



## **Parent Handbook 2011-12**



Exeter Steiner School

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Exeter EX4 1PT

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[www.exetersteinerschool.com](http://www.exetersteinerschool.com)

Registered Charity No 1070991



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## Welcome to Exeter Steiner School

The long term aim of the Exeter Steiner School is to make Steiner Waldorf education available to all, regardless of religion, race, social and financial background.

*Let the spirit shine, through education of head, heart and hand.*

### Important contact information

**Postal address** 80, Merrivale Road  
Exeter  
EX4 1PT

**Phone** 01392 427200

**Email** exetersteinerschool@phonecoop.coop

**Proprietor** Simon Daly (Chair of Trustees)  
01626 853875 (Home)

**Administrator** Jenny Salmon  
01392 427200 (Day)  
07411292493  
In school : Monday to Friday 8.30am until close of school.

### School office opening hours

(term-time only) Monday - Thursday 8.30am to 2.30pm  
Friday – 8.30-12.00pm (times vary according to staff availability)

**Child Protection Co-ordinators** Theresa Trapp  
07732 157106 (Home)  
01392 427200 (Work)  
In school : Monday to Friday, 8am to 2.30pm.  
Jenny Salmon  
01392 427200 (Day)  
07411292493  
In school : Monday to Thursday 8.30am until close of school,  
Fridays morning only.

**Health & Safety Co-ordinator** Jenny Salmon  
01392 427200 (Day)  
07411292493  
In school : Monday to Friday 8.30am until close of school.

**Trustees** Simon Daly (Chair)  
John Hammond  
Kneace Daly (Secretary)  
Tara Milford  
Joe Salmon  
Martijn Grooten  
Francis Clark  
Trustees can be contacted via the School office.

**School elders** Maggie Skeet  
Malcolm Joyce  
Helen Wilkins

## Introduction

Welcome to our School parents' handbook for the 2011-12 school year. The handbook contains all the information you need to know about to help your family get the best out of School life, so it's really worth familiarising yourself with it.

The handbook is designed to give you an introduction to the many aspects of school life. It is supported by these other resources:-

- the School Website [www.exetersteinerschool.com](http://www.exetersteinerschool.com) – for all general information about School and Steiner Education. The Parents' page contains full copies of many of our school policies, as well as a fees calculator and references to our school inspection reports.
- the school noticeboards – there are three main ones – outside kindergarten, outside the main school kitchen and beside the front gate;
- the school fortnightly (term-time) newsletter, the Friday Flier;
- your Class or Group parent co-ordinator;
- the School Office.

We aim to put as much information as possible on the School Website, to save paper and printing costs and to enable faster updates. However if you do not have access to the Internet, hard copies are available from the School Office.

We rely on families being involved in the running of the school as much as possible - there are lots of opportunities to become involved and get to know us better:-

- **Parent co-ordinators** are parents who act as a link between the class/group teacher and parents. The class teacher will tell them about new families and they will get in touch with you, with information relevant for your child's class.
- Come to all the **parents' meetings**. We try to arrange these to accommodate as many people as possible, including those with child care issues.
- Come to the **Wednesday cafe** to meet other parents over delicious soup, cooked by class children, and peruse the beautiful items in our **School Shop**;
- Join in **craft sessions** on Wednesday afternoons;
- **All-school workdays** are held about once a term, usually on a Saturday. These are enjoyable social events too; children are welcome to join in, and lunch is provided for all workers.
- Join the School's **food co-operative** to buy lovely organic food, drink and other groceries.
- **Volunteer** for one (or more!) of the many areas in which you can help support our school.

We hope the following pages will answer many of your questions and help your family to feel at home here. But if there's anything else you need to know, do please ask.

Please keep this handbook safe for future reference.

### Communications in school

There are various ways in which information is communicated throughout the school. For important issues that need a direct response, such as educational or financial matters, parents' meetings, illnesses in school, etc. each family will be sent a letter or email. For more general or less urgent issues, the information will be posted on noticeboards or in the Friday Flier.

We make as much information available as we can, but it is **your responsibility** to check the various sources **regularly** so that you can keep up with what's happening in school.

### Where information can be found

**School office**—The administrator's office is beside the toddler room in the Early Years building. The office is normally open daily (see page 3). We do try to arrange cover when Jenny is away, but it is not always possible. There is a message book in the kindergarten corridor outside the office door if there is no one in the office.

**Teachers**—Whilst teachers are more than happy to talk to parents, we feel that it is important to respect their professional and home life as well. Regular parents' meetings are held – these are open meetings for all parents in a class or group to attend. Each teacher also provides a time frame during the term when they are available to talk to parents – arrangements are generally displayed in your classroom or usual place that the teacher uses.

In general, the teachers need to focus on the children before kindergarten and classes begin in the morning, so **please avoid distracting them when you drop off your children**. If you have something urgent to communicate with them, each teacher has a notebook outside the classroom where you can leave a message. You could also write a short note if the matter is confidential.

**Parent contacts**—Each class has a parent contact, linking the parent group with the teachers.

The current contacts are:-

Kindergarten – Caroline Fisher (Archie and Daisy's mum)

Class 1/2 – Kay Laurenson (Lauren's mum)

Class 3/4 – Cate Calder (Jacob's mum)

Each family should have a telephone/email tree for their respective group. This includes all parents contact details as well as those of teachers and the school administrator.

**Newsletter**—The **Friday Flier** comes out fortnightly and each family has a printed copy. It is also emailed to parents and friends of the school. Anyone can contribute to the Flier – please contact Jenny if you have anything to contribute or would like to see in there. Advertising in the Flier is also available at a small charge (discounted for school parents and staff).

**Website**—General details about the school, including term dates, fees information, school policies, news, events and the most recent Friday Flier are available on our website

[www.exetersteinerschool.com](http://www.exetersteinerschool.com) .

**Notice boards**—There are three main notice boards in school. The board and window outside the kindergarten is used for general information about Early Years, as well as any kindergarten – specific notices. The board outside the main school kitchen is used for any general information relating to all classes. This includes teacher information and class timetables. The noticeboard by the front gate is used for forthcoming events, whether they are related to school or not. Parents can use this board to advertise their own events. In addition to this, we use the front gate for any urgent notices. Individual teachers may also have their own arrangements for group-specific information – please check with your class contact.

## School timings

Group/class	Monday	Tuesday	Wednesday	Thursday	Friday
Parent and toddlers (in School) 0-3yrs	10am-12noon	10am-12noon		10am-12noon	10am-12noon
Woodland parent and child group, Killerton woods (2-5yrs)			10am-12noon		
Kindergarten (3 – 6yrs)	8.30am–2pm	8.30am–2pm	8.30am–2pm	8.30am–2pm	8.30am–2pm
Breakfast club – Class children only	8.30-9am	8.30-9am	8.30-9am	8.30-9am	8.30-9am
Class 1/2	9am-2pm	9am-2pm	9am-2pm	9am-3.30pm	9am-2pm
Class 3/4	9am-3.30pm	9am-3.30pm	9am-2pm	9am-3.30pm	9am-2pm
School office open	8.30am-2.30pm	8.30am-2.30pm	8.30am-2.30pm	8.30am-2.30pm	10am-1pm (may vary)

## Classes and groups

(Further details specific to your child's group may also be given out by the teacher.)

### Parent and toddler groups – 0-3yrs

The toddler groups provide a space for parents and their children aged 0-3 to meet each other and experience a Steiner-based environment. The emphasis is on creating a homely atmosphere with special attention given to the rhythm of the session so that transitions from one activity to another occur in a calm mindful way.

### Information for toddler parents

- Parents and children are asked to wear **slippers** at all times in the toddler room. (Please bring them with you!)
- There are no facilities at present for dealing with soiled nappies at the school, so parents are requested to take them home or put them straight into the red bin outside the office.
- Fees for the Parent and Toddler group are paid half-termly, in advance. Payments should be made on the first week of each half term to the group leader, who will issue a receipt.
- If parents wish to discontinue attending the sessions, they need to notify the group leader as soon as possible before the beginning of a new half term. Failure to do so may mean that a parent is charged for the new half term, even if they are not attending.

### Woodland parent and child group (2-5yrs)

The woodland parent and child group runs in National Trust woodland at Killerton House, about five miles east of Exeter and is for children 2-5years and their parents. The group meets in a designated space throughout the year, with a temporary shelter when needed. Children and

parents are offered the space to explore the woodland environment through the changing seasons and experience the gifts it shows us. We often create objects, decorations etc with the treasures we find there, we have stories and come together to share food prepared over the open fire.

**Information for woodland group parents**

Please wear seasonally appropriate clothing:

Waterproofs

Wellies

Hats (woollen and sun)

**Kindergarten (3-6yrs)**

**Timing**

There is a flexible period for arrival after 8.30am, but please ensure that your child has joined the group *by* 9.00am to start the group activity. Pick-up time is 2pm, please arrive promptly. If you are going to be late, please let the school office know.

**Meals**

There is a weekly rhythm of snacks provided in kindergarten. Many entail a home-cooked meal, varying the type of grain used. Parents are asked to provide children with an item of organic fruit (or a vegetable for a soup day). Food sensitivities are acknowledged (according to details given on the admission form).

**Clothing requirements**

A pair of sturdy slippers or soft indoor shoes for inside.

Generally comfortable clothes without logos etc.

Hats for cold and hot weather

Wellies and water-proof clothing (coat and leggings) for outside.

A complete change of clothes to be kept in a bag on your child's peg(Please check regularly).

**Admissions procedure into the kindergarten**

If your child has been attending a toddler group then you should indicate your interest in a kindergarten place via the office. A time for you and your child to visit, after kindergarten has finished, will be arranged. Your child will need to be 3 years old before September to enter at the start of the autumn term or 3 before January to enter at the start of the spring term. As a general rule, there are no admissions in the summer term.

**Classes**

**(Please see your child's class teacher for timetable)**

For the 2011-12 school year, there are two combined classes - Class 1/2 and Class 3/4.

**School times**

The school day begins at **9.00am**. We run a breakfast club from 8.30 onwards. Please make sure your children are in school at least ten minutes before class starts, ready to go into class promptly.

If your child is unable to attend school for any reason, please phone the office **before 9am**.

Short days finish at 2.00 pm; long days finish at 3.30. Please consult the timetable for relevant details.

**Things the class children need to bring** \*may be purchased from the school shop

For the main lesson:

1. A pack of Stockmar block crayons\*
2. A pack of Stockmar stick crayons\*
3. A pack of long Lyra pencils\*
4. A recorder (preferably wooden).

In general:

1. A pair of slippers or indoor shoes
2. A change of clothes appropriate for the season
3. Wellies and waterproofs (trousers and jacket)
4. A winter hat, a scarf and a pair of gloves in winter.
5. Sunhat and sun cream in summer.

Children also need to bring a *packed lunch* on school, as well as their own *snack* for break-time. (Please see the food guide-lines in the school rules section).

### **School reports**

The school provides an annual report written by the class teacher and the specialist teachers who have input to your child's education. A copy of the report is kept by the school for future reference. Each teacher should offer a time for parent-teacher conferences. These generally happen twice in a school year.

### **School inspections**

The school is inspected by the Schools Inspection Service (SIS) under the Ofsted inspection framework. Our latest inspection report (July 2011) is available on our website or from the office.

## **How the School is Organised**

The school community comprises six groups of adults with differing roles and responsibilities, all of which are essential for the school to function and meet its educational aims.

### **Teachers**

The teachers' group is responsible for all educational, pedagogical and welfare issues as well as environmental, social and organisational issues relating to Steiner Waldorf education. There is no head teacher at the school. The teachers work as a group, meeting weekly and devolving responsibility to smaller groups and other staff as necessary.

### **Administration**

The school's administrator manages the general day-to-day affairs, including Ofsted compliance, admissions, health and safety and human resources. The financial administration is managed by a finance management group comprising the treasurer (who is also a trustee), the finance administrator and the school administrator.

### **Management group**

The management group comprises the school treasurer, a class teacher, the school administrator and a business adviser. The trustees have delegated responsibility for day-to-day financial decisions and the following business planning activities:-

- Budgeting – forward financial planning and day-to-day management of income and expenditure;
- targeting fundraising in conjunction with the fundraising co-ordinator;
- site and building maintenance issues;



- directing marketing and publicity, in conjunction with the parent publicity co-ordinator.

The group meets at least once a fortnight, or more frequently as circumstances dictate, and reports to the trustees.

### **Trustees**

The school is a registered charity and the trustees of the school are legally responsible for the school's affairs. The board has up to nine trustees and meets once every half term. The composition of the board is generally approximately one third parent-trustees and two thirds individuals from outside the school community. Their duty is to ensure that the school keeps to its agreed aims and objectives, meet legal and financial obligations and that all necessary arrangements are in place to enable the teachers to teach. Meetings are regularly attended by representatives of the teachers' group and administration staff.

The school Annual General Meeting is held each autumn term and the whole community is encouraged to attend. Each parent is a voting member. Trustees stand for election at the AGM for a one year term of office. A list of trustees in office is displayed on the school notice boards.

### **Parents**

The school was started by parents and parental involvement continues to be central to the school's life and well being. Parents and friends are expected to help in all areas of school life, whether it is mending equipment, helping at a fundraising event or maintaining the grounds and buildings. In doing this, we add to the children's education by demonstrating how a community works well together.

Each group has a parent co-ordinator, who facilitates communication with the staff and organises parental input. Parents also take on many of the support roles in the school, such as fundraising and publicity.

### **The School Elders**

The Elders are a group of people (currently three) who bring a lifetime of skills and experience to the school. They are responsible for holding the school's spiritual interests and the welfare of the community. The Elders also provide regular support and appraisal for staff.

### **Parental participation**

There is an expectation that families joining the school will contribute the equivalent of two hours' work per week throughout the school year. Some tasks are regular weekly events, whereas others may happen once or twice a term. In addition to their regular contribution, all members of the school community are expected to help out at fairs and work days. The main reason for the high expectation is that part of the school's ethos is to lead by example and when children see their parents looking after their school and making a positive contribution, it helps them to understand how communities work together.

### **Work contributions**

**Parent co-ordinators** have a list of regular tasks that need to be done throughout the school year. At the beginning of each school year, co-ordinators approach all members of their group to sign up for their contribution. New parents joining the school community are not asked to sign up in their first term. Regular tasks include such things as being part of the cleaning rotas, monitoring noticeboards, various office tasks, putting out the rubbish, general maintenance and making crafts for fairs. Less frequent tasks may include some maintenance, organising fundraising events, marketing/poster distribution. At the request of the teacher, help with class events as they occur, is also welcome.

We have a parents' craft group every Wednesday from 1-3pm during term time, which concentrates on making craft items for the Advent and May Fairs. Other craft and community activities are organised throughout the year, according to what is needed.

### **Work days**

Work days are held at least once a term, generally at the end of the holidays, or as the need arises for a particular task. The Friday before the Advent and May Fairs and the last Friday of the school year are also work days, with kindergarten and classes running as usual. All families are encouraged to attend the whole day - lunch is usually provided and children are welcome.

### **Fundraising**

The school is totally reliant on income from fees and fundraising for our financial security. We have a fundraising co-ordinator, Iona Cameron, who is responsible for leading fundraising efforts and implementing the school's strategy for larger-scale bids, with an ongoing programme of applications for various projects. In addition to this, parents are encouraged to work alongside the staff and trustees to organise smaller scale fundraising activities. Each class and kindergarten group has an assigned activity for the 2011-12 year to raise funds for materials for their group, all of which involve the making and selling of food in school at regular times throughout the year. In addition to this, we welcome ideas for other fundraising activities, such as sponsored events, coffee mornings, jumble sales etc.

### **Social**

A variety of social events are organised in which you may become involved. Parents are encouraged to become active members of school life, and we welcome ideas for workshops. There is a **cafe** every Wednesday afternoon, from 2pm onwards. The **school shop** is also open at this time.

### **Parental Education**

Parents are strongly encouraged to attend **parents' meetings** at least once a term. Parents' meetings include information and opportunities for discussion focussed on child development. To enable as many people as possible to attend, meetings are arranged at a variety of times to try and accommodate family circumstances. As members of the school community, all parents, staff and trustees are strongly encouraged to attend the Annual General Meeting.

There is an anthroposophical study group (please see the main notice boards for details).

We strive to organise lectures and workshops for parents to find out more about Steiner education and related topics.

There is a reference library in the main school building.

### **Parent contract**

All parents are asked to sign a parent contract on joining the school, which sets out parents' commitment to the school. A copy of the contract is enclosed with this handbook and should be signed and returned to the office if you have not already signed one.

### **School Funding**

At present, Exeter Steiner School is a non-profit charity, funded solely by parental contributions and fundraising efforts. It is our aim to receive state funding because we believe that all parents should be given the opportunity to give their children the foundation for life-long learning that Steiner education can provide. In order to adhere to our ideal that no child is refused admission

because the family cannot afford to pay, fund-raising is essential to help supplement the school's income. Parents are expected to make a contribution to fundraising activities.

### **Parental financial contributions**

Annual parental financial contributions for kindergarten and classes are payable termly in advance. Invoices are issued at the end of the preceding term or on admission to the school. Payment is due in full on the first Monday of each term. Monthly direct debit payment terms may be arranged if necessary after a financial interview. For all class children and kindergarten children not entitled to Early Years funding, the amount due is calculated on a sliding scale according to the family's gross income, including any benefits. Details of current fees are available from the office or on our website.

A non-returnable *registration fee* of £25 per child is payable to accompany an application to join the school at Kindergarten or Class level.

Fee income is vital for the school to meet its commitments including the wages of staff, rent, utilities and development. Whilst we wish never to have to exclude families due to financial circumstances, we must live with the reality that funds are required to support the existence of the school. Prospective parents need to be realistic about the length and level of commitment that must be made to the school to enable its continuation.

The paying of financial contributions is seen as a support to the whole school's development rather than just for your own child's care or education. This supports the School's work and shows individual commitment to the value of this very special education.

### **Deposit and notice of leaving the school**

A *deposit* of £300 is required from all families upon entry into kindergarten or class. The deposit for new families joining kindergarten in 2011-12 is £300 and for entry into classes is £600. **This money is refundable upon leaving the school provided that half a term's written notice is given and that no balance is owed to the school.**

### **Other payments**

School trips and class outings may involve extra costs of which parents will be notified. Class 1 children require their own recorder and it may be necessary to purchase further instruments as the children progress through the school.

### **Refunds**

No refunds are given for non-attendance.

### **Help with payment**

There are several ways in which parents may get help with financial contributions. A list of these, compiled by parents, may be obtained from the School Office.

### **Bursary Schemes**

The school does not offer its own bursary fund as the sliding scale of contributions is effectively a bursary system. If families find themselves in financial difficulty, we may help parents to apply to funding organisations.

### **Arrears**

We are reliant on prompt payment of fees and arrears can cause problems for the school. If you anticipate problems with payment, please speak to the office as soon as possible.

If you have not paid fees up to date and have not contacted the office, staff will contact you. If, after discussion, the matter is not satisfactorily resolved, a recovery procedure may be implemented. It may become necessary to withdraw the child's place at the school should arrears remain unpaid.

## **School policies and procedures**

### **List of policies**

The School employs a range of policies and procedures covering all aspects of School life. A full copy of all these policies is available in each classroom and in the Administration office. Full copies of certain policies, such as the School's policies for Safeguarding Children and Admissions to Kindergarten and Class, are also available on our website at [www.exetersteinerschool.com](http://www.exetersteinerschool.com).

The School currently operates the following policies and procedures. The ones in **bold** are summarised in the following pages:-

- Accessibility plan;
- Admissions policy for classes;
- Admissions policy for kindergarten;
- Anti-bullying Policy;
- **Attendance Policy;**
- **Policy for collection of children;**
- Behaviour and discipline Policy;
- Curriculum policy;
- Equal opportunities policy;
- Fire Safety Procedure
- First aid policy;
- **Health and Safety Policy**
- Operational procedure for outings;
- **Parental grievance procedure;**
- Policy for administration of medicines;
- Policy for infectious diseases and allergies;
- Policy for children with Special Educational Needs;
- Policy for uncollected children;
- Procedure for allegations of abuse against staff and volunteers;
- Procedure for lost children.
- Pupil assessment policy;
- Recruitment Policy (including safer recruitment)
- **Safeguarding Children Policy**
- Security policy;
- Policy on visitors and contractors.

The following policies are currently under development:-

- Financial policy.

### **Policy for safeguarding children**

The School's safeguarding policy governs all activities within the school. The full policy is available on our website and hard copies may be obtained from the office. The protection of children within the school is the responsibility of all adults.

If you see something in school that raises concerns about the safeguarding of any child, please contact one of the child protection co-ordinators immediately. Full copies of the policy are available in every classroom and the administration office.

### **Important contact details:**

#### **Within the School:-**

#### **Health and Safety Co-ordinator:**

Jenny Salmon

In school Monday to Thursday, 8am til close of school.

07411292493 (Home)

01392 427200 (Work)

#### **Child Protection Co-ordinators**

Theresa Trapp

In school Monday to Friday, 8am to 2.30pm.

07732 157106 (Home)

01392 427200 (Work)

Jenny Salmon

In school Monday to Thursday, 8.30am til close of school.

07411292493 (Home)

01392 427200 (Work)

#### **Other qualified Child Protection Officers:**

All teaching staff have received training in Safeguarding Children (January 2011).

#### **Trustee with responsibility for Safeguarding:**

Tara Milford

01392 860941 (Home)

#### **Local Authority Designated Officers:**

Jan Liff (jan.liff@devon.gov.uk)

01392 384965

Chris Vigar (chris.vigar@devon.gov.uk)

01392 386652

### **Health and safety**

The School recognises and affirms its responsibilities for providing a safe and healthy place of work for all its staff and a safe and healthy educational environment for all its pupils. It will exercise these responsibilities with due regard for its educational aims and methods, in particular experiential education, encouraging a positive attitude to learning and health & safety throughout life. Details of the School's Health and Safety Policy can be found on our website or in the policy manuals in each classroom and the school office.

### **Attendance – children of school age (5+)**

At Exeter Steiner School we regard any unnecessary absence as educationally detrimental. Our teaching methods make it almost impossible to catch up with work or for it to be done at home. We also regard punctuality as healthy and appropriate and consider avoidable lateness as hampering the pupil's development.

The School is open for 36 weeks of the year, leaving sixteen weeks in which families can take holiday, some of which are outside the peak times of national school holidays. The taking of long weekends or holidays during term time is therefore strongly discouraged. In the case of special circumstances, any absence must be discussed and agreed with the class teacher beforehand and an absence form completed. Guidance on the law regarding school attendance is in the school attendance policy, copies of which are available on the school web-site and in the administration office.

### **Unavoidable absence**

**If your child is unable to come to school or kindergarten for any reason, please notify the office by 9am.** Similarly, if your child is going to be late, please let the school know as soon as possible. If the school does not receive such notification, it will be designated as an unauthorised absence. On your child's return to the school, please complete an absence form in the School office.

### **Collection of children**

Please arrive *promptly* to collect your child.

If you know in advance that you are unable to meet your child at the end of a session please let the teacher know who will be collecting your child, preferably in writing, **BEFORE** the session.

If you are delayed or unexpectedly unable to collect your child, please contact the office *as soon as possible*.

If someone who is not known to the teacher arrives unexpectedly to collect the child, it is the school's policy not to allow the child to leave until confirmation has been obtained from a parent or guardian.

If we have not heard from a responsible adult and have not been able to contact the given emergency numbers within an hour of the session ending, it is the duty of the school to contact the relevant authority to arrange care of the child.

### **Parental grievance procedure**

The school aims to provide the highest quality of care for our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop in their time at school. Our intention is to build a strong, open and trusting community. It is therefore our aim to treat grievances with confidentiality, respect and professionalism. **We urge parents to follow this procedure to ensure the smooth and healthy functioning of the school.** Full details of the procedure may be obtained from the school office and will be on the website later in the school year.

## **Behaviour and discipline**

### **Our expectations**

Mutual respect is the basis of all sound relationships between children and adults. Where such respect is lacking, rules are difficult to maintain and discipline becomes a problem. One disruptive child lacking in respect denies the freedom of others to enjoy the school and learn from it. Parents are therefore asked to help in building a respect for the school and all that it stands for, by supporting the aims of the school in each individual home. When this occurs, children relate more fully to the school. When it is lacking, conflict may arise which the child finds difficult to resolve, and this is one cause of bad behaviour.

Generally speaking, a teacher will expect all children to show a willingness to take part in the lesson, to be properly equipped, to show respect for their peers and teacher, and to respect the building, grounds and furniture.

In return, all teachers respect and value each individual child, and have a wholehearted commitment to the Steiner curriculum and the welfare of those in their care. They will strive to be aware of and respect the needs of parents and children, and to be available to discuss your child's education at times which are mutually convenient.

### School rules

The following are rules that have evolved either for safety, educational or pedagogical reasons. In order to reduce misunderstandings within the school community, we expect parents to support their children in abiding by these rules:

- The following items are not welcome in school under any circumstances: portable music devices, electronic games, knives, matches, lighters, fireworks, tobacco, alcohol and other illegal drugs. Any of these items will be confiscated or dealt with in the appropriate manner.
- All pupils remain at school during breaks.
- Bicycles, skate boards, roller skates and scooters should not be ridden on the premises.
- Whilst there is no uniform, dress should be neat, clean and appropriate for school. Clothes worn should reflect the time of year and weather conditions.
- No swearing.
- Class children are expected to abide by a code of behavioural conduct which is discussed in their class groups with the teacher. Poor behaviour, refusal to work, rudeness and defiance may result in detention, a period of time spent working at break.
- Mobile phones – the use of mobile phones is strongly discouraged in school. In the event of a child needing to bring a phone into school, parents should let the teacher know beforehand.

### Playground rules

These rules aim to provide continuity for the children regarding outside play, whether under supervision of teachers or parents. Please make sure your children abide by these rules when you are in school **whether or not during school hours**.

- Children must be supervised by an adult at all times.
- The area at the back of the kindergarten building and the toddler garden are out of bounds to kindergarten and class children.
- The area around the clay oven is out of bounds except if the oven is in use, at which time any children should be closely supervised by an adult.
- Shoes must be worn in the school grounds at all times. **Please note – this is for everyone's safety.** We check the grounds every day but cannot guarantee the area is free from dangerous articles and cat faeces.
- Please sit down to eat.
- No climbing on top of any roof, including that of the climbing frame.
- Please be aware that not all plants in the school are edible.

In addition to these rules, **please remember the following**:-

- Between 2 and 3.30pm on Mondays, Tuesdays and Thursdays, the class children are still in lessons. Please make sure your children stay out of the class building and the class garden.
- No unsupervised children in the Hall or kitchen at any time.

- As responsible adults, anyone in the school community is empowered to take action if they see children doing anything dangerous or harmful.

## General health and welfare issues

### Responsibility for children outside class hours

It is important to be aware that staff can only be responsible for the children during their class' session times. It is essential that all classes start promptly in the morning so please ensure your child is not late as this can be very disruptive for the whole class. **Once the session has ended, if you choose to remain on school grounds with your child, you are responsible for them.**

### Child health

All pupils' general medical care is deemed to be the responsibility of their parents / guardian. The class teacher should be advised of any medical conditions, specific care, or of any special dietary requirements. Teachers do not administer medication to children, whether prescribed by a doctor or otherwise.

### Changes to family circumstances

It would be appreciated if parents could inform the class teacher of any significant changes to family circumstances. Please notify your child's teacher if your child's personal circumstances change - this may include allergies, dietary changes or behavioural issues at home.

### Anthroposophical Doctor

Should parents wish their children to consult an anthroposophical doctor, they should contact Willie Swindell on 01364 643 049 or speak to the administrator.

### Accident or illness at school

If a child is taken ill or has an accident whilst at school, parents will be notified as soon as possible. Please ensure that we have an up-to-date emergency contact number and that you have informed us of your child's medical history and requirements. An accident book is kept in the office and parents are asked to countersign the book should an accident occur.

### Contagious conditions

It is essential that you do not send your child to school if they have head lice or any other contagious, parasitic or acute conditions such as impetigo, diarrhoea or vomiting, chicken pox, measles, mumps etc. It is also important to remember that many of the children in the school have not been fully immunised and that we often have pregnant mothers in the building. It is important that we respect each other's health and welfare in these matters and the office should be informed should your child develop any infectious condition, particularly if recent contact with other pupils has occurred.

Notice of infectious conditions known to have affected children at the school will be detailed on the school notice board. Depending on the perceived severity of the condition and following diagnosis by a medical practitioner, parents of children who may have come into contact with any child with an infectious condition may be contacted by telephone or letter.

### First Aid kits

There are first aid kits available in the kindergarten cloakroom and in the first aid room in the class building at all times. In the event of a serious accident, the emergency services will be called and parents contacted as soon as possible.



### **Head lice**

Children should not be sent to school should they be found to have head lice and parents will be asked to treat and clear the condition prior to the child returning to school. For those parents who do not wish to use the chemical shampoos and lotions available, there are a number of other ways in which these pests can be eradicated, such as thorough combing with a special comb or the natural oil based products that are widely available. Please speak to one of the teachers if you would like further advice.

### **Smoking**

The school and its grounds are a non-smoking area and we ask all who use the school to respect this rule.

### **Television and computers**

The school aims to encourage children's imagination and creativity, so that they may develop as confident individuals. Various research, and our own experience, has shown that the use of electronic media hinders or prevents the child's development in these crucial areas. The more screen time a child has, the less time they have to develop broader social and physical abilities that are essential for healthy growth.

We are not against electronic media per se and recognise that everyone has to live in the world where we are at the moment. However we ask that exposure, especially for the younger children (under 7), be kept to a minimum, and is age-appropriate. We recognise that limiting screen exposure will be easier for some families to do than others and we respect differing family circumstances.

For more information about research in this subject, see:-

*Remotely Controlled: How television is damaging our lives - and what we can Do about it.*

Dr. Aric Sigman (Vermillion Press, 2005) [www.aricsigman.com](http://www.aricsigman.com)

*Set Free Childhood... a parents' survival guide to coping with computers and TV*

by Martin Large. (Hawthorn Press ISBN 1-903458-43-9)

*The Genius of Play...Celebrating the Spirit of Childhood*

by Sally Jenkinson. (Hawthorn Press ISBN 1-90345-04-8)

## **Miscellaneous aspects of school life**

### **Parking**

Parking outside the school is limited on the roadside. Please take care when unloading or dropping children off, show consideration for our neighbours and do not park on the pavement, or blocking the roadway to the school gate, even if late for school.

### **Use of own vehicle on school outings**

From time-to-time, parents may be asked to use their own vehicles to transport children on school outings. In such instances, it is the School's responsibility to ensure that the vehicle meet the necessary safety and legal requirements, such as seat belt provision, child seats and appropriate insurance.

### **Lost property**

Please ensure that all your child's belongings are taken home at the end of the session or class. There is a box for items of lost clothing which is situated in the kindergarten cloakroom. Valuable items of lost property should be taken to the administration office.

**Birthdays** are celebrated according to each group – more information from your teacher.

### **Food**

Please bring *wholesome* food to school (chocolate, crisps and fizzy drinks are not allowed.) From class 1 onwards each child is expected to bring their own packed lunch and break time food.

Please see individual groups for further details, and also please notify the school about dietary changes to those on the admission form.

### **Festivals and Religion**

The school is not religious, its intention being primarily to awaken a sense of wonder and reverence in the children. Festivals are celebrated as family events throughout the year and are an integral part of our curriculum. They provide the children with a sense of the rhythms of the passing year and seasons. They also give us a chance to experience different crafts, foods, songs, activities and availability of materials appropriate to the time of the year.

On school day festivals the children are often asked to wear clothes of a particular colour appropriate to the meaning of the festival. There will be a full list of the festivals and their meanings available from the office in October 2010.

### **Selected further reading**

#### *Steiner Waldorf Education*

Rob Parker-Rees (2011). *Meeting the Child in Steiner Kindergartens: An Exploration of Beliefs, Values and Practices*. Routledge, London.

Franz Carlgren (1993). *Education towards Freedom*. Lanthorn Press. East Grinstead  
Well written, beautifully illustrated guide about Steiner Waldorf education.

Torin M Finser (1994). *School as a Journey*. Anthroposophic Press. USA  
A personal account by an experienced Steiner teacher of his eight year odyssey with his class.

Rudolf Steiner (1965). *The Education of the Child in the Light of Anthroposophy*. Rudolf Steiner Press. London

A short introductory text explaining Steiner's spiritual understanding of humanity and how Steiner Waldorf education works with this view of the child.

#### *Child Development*

A C Harwood (1997). *The Way of the Child*. Rudolf Steiner Press. London  
Full of powerful insights of the spiritual basis of childhood

A C Harwood (1992). *The Recovery of Man in Childhood*. Myrin Press. New York  
A more complex study of the educational work of Steiner focussing on stages of child development and their relation to the Waldorf curriculum

Caroline von Heydebrand (1995). *Childhood*. Anthroposophic Press. USA  
A study of the growing child, the roles of rhythm, play, education, temperaments and festivals.

Martin Large (1980). *Who's bringing them up?* Television Action Group. Gloucester

An analysis of the effect of television on child development based on teachers, parents and doctors' reports

J B Thomson (1994). *Natural Childhood*. Gaia Books

M Glocker & W Goebel (1990). *A Guide to Child Health*. Floris Books. Edinburgh  
Covers all aspects of childhood illnesses, the immunisation debate as well as social development issues. Written by two anthroposophical doctors.

*Crafts*

S Cooper et al. *The Children's Year*. Hawthorn Press. Stroud

S Reinckens (1989). *Making Dolls*. Floris Books. Edinburgh

*Festivals*

S Fitzjohn et al (1999). *Festivals Together*. Hawthorn Press. Stroud.

*Nature*

C Petrash. *Earthwise*. Floris Books. Edinburgh

*'Receive the child in reverence*

*Educate him with love*

*Let him go forth in freedom'*

Rudolf Steiner