

FORM M **TERMS AND CONDITIONS.**

Lorna Mahoney
Principal

Walthamstow Montessori School
Penryhn Hall
Penryhn Avenue
Walthamstow
London E17 5DA

Telephone 020 8523 2968
Fax 020 8523 2968
Email e17montessori@aol.com
www.walthamstowmontessori.com

HOURS

We are open from 8am –5.45pm Monday to Friday during school terms only. There is a ‘holiday club’ available during part of the Easter, Summer and Christmas breaks, subject to demand. Morning sessions at the school are from 9.30am-12.30pm and school length days are 9:30-3:00. Exact term dates will be given in writing but are broadly in line with Waltham Forest and available on the school’s website.

We have optional care provided by a ‘Breakfast Club’ from 8am each morning and an After School Club until 5:45pm. This is available to children aged 2 and over and has very limited places available, consequently it must be booked in advance.

FEES

Fees are payable termly in advance. Please see attached fee information. You will be notified in writing when these are due. Fees must be paid prior to the start of term, by the date stated. There are various methods that payment can be accepted such as by cheque made payable to ‘**Walthamstow Montessori School**’. Bank transfers of funds by prior agreement with the school as are other child care payment systems (please contact to discuss) and via your child tax-free account.

No child will be admitted unless fees have been paid in full and have cleared into the bank.

A fee of £75.00 per week will be charged for each outstanding week that fees are overdue. Returned cheques will be charged at £30.00, outstanding fees must then be paid in cash in full. Children will not be permitted to attend school until these fees are received and cleared. An administration charge will be made on all unauthorised changes to agreed/requested sessions after you have returned the completed session request form for the next term.

Fees cannot be refunded under any circumstances and are therefore payable for periods of illness, holiday etc as well as other scenarios that fall within your contracted period. Sessions are not transferable. Occasionally you may have need for an additional session on an ad-hoc basis, whilst we can never guarantee that we will have availability, it is worth enquiring. Any such sessions must be paid for in advance or on the day as per the invoice.

NOTICE PERIOD

If you no longer require your child’s place, or you wish to reduce the amount of sessions attended this must be given **in writing by the first day of the child’s last term.**



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ie. If your child will not be returning to WMS in: **September 2022 (Autumn Term) notice in writing must be received by 20th April 2022 for example.**

Full fees will be charged for that entire term for the cost of the whole place if the statutory notice period has not been followed.

Legal action has been and will be taken to recover any fees unpaid which will include legal costs and interest.

ILLNESS

The school does not have the facilities or the personnel to deal with sick children. Therefore, they should not be brought to school.

This includes sore throats, raised temperature, vomiting, diarrhoea, rash, discharge from eyes, skin conditions, head lice etc – reference can be made in full to our illness, medication and absence policies.

Child must be free from symptoms and cause for a minimum of **24 hours** before returning to school any child who still appears unwell will not be allowed to attend. This is to safeguard the health of all of the children. For children that have vomited or had diarrhoea a period of **48 hours** must be left before returning to school.

If a child becomes ill during the session, parents/carer, will be notified promptly and will be expected to collect their child.

You are **also required to notify the school of any absences** and the presence of any illness or condition i.e. head lice.

Children who are of compulsory school age must provide written notification of any absence from school specifying the reason as our registers are regularly inspected. Holiday is not authorised. Full guidance can be found on the school's Attendance Policy.

All school policies can be found on the school's website and available upon request at the school door.

EMERGENCY MEDICAL TREATMENT

As far as possible all our staff hold an appropriate paediatric first aid qualification and attend regular refresher training. In the event of an accident or injury, you will be asked to sign the school's accident book and will be informed of the nature of the injury and any treatment received.

In the event of an emergency, every effort will be made to contact the parent/carer as soon as possible. However, our priority is the well-being of the child and we therefore reserve the right to remove the child to hospital

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should that be necessary. A member of our staff will remain with the child at all times should this be the case.

MEDICATION

We are not permitted to administer any medicines to your child. No medications should be sent to school with your child.

CONTACT DETAILS

Parents are responsible for notifying the school, in writing of any changes to contact details. Current emergency contact details, mobile phone numbers etc are essential.

Email helps to reduce the use of printed letters. Please ensure that we have your Email address.

DIET

Parents are asked to inform the school in writing of any special requirements or allergies. In the case of particular foods being required, you are asked to provide these in a clearly marked container; this includes soya or goats' milk and gluten free biscuits.

All children staying for lunch must bring a suitable packed lunch including a drink. **'Fizzy' drinks, chocolate and sweets are not allowed.** Similarly nuts and nut products are not permitted as there are some children who have extreme reactions to these. All lunchboxes/containers must be named.

COLLECTION PROCEDURE

Contact details for authorised persons must be complete. Any change of collection must be received **in writing**. The school reserves the right to keep any child at the school should there be any doubt.

Children must be collected **promptly**, when the school closes for the morning or afternoon sessions. It is unfair on the child and staff concerned to keep them waiting. It is your duty to ensure that you are there to collect your child. A charge of £10 per each 10 minutes late will be levied. This is to cover the extra staff costs. Any such fees incurred must be paid directly to the teacher who has had to wait behind with your child, however, this does not constitute a 'care service' and will not be allowed to be seen as such.

JEWELLERY AND VALUABLES

These are not permitted at the school. Responsibility will not be taken for any losses.

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CLOTHING

Children should be sent to school in clothing which encourages their independence and therefore is easy for them to remove, please avoid lace up shoes.

All clothing must be marked with the child's name.

The school uniform for the Nursery and Kindergarten classes is simple, practical and traditional Montessori clothing, black plimsolls to be worn indoors with a gingham smock. The smock should be purchased directly from WMS along with school bags.

A spare set of clothing must be brought to school in a small drawstring shoe bag clearly marked on the outside with child's name, also nappies where necessary.

Formal school uniform for the children in our Children's House can be worn. (uniform requirements available on request and to view on our website) these items must be purchased from the recommended retailer.

All children are expected to wear the correct school uniform at all times.

POLICIES AND PROCEDURES

The school has a set of policies regarding such aspects as equal opportunities, safeguarding, complaints, health and safety etc. These are available for you to see at any time on request. New policies will be featured on our school notice boards at both sites. Our safeguarding lead officer is Wendy Palumbo and deputy officers (all with designated safeguarding officer training are: Lorna Mahoney, Karen Darnborough and Florence Tokio)

REGISTRATION

The school is registered with and inspected by OFSTED and DFE.

The school is insured by Dot to Dot Insurance which is underwritten by Zurich.

All staff members have been through social service and police clearance procedures. We are committed to safer recruitment of all of our staff.

Thorough background checks are taken throughout the recruitment process.

The school is a member of the Early Years Partnership.

COMPLAINTS

- We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our organisation and will give prompt and serious attention to any concerns you have.
- We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. Any parent who has a concern

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about an aspect of the organisation's provision talks over, first of all, his/her concerns with the class leaser or Senior member of staff.

- If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our organisation to a satisfactory conclusion for all of the parties involved.
- (FOR OFSTED REGISTERED ORGANISATIONS) Parents may approach Ofsted directly at any stage of this complaints procedure. The number to call Ofsted with regard to a complaint is: 0300 123 4666
- These details are displayed on our parent notice board

CLASSROOM EQUIPMENT

From time to time you may find that your child brings something belonging to the school home with them. We would kindly ask that it is returned as soon as possible. Seemingly insignificant objects may well be part of a set which is highly expensive to replace! Thank you.

BEHAVIOUR

We aim to encourage helpful, friendly and polite behaviour at all times. We are all used to young children and encourage their social development. Where unacceptable behaviour has been witnessed the school will discuss with the parents possible strategies to prevent/reduce such behaviour. The school reserves the right to ask the parents to remove the child from the school.

SAFEGUARDING

At our school we work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Parents should feel it is important to raise any issues around the safety of any child with the staff, who are trained to deal with these concerns in a quick and professional manner. If a child appears to be at risk, our setting follows our Safeguarding policy and procedure.

In these cases, both the parent and school are informed and the Designated Safeguarding Lead (Wendy Palumbo) works with Local Safeguarding Children Board and Ofsted to ensure a proper investigation of the concern, followed by appropriate action.

Please ask to see our full Safeguarding Policy if you would like to understand how we work in these situations. This policy is available and you may have a full copy if you would like one.

CONTRACT

By accepting the above conditions and any others which may from time to time be added where necessary. You are forming a contract with Walthamstow Montessori School.

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REVISED Jan 2020

PLEASE SIG AND RETURN:

You may wish to make a copy of the information contained here for your future reference.

I hereby accept to abide by the terms and conditions as specified:

Walthamstow Montessori School (WMS) is required to keep and process certain information about its pupils and parents in accordance with its legal obligations under the General Data Protection Regulation (GDPR). The school may, from time to time, be required to share personal information about its pupils with other organisations, mainly the LA, Department for Education, other schools and educational bodies, children’s services, the police and other third parties.

Although consent is a huge part of GDPR, as a school we have lawful obligations that require us to collect, process and store personal data. In order to comply with regulatory frameworks and inspectorates across the UK, there is a large amount of data that we must hold and maintain. Therefore, we do not need consent to collect certain data from our parents or children.

Signed.....

Print name.....

Date.....

Print child’s name

REVISED Sept 2022

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