enrichment? The Montessori child has been exposed to cognitive development for 3 years and he/she is ready for new stimuli.

A small school is like a family; children must make an effort to get along with each other. The social life is enriched by shared work, ideas and free movement and verbalisation. Because of the mixed age group, there is a wider programme for varied levels and wider options for the children's individual pace.

Each stage of the child prepares for the next. The 3-year-old learns to care for him/herself - the 6-year-old takes imaginative steps beyond his environment and explores his/her universe. This sensitive period for imagination is not present in the younger child. The order, which is the basis for the young child, is on a new level for the older child - the abstraction. The older child wants facts about his/her world and to classify it. The classroom introduces palaeontology, zoology, botany, mineralogy, geology, physics, and chemistry. At first language was learning the name of things, now it defines the relationship between acts, including moral questions. Language expresses the conscious development of the human mind and ability to reason.

"My vision of the future is no longer people taking exams and proceeding then on that certification, but of individuals passing from one stage of independence to a higher, by means of their own activity through their own effort of will, which constitutes the inner evolution of the individual."

MARIA MONTESSORI

POLICY FOR CHILDREN WITH ENGLISH AS AN ADDITIONAL LANGUAGE

Rationale

At High Elms Manor School we believe that children learning English as an additional language are entitled to the full National Curriculum programme of study and that all teachers have the responsibility for teaching English as well as subject content.

AIMS

At High Elms Manor School we aim to ensure that children who have English as an additional language will:

- use English confidently and competently
- use English as a means of learning across the curriculum
- Build on knowledge that they already have of other languages and cultures

We recognise the importance of the role of parents and the need to communicate with parents in mother tongue where appropriate.

Our aims will be achieved by:

1. To collect relevant background and cultural information when a child arrives at school and on issues of assessment and teaching strategies.
2. Ensuring the EAL children access the curriculum by:
 - Providing a welcoming ethos in school and classrooms
 - Valuing their first language by providing a range of notices, posters, labels and dual language texts in first languages
 - Providing appropriate cultural resources where possible
 - Ensuring that tasks are well supported by concrete visual materials, especially for pupils in the earlier stages of English acquisition
 - Translate reports, communicate targets and progress and any problems that may arise
 - Differentiation in weekly planning
 - Staff being aware that although children become conversationally fluent in two years it will take a further 3-5 years at least for them to gain enough vocabulary and knowledge of English to function efficiently in all subject areas
 - Staff being aware that EAL children learn most efficiently working in collaborative groups with able and fluent English speakers.

MONITORING

Progress of EAL children is tracked from baseline and progress is monitored termly by the teacher

Success criteria

- evidence from tracking meetings that children with EAL are making expected progress
- evidence that example models of first languages are displayed in classrooms and around the school

TERM DATES

SUMMER TERM 2017

	HIGH ELMS MANOR SCHOOL AND RECEPTION	LITTLE ELMS AND THE NEST
Term starts	Tuesday, 25 th April 2017	Tuesday, 18 th April 2017
Half-term	Bank Holiday Monday, 29 th May to Friday, 2 nd June 2017	
Term ends	Thursday, 6 th July 2017	Friday, 14 th July 2017

The whole school will close for Bank Holiday Monday, 1st May 2017

AUTUMN TERM 2017

	HIGH ELMS MANOR SCHOOL AND RECEPTION	LITTLE ELMS AND THE NEST
Term starts	Tuesday, 5 th September 2017	Monday, 4 th September 2017
Half-term	16 th to 27 th October 2017	23 rd to 27 th October 2017
Term ends	Friday, 15 th December 2017	

SPRING TERM 2018

	HIGH ELMS MANOR SCHOOL AND RECEPTION	LITTLE ELMS AND THE NEST
Term starts	Tuesday, 9 th January 2018	Thursday, 4 th January 2018
Half-term	12 th to 16 th February 2018	
Term ends	Tuesday, 27 th March 2018	Thursday, 29 th March 2018

SUMMER TERM 2018

	HIGH ELMS MANOR SCHOOL AND RECEPTION	LITTLE ELMS AND THE NEST
Term starts	Tuesday, 24 th April 2018	Monday, 16 th April 2018
Half-term	28 th May to 1 st June 2018	
Term ends	Tuesday, 10 th July 2018	Friday, 20 th July 2018

The whole school will close for Bank Holiday Monday, 7th May 2018

Please note that these dates may be subject to change

HIGH ELMS MANOR SCHOOL FEES

FEES FOR CHILDREN FROM 1 TO 3 YEARS (CHILDREN NOT YET ELIGIBLE FOR NURSERY GRANT)

Fees are due on the first day of term. Payment must be made by direct debit or childcare vouchers either at the beginning of term or by monthly instalments (please see the Conditions of Admission). In either case a direct debit mandate must remain in place throughout the child's attendance. A 5% concession is available for parents paying by direct debit at the beginning of term. 2.5% compound interest per month or part of a month is charged on all overdue fees.

FEES

Charge per hour for individual sessions (minimum 2 separate sessions per week)	£5.50
Charge per hour for full time 09:00-15:00	£5.25
Hot lunches served between 12:00-13:00 per lunch. (Standard, vegetarian or dairy free options available). Children will be automatically booked in and charged for a standard meal during a full day session unless parents have specifically opted out.	£2.70

SEPARATE SESSIONS AVAILABLE

Early morning session (Breakfast included)	08:00-09:00
Morning session	09:00-12:00
Full day session	09:00-15:00
After school session	15:00-16:00
Afternoons are only available as part of a full day session	

FULL WEEK SESSIONS

Breakfasts	08:00-09:00
Full day	09:00-15:00
After school	15:00-16:00

CHARGES PER TERM AS FOLLOWS

Autumn Term	14 weeks
Spring Term	11 weeks
Summer Term	13 weeks
The school is open for 38 weeks per annum. The length of terms may vary and not correspond exactly to the list above.	

A full term's notice in writing is required before the removal of a pupil and/or discontinuance of a subject. Failing this, a full term's fee will be charged in lieu of such notice. Please refer to our website for the term dates or ask for a current listing from the school office. All notice is acknowledged by email or letter but you may prefer to obtain an immediate receipt from the school office.

GOVERNMENT FUNDED FREE HOURS (NURSERY GRANT)

All 3 and 4 year olds become eligible for 15 hours of free education per week from the term following their 3rd birthday. The free hours are available for 38 weeks out of the 52 week year up to a maximum of 570 hours. From September 2017, **qualifying** working parents may also access a further 15 hours of free education per week (570 per annum), a total of 30 hours weekly (1140 hours annually).

Fees are due on the first day of term. Payment must be made by direct debit or childcare vouchers either at the beginning of term or by monthly instalments. In either case a direct debit mandate must remain in place throughout the child's attendance. A 5% concession is available for parents paying by direct debit at the beginning of term. 2.5% compound interest per month or part of a month is charged on all overdue fees.

FEES

Nursery Grant (up to 30 hours available for qualifying parents)	£0.00
Charge for additional hours	£6.25
Hot lunches served between 12:00-13:00 per lunch. (Standard, vegetarian or diary free options available). Children will be automatically booked in and charged for a standard meal during a full day session unless parents have specifically opted out.	£3.20

SESSIONS AVAILABLE

Early morning session (breakfast included)	08:00-09:00
Morning session	09:00-12:00
Full day session	09:00-15:00
After school session	15:00-16:00
Afternoons are only available as part of a full day session	

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Children must attend full time for 33 weeks per annum.

FULL TIME SCHOOL FEES PER TERM	PER TERM (11 WEEKS)
Reception (age 5)	£3,500.00
6-8 years 09:00-15:15 (years 1, 2 and 3)	£3,675.00
8-11 years 09:00-15:30 p.m. (years 4, 5 and 6)	£3,950.00
EXTRA SUBJECTS (AVAILABLE TO FULL TIME CHILDREN ONLY)	FEE PER TERM
Piano	£216.00
Ju-Jitsu	£100.00
Flute	£150.00
Clarinet	£150.00
Street Dance	£50.00
Singing	£185.00
Chess Club	£70.00
LUNCHESES	PER TERM (11 WEEKS)
Hot lunches served between 12:00-13:00 per lunch. (Standard, vegetarian or dairy free options available). Children will be automatically booked in and charged for a standard meal during a full day session unless parents have specifically opted out.	£192.50
EXTRA CARE	PER SESSION
Breakfast Club 08:00-09:00, includes cereal or toast	£6.25
STUDY SKILLS/SPECIAL EDUCATIONAL NEEDS	
Prices on application	

A full term's notice in writing is required before the removal of a pupil and/or discontinuance of a subject. Failing this, a full term's fee will be charged in lieu of such notice. Please refer to our website for the term dates or ask for a current listing from the school office. All notice is acknowledged by email or letter but you may prefer to obtain an immediate receipt from the school office.

SCHOOL INFORMATION

Mrs Sheila O'Neill is the Principal of High Elms Manor School (formerly St Andrew's Montessori School), she is a qualified and experienced state teacher. She has a diploma in Fine Arts and has been teaching since 1962. It did not take long for Mrs O'Neill to recognise the enormous benefit to the child in the Montessori Method of teaching; she trained and qualified with Distinction at the A.M.I. Training College in Hampstead.

All the staff responsible for the children are qualified teachers and/or Montessori teachers assisted by qualified personnel. Specialist teachers are engaged for extra curriculum subjects. Welfare helpers assist at the school. We have policies for 'equal opportunities' and 'children with special needs'.

CURRICULUM

THE NEST - SEEDLINGS (1 to 2 years)

A loving and sociable environment is provided using a key worker system. With plenty of language and physical stimulation and the child's development is enriched, i.e., songs, books, mirrors, mobiles, pull up gym bars. Our policy is to follow the needs of the child.

THE NEST (Infant Community) – SAPLINGS (2-3 years)

Specific materials are provided to aid the development of this age group, e.g. eye-hand-control, movement, language. The main aim is to encourage the child to become independent through interaction with the environment: i.e. washing activities, dressing oneself and toilet training.

LITTLE ELMS – The Children's House (3-6 years)

For the younger children an informal programme is maintained where the child chooses his/her own activities. The child is encouraged to be independent and help prepare and tidy the environment. There are opportunities for creative and imaginative play.

In the Children's House, the child is first made familiar with the environment and shown how to care for it. Gradually he/she is introduced to the Montessori material as he/she is judged ready.

At each session there is an opportunity for storytelling and to join in with singing, rhymes, finger plays or keeping time to music with assorted percussion instruments. The outdoor play areas are a spacious 21 acres with an environmental centre and sports grounds.

Small groups of children are taken for project work, handwork, cooking, gardening, woodwork, practical life exercises such as dressing and undressing, polishing etc., and demonstrations of the Montessori equipment.

The aim is to introduce basic skills and ensure a sound beginning to literacy and numeracy.

HIGH ELMS - Elementary School (6-12)

The older children are shown how to record their work and make use of reference books. They are given individual and group tuition and they work at their own pace.

We prepare children for entrance exams to public schools at various age levels.

Our curriculum is based on the National Curriculum. Subjects covered are English, History, I.T., D.T., Geography, Mathematics, Biology, Science, R.E. and French.

Other activities include Project Work, Crafts, Movement, Singing, Speech and Drama, P.E., Swimming, Sports, Art and Music.

Extracurricular activities include; Ju-Jitsu, Horse Riding, Dance, Piano, Special Needs Tuition.

ABSENCE

Regular and punctual attendance is required. Pupils should only be absent through illness or through leave of absence after a written request.

MEALS

Hot dinners are served at mid-day. We cater also for Vegetarian and other specialist diets. The teachers sit at the tables with the children to encourage good manners.

REPORTS

A continuous record of each child's progress is kept at the school. After the child reaches five years of age, a report is sent to parents once a year, also, when a child leaves the school. Parents evenings are held regularly throughout the year.

UNIFORM

The wearing of school uniform helps to establish the identity of the School and pride in that identity. We expect parents to support us in the detail as well as the principle, for it is in neglect of the detail that overall standards rapidly begin to fall, to the detriment of the whole School's appearance.

No jewellery may be worn but plain stud earrings are allowed.

Any clothes the children have at school must be marked with their name and please check periodically that it is still legible. Indoor shoes should be the slip-on type.

Uniform is compulsory and is available from www.mapac.com, some items must be bought from the school, a list is available from the Office.

VACCINATIONS

All children should have their routine vaccination, including diphtheria, measles, tetanus, whooping cough and polio. Please advise if your child is not vaccinated for any of the above.

It is a requirement that children who have measles or German measles or other infectious diseases including conjunctivitis and diarrhoea be kept away from school until their doctor advises that they may return. Children should be kept away from school while on medication. Please inform the School with a note, email or telephone call when children are absent for whatever reason.

PARENTS

Offers of help from parents are always most welcome and social events are held so that parents can meet. There is one active official Parent/Teacher Association to which all parents are automatically members. The Principal works closely with the committee. Although the Principal and Staff are available for interview by appointment, we have an open door policy so most queries are dealt with daily. We hold 'open days and evenings' and talks during the year. We have a 'Complaints Procedure' policy.

Parents are welcome to settle young children initially when starting their children at school. However, the best method is usually to leave your child for a short time, returning after 10 or 15 minutes on the first day and gradually lengthening the time you stay away. Your child will not expect you to be there and will accept this routine from the start. At the end of a week or two your child should have settled happily.

TERM SCHOOL HOURS

The Nest	09:00-15:00.	Wrap around care is available from 08:00-09:00 and 15:00-16:00.
Little Elms	09:00-15:00.	Wrap around care is available from 08:00-09:00 and 15:00-16:00.
High Elms 1	09:00-15:15.	Breakfast club is available from 08:00-09:00.
High Elms 2	09:00-15:30.	Breakfast club is available from 08:00-09:00.

Parents must be very prompt about collecting their children. Once a child has been collected, he/she ceases to be our responsibility. If you cannot collect your child, please authorise permission for another person to do so by telephone or letter. Before and after school care is available. Please shut the outside door and any gates whenever you come in or go out.

RELIGIOUS TEACHING

The religious teaching of the School is Christian. We are happy to welcome children of other religions as there is an enrichment of the community through this pluralism. Should parents not wish their children to attend assemblies we ask them to ensure that a course of instruction in their own religion is provided so that they can pursue it. Depending on the religious learning of the staff, we are often able to provide specialist tuition for different religions such as preparing Catholics for their communion.

STAFF LIST

PARTNERS

Sheila	O'Neill	Partner/ Principal	Level 6 Dip B.A., Cert Ed, Dip AMI Dist.
Catrine	O'Neill	Partner/ Directress	Level 6 Montessori Diploma AMI 0-3, Montessori Diploma AMI 3-6, Early Years Foundation Degree Dist., B.Ed First Class Honours
Liadain (aka Li-Li)	O'Neill	Partner/ Directress	Level 6 Montessori Diploma AMI 0-3, Montessori Diploma AMI 3-6, Early Years Foundation Degree Dist., BA First Class Honours Education Studies, Early Years Professional Status
Roisin	O'Neill	Partner/ Directress	Level 6 Montessori Diploma AMI 0-3, Montessori Diploma AMI 3-6, BSc Hons Psychology

HIGH ELMS 2 (9-12)

Maria Vivian (aka Mavi)	De Los Reyes	Directress	Level 6 AMI Montessori Advanced Elementary Diploma. Secondary Maths teacher
Caroline	Brocklehurst	Teaching Assistant	Level 3 Diploma in pre-school practise, Babies and young children's life saver diploma
June	Coombs	SENCO	Level 6 Teachers Cert, B.Ed Hons, OCR Certificate for specific learning difficulties and language difficulties, Returnees course, Using the Aston Index, Dyslexia, Tracks Literacy Foundation.
Shaheen	Nusarrat	Teaching Assistant	Level 3 Diploma Early Learning and childcare QCF, GNVQ Business diploma

HIGH ELMS 1 (6-9)

Roisin	O'Neill	Partner/ Directress	As above
Maria Lynne (aka Lynne)	Magtanong	Directress	Level 6 BS & MA Psychology, AMI Montessori Advanced Elementary Diploma
Ganna (AKA Anna)	Vasylieva-Oakley	Teaching Assistant	Teacher of History and Social Studies

LITTLE ELMS (3-6) EARLY YEARS FOUNDATION STAGE

Catrine	O'Neill	Partner/ Directress	As above
Marnie	Hilton-O'Neill	Teaching Assistant	Level 3 Diploma Early Learning and childcare, Level 3 Health and social care. Level 4 Montessori Diploma MCI 0-7
Phoenix	Hawkins-O'Neill	Teaching Assistant	Level 3 children's care, learning and development
Carmel	Bradley	Volunteer	

THE NEST (2-3)

Maria Lucia (aka Lucy)	Rodrigues	Nest Manager	Level 4 NVQ Management , Level 3 NVQ Early years care and Education, Baby Signing Level 2, Montessori Assistant Diploma (SENCo, DSP)
Kymerly	Wills-Osbourne	Nest Deputy Saplings Room Leader	Level 4, Montessori Diploma MCI (0-7), Level 3 diploma Early Learning and Childcare QCF
Nora	McKenzie	Classroom Assistant	Level 3 CACHE for Children and young people's workforce QCF, Level 2 CACHE for Children and young people's workforce (QCF), Level 2 in Emergency First Aid
Julie	Donaghy	Seedlings Room Leader	Level 3 Diploma in Childcare and Education
Adeola	Okewoye	Classroom Assistant	Level 3 CACHE for Children and young people's workforce QCF, First Aid
Shaheen	Nusarrat	Teaching Assistant	Level 3 Diploma Early Learning and childcare QCF, GNVQ Business diploma

H.R. AND ADDITIONAL SUBJECTS

Liadain (aka Li-Li)	O'Neill	Partner, Early Years Manager/Nominated Person	As above
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ADMINISTRATION

Barbara	Hoffbrand	Office Administrator
Sarah	Wright	Bursar
Frances	Williams	Assistant Bursar

ANCILLARY

Sharon	Townsend	Cook	Level 3 Food, Health and Hygiene Certificate
Max	Northcott-O'Neill	Assistant Cook	Level 2 Food, Health and Hygiene Certificate
Jose Aurelio (aka Jose)	Goncalves	Caretaker	
Mario	De Los Reyes	Cleaner	

PERIPETETIC TEACHERS

Candy	Davies	Piano Teacher	ALCM, LLCM (TD), GLCM (HONS), LRAM, MSC Child Protection
Verity	Worrell	Woodwind Teacher	ABRSM Grade 8 Clarinet ABRSM Grade 6 Flute
Lucy	Phillips	Singing Coach	Professional Certificate in The Teaching of Singing – Speech Level Singing International. Certificate in Therapeutic and Educational Application of the Arts. Vocational Diploma in Musical Theatre Studies.
Thomas	Garvin	Ju-Jitsu Teacher	Ju-Jitsu Instructor - Sekai Ishin Ryu Ju-Jitsu Renmei
Caroline	Langley	Forest School	Level 3 Forest School Practitioner
Tiffany	Todd	Tiny Mites	

CONDITIONS OF ADMISSION

1. **School fees** for all children are billed three times a year coinciding with the school terms. Payment must be made by **direct debit or childcare voucher**. There are two payment plans available, either:
OPTION 1 – In advance of the term on the following dates; 1st September, 1st January and 1st April.
5% discount is applied to fees of parents choosing this option.
Or
OPTION 2 – Four instalments per term as follows:
Autumn term, 1st September, 1st October, 1st November and 1st December.
Spring term, 1st January, 1st February, 1st March and 1st April.
Summer term, 1st May, 1st June, 1st July and 1st August.

An instalment plan may not be implemented if the term's fee is less than £200.

Parents of all children in attendance at the school must have a direct debit mandate in place, unless otherwise agreed in writing.

Childcare Vouchers

Payment by childcare vouchers must be in a regular and repeating pattern previously notified to the school. The balance of any outstanding fees will automatically be collected by direct debit via the chosen payment plan. One month's notice is required in advance of any changes to the amounts or pattern of payments.

Payments via any method other than the above attract a processing charge of £5.00 per transaction unless generated by a request from the school office.

2. 2.5% compound interest per month or part of a month is payable on all overdue fees. In addition, the parent will reimburse the school all costs and expenses (including legal costs) incurred in the collection of the overdue amount. A pupil may be asked to leave whose fees are not paid promptly. In addition, children with parents owing fees at the end of a school term may not return the following term until such time as the fees are paid. No credit will be given for this time of absence. Terms of notice will still apply. Payment extensions must be obtained from the school office, in writing.
3. Additional Finance Charges

Initial Direct Debit set-up fee	free
Unpaid Direct Debit	£7.00
Cancellation of Direct Debit Mandate	£10.00
New Direct Debit set-up fee	£8.50
4. **Notice period for all children.** A full term's notice in writing is required in advance before the removal of a child or the discontinuance of an extra subject or activity, e.g. a child leaving at the end of the summer term would be required to give notice on the first day of that term. Failing this, a term's fee will be charged in lieu of such notice. Notice is always acknowledged by email or letter but you may prefer to obtain an immediate receipt from the school office. Your acknowledgement or receipt is your proof that notice was received on time. The School will not be required to mitigate its loss or give credit for the fact that a place has been filled.
5. Children are required to attend a minimum of two separate sessions per week.
6. No reduction is made for temporary absence, holidays or illness.
7. The onus is on parents to manage their own fee accounts and to ensure that the correct notice is given.
8. If nursery funding is not granted for any reason, parents are required to pay full fees.
9. Bookings for extra sessions are payable in full and are not transferable. A month's notice is required for cancellation of such bookings.
10. Changes to cancel or reduce bookings or lunches can only take effect at the start of term or after the half term break. A minimum of a month's notice is required for such changes.
11. Subject to availability, extra bookings can be made at any point during the term.
12. Parents may not leave their children before the start of their session time; please either pre-book the relevant wrap around session or wait with your child until the session starts.
13. Parents must endeavour to arrive on time to collect their children. If a parent is more than 10 minutes late collecting a child at the end of a session, an extra hour's fee will be charged. Parents more than 30 minutes late are charged the full price of the next session. Parents who arrive after 16:00 are charged £12.50 for every quarter of an hour, or part of a quarter hour. If parents are persistently late they are deemed to be working against the ethos of the school. (See clause 14)
14. Entry is solely at the Principal's discretion. The Principal reserves the right to request the removal of a pupil whose work or behaviour is unsatisfactory, or whose parent is working against the interest and ethos of the school, without a term's notice. In such a case no refund will be made. However, there will be no liability for the next term's fees.
15. The Principal reserves the right to change staff, classrooms, the location, the timetable, courses, dates or hours of opening if she deems it necessary without a term's notice.
16. When rises in costs make an increase in fees essential it may be necessary to give less than a full term's notice of this. Fee levels are subject to an annual increase at the start of the academic year.
17. If the school has to close, due to an emergency, e.g. weather conditions or unforeseen circumstances, the school term will not be extended nor will any part of the fee be repayable.

18. If a situation arises where the school has been ordered to close due to a government health warning i.e. swine flu, parents will not be charged for the time the school is closed.
19. Receipt of the non-refundable £55 registration fee places a child on the waiting list. When a parent accepts a place for Day Care or Nursery, a securing fee of £200.00 is payable. When a parent accepts a place for Reception or the Upper School, a securing fee of £500.00 is payable. Once the securing fee has been received, written notice is required as detailed in clause 4 above. The deposit is refunded after the child has left, provided all fees have been paid up to date. Priority of places is given to those children who will be proceeding into the Upper School and whose parents have secured that place with a £500.00 deposit.
20. A concession of 5% will be available on the fees of a younger sibling if more than one child attends the school. A 30% concession is available on the fees of a younger sibling for children attending full time.
21. Telephone calls may be recorded to monitor and improve our service.
22. The staff at High Elms Manor School are committed to providing an excellent service, education and childcare. We will treat you with respect, and expect you to do the same. We will not tolerate threatening or abusive behaviour towards our staff, either verbally, physically or in writing, and will take whatever action is necessary (including legal action) against any person who is involved in threatening or abusive behaviour. This clause is in conjunction with clause 14.
23. All uniform and belongings must be adequately labelled. The child's clothing must display the name legibly. Please check periodically that it has not been washed out. This applies to shoes, boots, socks, jumpers etc. We will endeavour to protect your child's clothes but will not be held responsible for damaged or lost clothing or belongings.

- Image Consent Form
- Entry Form
- Attendance Requirements
- Ethnicity Classification
- Medical Questionnaire
- SEN Status

HIGH ELMS MANOR SCHOOL

Admissions Booklet

June 2016

IMAGE CONSENT FORM

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (i.e. of a visiting dignitary or other high profile event). Pupils will often appear in these image. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

Please tick those that apply:-

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites	
I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/footage the media may take themselves if invited to the school to cover an event.	
I do not want my child's image used in any publicity	

I have read and understood the information overleaf.	
Name of child	
Parent's/Carer's signature	
Name in block capitals	
Date	

HIGH ELMS MANOR SCHOOL ENTRY FORM

		Office Use Only	
		£55.00 Registration fee paid	
CHILD'S FIRST NAMES:			
PREFERRED NAME:			
SURNAME:			
Mother's/Guardian's Surname		Father's/Guardian's Surname	
Mother's/Guardian's Forename:		Father's/Guardian's Forename	
Mother's e-mail:		Father's e-mail:	
Home Address:			
City		Postcode	

Date of Birth	DD	MM	YY	Gender, please tick	Male	Female
I wish my child to proceed into Little Elms				Yes	No	
I wish my child to proceed into High Elms				Yes	No	
Child's Religious denomination:						
First Language			Second Language			
Dietary Restrictions:						
How would you like your letters to be addressed? Please circle				Mr & Mrs	Mrs	Mr
				Ms	Miss	Other

Home telephone number:			
Mother's mobile number:			
Mother's work number:			
Father's mobile number:			
Father's Work telephone number:			
Relative or friend for emergencies:		Relationship	
Telephone number of relative or friend:			
Please state who should be contacted first			

Previous school, nursery or playgroup:			
Address and telephone number:			
How did you first hear about the school?			

Kindly enclose a non-refundable registration fee of £55.00 made payable to "Marlin Montessori Schools" with this application form.

You also need to enclose The Medical Questionnaire, Ethnicity Classification, Attendance Requirements, the Parent Directive and the Direct Debit form together with your deposit if you are securing a place and/or have been informed that a place is available.

I give permission for my child to be transported by car or coach on outings etc.	Yes	No
I give permission for my child to be taken to hospital in case of emergency	Yes	No
I give permission for my child's image to be used for the prospectus, my first day at school, the website and/or promotional material for the school	Yes	No
I give permission for sun cream to be put onto my child	Yes	No

I/We jointly and severally agree to abide by the conditions and rules in the Conditions of Admission of High Elms Manor School (which are updated regularly) and with the ethos of the School. I/We accept that under this Agreement we are liable for all school fees and extras, including any interest incurred. The updated Conditions of Admission can be found on our website at: www.highelmsmanorschool.com

Mother's/Guardian's Signature

Date

Father's/Guardian's Signature

Name of person or organisation responsible for paying school fees

N.B. THIS FORM MUST BE SIGNED BY BOTH PARENTS AND/OR LEGAL GUARDIANS. IN THE CASE OF A SINGLE PARENT, THE PERSON WHO HAS CARE AND CONTROL OF THE FEES MUST SIGN THIS FORM.

ATTENDANCE REQUIREMENTS

PREFERRED START DATE: _____

THE NEST

Day Care - SEEDLINGS and SAPLINGS (Age 1 to 3 years) - available 48 weeks of the year.

Minimum two separate sessions over two days. Please tick.

Session	Monday	Tuesday	Wednesday	Thursday	Friday
8.00 a.m. to 9.00 a.m.					
9.00 a.m. to 12.00 noon					
9.00 a.m. to 3.00 p.m.					
3.00 p.m. to 6.00 p.m.					
School Meals					
Packed Lunch					

PLEASE TICK OPTION A OR B

OPTION A - Term time only	
OPTION B - Term time and holiday care	

LITTLE ELMS

Age 3-4 years (Foundation Stage) and

Age 4-5 (Foundation Stage) Suggested attendance, a minimum of 3 full days. From age 5, full-time attendance is mandatory. Extra care available from 8.00 a.m. to 6.00 p.m. Please indicate times.

Session	Monday	Tuesday	Wednesday	Thursday	Friday
8.00 a.m. to 9.00 a.m.					
9.00 a.m. to 12.00 noon					
9.00 a.m. to 3.00 p.m.					
3.00 p.m. to 6.00 p.m.					
School Meals					
Packed Lunch					

PLEASE TICK OPTION 1 OR 2

OPTION A - Term time only	
OPTION B - Term time and holiday care	

RECEPTION AND HIGH ELMS Years 1 to 6

	Monday	Tuesday	Wednesday	Thursday	Friday
School Meals					
Packed Lunch					

EXTRA ACTIVITIES. Full-time children in High Elms, please tick.

Piano		Ju-Jitsu	
Clarinet		Flute	
Singing		Street Dance	
Chess Club			

SPECIAL EDUCATIONAL NEEDS

One to one support	
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ETHNICITY CLASSIFICATION

WHITE	ASIAN OR ASIAN BRITISH	CHINESE OR OTHER ETHNIC GROUP
British	Indian	Chinese
Irish	Pakistani	Any other ethnic group
Traveller of Irish Heritage	Bangladeshi	
Gypsy/Roma	Any other Asian background	NOT STATED
Any other White background		
MIXED	BLACK OR BLACK BRITISH	
White and Black Caribbean	Caribbean	
White and Black African	African	
White and Asian	Any other Black background	
Any other Mixed background		

MEDICAL QUESTIONNAIRE

CHILD'S FULL NAME:	
DATE OF BIRTH:	
NHS NUMBER:	

IMMUNISATION DETAILS (Please tick)					
Measles/Mumps/Rubella		Polio		Tetanus	
Whooping Cough		Diphtheria			

MEDICAL INFORMATION					
Does your child suffer from: (Please tick)					
Epilepsy		Diabetes		Asthma	
Please give relevant details:					

DOCTOR'S NAME:	
DOCTOR'S ADDRESS:	
DOCTOR'S TELEPHONE NUMBER:	
Any relevant medical information (i.e. allergies, family medical history etc.)	

PARENT/CARERS NAME:	
PARENT/CARERS TELEPHONE NUMBER:	
ADDRESS:	

EMERGENCY CONTACT NAME:	
EMERGENCY CONTACT TELEPHONE NUMBER:	

<p>In the event that my child is involved in a serious incident whilst at High Elms Manor School, I expect the manager, or a delegated member of staff to contact me immediately on the above emergency contact number.</p> <p>In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf. I understand that this authorisation will remain valid unless I contact the manager to withdraw it.</p>	
SIGNATURE OF PARENT/CARER:	
DATE:	

SPECIAL EDUCATIONAL NEEDS STATUS

Does your child have any Special Educational Needs? (Please tick)	Yes	No
If yes, please give details below:		

PARENT DIRECTIVE AND DIRECT DEBIT FORM

Parent Name

Child Name

Option 1

My fees are invoiced once per term and I understand that in order to receive my 5% discount my bank account will be debited with outstanding fees prior to the beginning of term. I understand that any extra fees arising during the term will be debited on the 1st of the following month.

Option 2

My fees are invoiced once a term but I choose to spread the full cost of the fees over four monthly instalments. I understand that my bank account will be debited with each instalment on the first working day of the calendar month and that if I default on an instalment that all outstanding fees will become immediately payable. I understand that instalments for each term are collected as follows:-

Autumn Term - September to December

Spring Term - January to April

Summer Term - May to August

(Please tick one of the above options and then sign and date the form below)

SIGNED

DATED

DIRECT DEBIT MANDATE



Eazipay Ltd re Marlin Montessori Schools

Please fill in the whole form including official use box using a ball point pen and send it to:

Instruction to your Bank or Building Society to pay by Direct Debit

Eazipay Ltd re Marlin Montessori Schools High Elms Manor High Elms Lane Watford Hertfordshire WD25 0JX

Service User Number

6	9	6	4	0	7
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Name(s) of Account Holder(s)

FOR Eazipay Ltd Re Marlin Montessori Schools
OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Bank/Building Society account number

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Instruction to your Bank or Building Society
Please pay Eazipay Ltd re Marlin Montessori Schools Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Eazipay Ltd re Marlin Montessori Schools and if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

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Signature(s)

Date

Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Reference

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

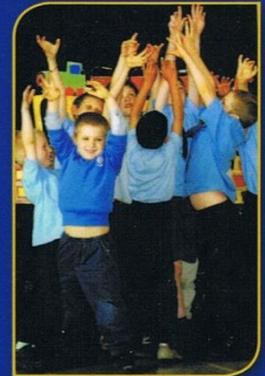
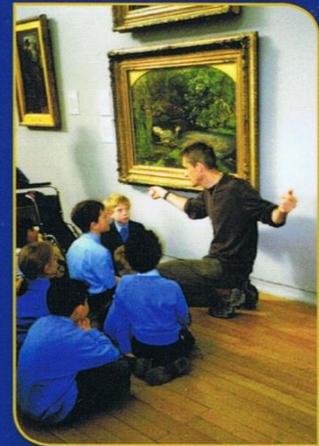
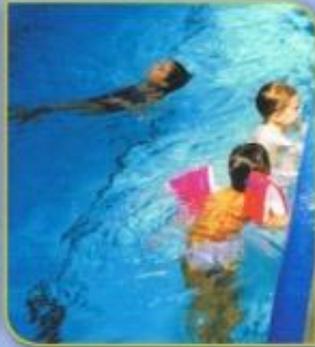
This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Eazipay Ltd re Marlin Montessori Schools will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Eazipay Ltd re Marlin Montessori Schools to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Eazipay Ltd re Marlin Montessori Schools or your bank or building society you are entitled to a full and immediate refund of the amount paid from your building society.
- If you receive a refund you are not entitled to, you must pay it back when Eazipay Ltd re Marlin Montessori Schools asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



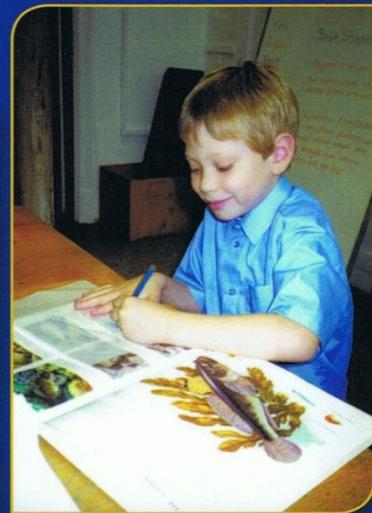
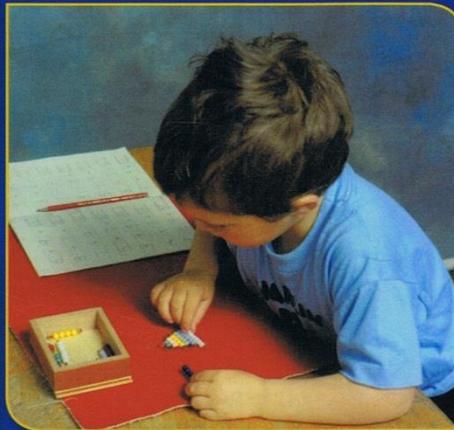
Activities



6-12 Class

In High Elms Manor School children are:

- working at their own pace
- prepared for life and to learn how to learn and have the love of learning instilled in them
- taught in the Montessori method which more than satisfies the National Curriculum requirements and our pupils have performed well above the national average
- provided a secure framework which maintains a balance between freedom and discipline
- encouraged to have good behaviour and manners
- given opportunities to develop to their maximum potential
- given a sense of worth and valued for their contribution to school life
- encouraged to have a caring and responsible attitude towards each other
- expected to respect and co-operate with each other and create a community spirit without competition
- encouraged to think for themselves and make decisions
- developing self-confidence, independence and self-motivation
- given activities and opportunities to develop talents and creativity
- preparing to become citizens of the future
- developing a cosmic morality through respect for nature and continuing responsibility for the planet
- helped to see themselves not as self-engrossed individuals, but as children of the universe through stories and projects on the universe, solar system, earth, life, humans and civilisation.



CHECK LIST WHEN APPLYING OR SECURING A PLACE

ITEM	COMPLETED/INCLUDED
Entry Form	
Attendance Requirements	
Holiday Care	
Extra Activities	
Ethnicity	
£55 Registration fee	
£200 Deposit for Day Care or Nursery or £500 Deposit for the School Please make cheques payable to "Marlin Montessori Schools"	
Parent Directive	
Direct Debit Form	