

Monkleigh Foundation Unit



Welcome to the Monkleigh Family

Welcome to our Foundation Stage Unit at Monkleigh Primary. We are a small unit catering for children from 2 to 5 years of age.

We pride ourselves in providing a very nurturing and supportive environment and developing and celebrating each child's unique interests and abilities.

We are very passionate about working with children and their families and cannot wait to develop a positive partnership with your family. We have an open-door policy. Our friendly staff are always approachable and accessible if you need to speak to them.

We have three groups of children within our Foundation Stage. Our Butterflies are our Reception aged children who attend school full time. Our Caterpillars are our Nursery aged children who attend for selected sessions during the week - they are aged 3 and 4. Our Sunflowers are our children who are two years old, like the Caterpillars, they too attend selected sessions over the week.

Our Fantastic Team:

	Mrs Emptage (also known as Kate to Caterpillars, Sunflowers and Daisies!) (FSU Lead, Class Teacher, SENDCo) Key worker for Caterpillars BEd Hons Primary (Science) with QTS 23 years of experience teaching Nursery through to Year 6 Paediatric First Aid Certificate Lullaby Trust Safer Sleep Training and Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Inspirational Baby Room Training and Certificate		Mrs Hinchliffe (Class Teacher) Key worker for Butterflies BA Hons in Early Years and Education with QTS 23 years of experience teaching Nursery through to Year 3 Paediatric First Aid Certificate Early Years Online Safety Training and Certificate
	Jodie Key worker for Caterpillars and Sunflowers Level 6 BA Hons foundation degree in Early Childhood Studies. PGCE with QTS in Early Years Level 3 safeguarding officer. Paediatric First Aid Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate		Nikki Key worker for Daisies Level 3 diploma in Early years. Paediatric First Aid Certificate Lullaby Trust Safer Sleep Training and Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Inspirational Baby Room Training and Certificate



Mrs Beer

Key worker for Butterflies

BA Early Years (Distinction)

Experience as an Early Years Practitioner and Year 1 Teaching Assistant

Paediatric First Aid Certificate

Early Years Online Safety Training and Certificate

Food Preparation and Hygiene Certificate



Julie

Key worker for Sunflowers and Caterpillars

Level 2 Early Years Educator Apprentice

Business and Finance Diploma and experience working in the private sector.

Experience as a 1:1 Teaching Assistant and an Early Years Teaching Assistant.

Paediatric First Aid Certificate

Early Years Online Safety Training and Certificate

Food Preparation and Hygiene Certificate



Alice

Level 3 diploma in pre-school practice.

Caterpillar and Sunflower Keyworker

Trained in Social Stories and Lego therapy.

6 years experience of working as an Early Years Practitioner.

Self Employed Children's Entertainer.

Paediatric First Aid Certificate

Lullaby Trust Safer Sleep Training and Certificate

Early Years Online Safety Training and Certificate

Food Preparation and Hygiene Certificate

Inspirational Baby Room Training and Certificate



Emily

Key worker for Sunflowers and Caterpillars

Level 3 Early Years Educator and SEN Apprentice

Experience as an Early Years Teaching Assistant and Parent Volunteer

Paediatric First Aid Certificate

10 year career in client services - advertising and marketing.

Lullaby Trust Safer Sleep Training and Certificate

Early Years Online Safety Training and Certificate

Food Preparation and Hygiene Certificate

Inspirational Baby Room Training and Certificate

		 Anela Degree in Early Childhood Studies. Keyworker for Caterpillars Experience of working with SEND children and as a 1:1 support Teaching Assistant. 10 years experience working across EYFS and KS1 Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate
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Monkleigh Safeguarding Statement

Monkleigh Primary School is committed to safeguarding and promoting the welfare of children and young people. We recognise that all adults including temporary staff, volunteers, parents and Governors have a full and active part to play in the protection of our pupils.

We believe that Monkleigh Primary School should provide a caring, positive, safe and stimulating learning environment that promotes the fair and just principles of British values to support the social, emotional, physical and moral development of each child.

Think U Know

People to contact at Monkleigh regarding Child Protection and Safeguarding:

Designated Safeguarding Governor Mrs Leah Paino

Designated Safeguarding Lead (DSL) Mrs Karen Reeves

Deputy Designated Safeguarding Leads (DDSL)

Mrs Jodie Baker

Ms Helen Beasley

Mrs Tracey Wilson

Our Ethos

We are committed to developing the 'Whole Unique Child' through a challenging, engaging and inspiring and ambitious curriculum and environment.

We play, learn and form positive relationships alongside the children. It is essential that we provide the children with excellent learning role models. Developing, supporting and encouraging children to ensure that they are strong, independent, confident and immersed in their learning drives us.

Communication and Language is a real priority for all of the children in our setting. During every experience, interaction and conversation we introduce and develop challenging vocabulary and develop and foster a love for language, books, stories, songs and rhymes.

We use each child's next steps to shape learning experiences and to challenge and extend their thinking. We listen to what the children want to learn and provide experiences and opportunities for this. It is our number one goal that our children feel safe and valued as this will enable them to become confident and curious learners. It is our intent that the children who enter our EYFS develop physically, verbally, cognitively and emotionally whilst embedding a positive attitude to school and learning. We believe that all children deserve to be valued as an individual and we are passionate in supporting all children to develop their resilience, capabilities, confidence and self-esteem to enable them to achieve their full, unique potential.

At Monkleigh Primary School, we strongly believe that the beginning of our children's educational journey ignites the flame for learning and is imperative in "transforming lives, transforming communities".

Parent Feedback

"My Child has loved the FSU right from her very first day. She has settled really well and made lots of new friends. The staff are friendly, helpful and communication is great. I enjoy seeing photos of all the children's different activities that they have been doing. My child's learning is coming along brilliantly and I am confident that her individual needs are being supported"

'The children love all the teachers! They are so caring and nurturing whilst being honest with any issues we can help with at home'

'Everything is working well! Superb friendly team of staff that genuinely care about children's welfare and progress. The learning opportunities are of a high standard and the learning environment has been developed well.'

"My little boy is a new child since starting at Monkleigh, he runs in without even saying goodbye. It is amazing! Communication is great and all staff do their very best to make sure my child's needs are met."

"Monkleigh FSU is so wonderful. Our daughter has been attending for a year now and her development within that time has been incredible. The nursery really focuses on all the senses and she often has experiences at school we simply couldn't do at home. Planting and gardening, cookery, exploring, P.E., den-building and sand and so much more! They manage to make learning so much fun and each topic has well thought-through activities that she absolutely loves. Regular updates and informal meetings, including reports have been unexpected but so appreciated. Our daughter loves all her friends, being outside so much, and of course, the amazing staff that make it all possible. Nothing is too much trouble and the environment is simply magical! I'd highly recommend Monkleigh FSU'

My son used to be absolutely terrified of other children so I was really apprehensive about him starting nursery, but all of his teachers have done such a wonderful job helping him to settle in and he loves it! The whole school has such a lovely family feel to it and the teachers are all so amazing at ensuring every child's needs are met. We're so grateful to have found Monkleigh and can't recommend them enough. Thank you! 🍷

I would really recommend the FSU, it has a lovely feel - just like one big family which is just what I wanted for my little girl starting her school journey 😊

Fantastic school, x loves it and the staff have been very helpful and supportive. Would definitely recommend!

Our Curriculum

We have a strong and ambitious curriculum based on curriculum goals for all areas of learning. Our curriculum clearly outlines what we want the children to know and do by the end of their Nursery journey and Reception

year. It is progressive and builds carefully on prior learning. This enables the children to make links between their learning and to build on their prior knowledge and understanding. Our curriculum is ambitious and carefully planned with the next step to Year 1 in mind. This ensures our children's readiness for starting in Year 1.

Please refer to the Monkleigh FSU Curriculum Goals for Nursery and Reception on our FSU Page on the School Website. Our early years setting follows the curriculum as outlined in the latest version of the EYFS statutory framework that applies from September 2021.

The EYFS framework includes 7 areas of learning and development that are equally important and inter-connected. However, 3 areas known as the prime areas are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

The prime areas are strengthened and applied through 4 specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Delivering the Curriculum

Children in our setting will experience whole group, small group and individual teaching.

Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.

Staff play and learn alongside the children. They provide the children with excellent learning role models. Developing, supporting and encouraging to ensure that they are confident and engaged in their learning drives everyone in the unit. Staff use each child's next steps to shape learning experiences and to challenge and extend their thinking. Staff listen to what the children want to learn and provide experiences and opportunities for this. The number one goal is that our children feel safe and valued as this will enable them to become confident and curious learners.

As children grow older, and as their development allows, the balance gradually shifts towards more adult-led activities to help children prepare for more formal learning, ready for year 1.

For more information regarding the curriculum, please read the 'What to expect when a parent's guide to the EYFS' which can be found on the [Devon.gov.uk](https://www.devon.gov.uk) website.

Characteristics of Effective Learning

This is a key element to the Foundation Stage for our provision and finding and providing ways in which our children learn best. The three areas for this are:

- Active learning- The way children engage with their activity. Are they persistent? Are they evaluating and problem solving their ideas? Are they concentrating?

- **Playing and exploring-** This is about the way children take control of their learning, are they willing to have a go? What activities are they drawn to? What materials and resources do they access to extend their learning.
- **Creating and thinking critically-** This is focused on the way a child chooses to do things and the way they solve problems and put their ideas to the test.

This is all considered within the provision we provide for all of our children.

Our Planning

Our planning is based around children's interests whilst skilfully linking this with our ambitious and challenging curriculum. We strongly promote a child's confidence and independence to engage in their own activities to enable them to learn through their play. Our provision is set up to encourage exploration and provides challenge for all of our learners. Our topic webs outline the main learning for the Nursery and Reception children. We then create a half termly overview which includes our words of the week and the key texts that we will be reading - this is all available on the website.

Read Write Inc Programme

We use Read Write Inc to teach phonics and reading literacy. It is a literacy programme which helps all children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling. When the children are in nursery, they focus on listening skills and discriminating sounds and songs and stories. In the summer term they will begin to follow the RWI programme.



A Typical day for the Butterflies

Forest School takes place on a Wednesday. A dedicated PE lesson takes place on Thursday and Fridays. Children in Butterflies attend the Whole School Assembly on a Friday afternoon. Family Groups for all children takes place on a Friday afternoon.

	Butterflies
9:00	Yoga/Wake and Shake Register and Days of the Week Song
9:05 - 10:00	Read Write Inc
10:00 - 10:10	Snack and Chat
10:10 - 11:20	Guided Input Explore and Learn in the Continuous Provision (Indoors and Outdoors) Challenge Activities
11:20 - 11:30	Collect and Return tidy time
11:30 - 11:45	Number Sense/Song time/Song of the Week/handwashing
11:45 - 12:00	Whole FSU get together for stories, songs and Fred Games

12:00 - 1:00	Lunchtime in FSU
1:00 - 1:30	Maths
1:30 - 2:45	Continuous Provision (Maths, Indoors and Outdoors, Music, PE, busy fingers, Forest School)
2:45 - 3:00	Collect and Return
3:00 - 3:30	Story and Home time at 3:30

A Typical day for the Caterpillars and Sunflowers

Forest School takes place on Tuesday and Wednesday mornings. Family Groups for all children takes place on a Friday afternoon.

	Caterpillars	Sunflowers
9:00	Yoga/Wake and Shake Register and Days of the Week Song	
9:05 - 10:00	Story of the Week Early Language and Phonics Activities and Explore and Learn	Story of the Week Early Language and Phonics Activities and Explore and Learn
10:00 - 10:10	Snack and Chat	
10:10 - 11:20	Explore and Learn in the Continuous Provision (Indoors and Outdoors) Speech and Language Time Challenge Activities,	
11:20 - 11:30	Collect and Return tidy time	
11:30 - 11:45	Song time/Song of the Week/handwashing	
11:45 - 12:00	Whole FSU get together for stories, songs and Fred Games	
12:00 - 1:00	Lunchtime in FSU	
1:00 - 1:30	Maths	Maths
1:30 - 2:45	Continuous Provision (Indoors and Outdoors, Music, PE, busy fingers, Forest School)	
2:45 - 3:00	Collect and Return	
3:00 - 3:30	Home time at 3pm or Story and Home time at 3:30	

Caterpillars and Sunflowers have their own dedicated spaces and integrate together during provision and Explore and Learn Time.

Our SEND Offer

At Monkleigh Primary School we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities. All children are of equal value and deserve access to resources and opportunities to develop their full potential. At Monkleigh Primary School we work in collaboration with families and external agencies to ensure all pupils are given full opportunity to reach their potential and achieve success. We have disabled access to most of the school and run several inclusion programmes to support a child's individual learning to ensure we are able to cater for their needs. Please refer to our school SEND Policy on the school website for further information.

The Special Educational Needs & Disabilities Co-ordinator (SENDCO) is **Mrs Karen Reeves** (Phone: 01805 623269). The Special Educational Needs & Disabilities Co-ordinator (SENDCO) for Early Years is **Mrs Kate Emptage** The Lead Governor for SEND is **Mrs Kate Slocombe**.

We are in regular communication and have a robust assessment cycle which ensures early identification of any Special Educational Needs. Please do not hesitate to contact Mrs Emptage or Mrs Reeves if you have any questions or concerns.

DIAS gives information advice and support about special educational needs. You can contact us about any SEND issue, including those that are about health and social care needs. We give advice and support to children, young people and parent carers who have a child with SEN, with or without a diagnosis. DIAS can be contacted on: 01392 383080. Further details can be found on their website: <https://devonias.org.uk/>

The Devon Parent Forum who are working hard to make sure all families of children and young people with SEND in Devon have the best possible support can be contacted via <https://parentcarerforumdevon.org/>

Paediatric First Aid and Allergy Training, Plans and Support:

All staff in the Foundation Stage Unit at Monkleigh hold a Paediatric First Aid qualification. All staff have also completed statutory allergy awareness training. We have experience in providing care for children with severe allergies and will confidently ensure we are meeting the needs of all of the children in our care.

On registration to the FSU you will be given a permissions and pupil information form to complete. Details of allergies and medical needs must be added to your child's form. You will be reminded to review this form annually. If there are any changes to your child's information throughout the year, it is the responsibility of the parent or carer to inform the School Administrator.

If your child has an allergy, you will be invited into school to complete an Individual Health Care Plan. All staff will be trained in the Healthcare Plan to ensure that they have a clear understanding of the needs of the child regarding food handling and preparation. All identified children have an allergy action plan which is regularly reviewed.

All food that is brought in by children from home will be checked for potential allergens so that the risk of cross contamination is reduced.

Food and Nutrition

In school, we follow the DfE early Years Foundation Stage Nutrition Guidance. Please refer to our Food and Nutrition Policy for further information.

PLEASE NOTE THAT WE ARE AN ALLERGY AWARE SCHOOL AND HAVE CHILDREN AND ADULTS WITH ALLERGIES TO: NUTS, MANGO, KIWI, MILK and EGGS

All food served to children must be prepared in a way to prevent choking. The Food Standards Agency and Department for Education has 3 posters on how to prepare food safely to avoid choking - please refer to and adhere to the posters when preparing food to send into school for your child. The posters are included as part of this information booklet.

Parents and/or carers are encouraged to:

- Ensure the food is suitable for their child's individual developmental needs and prepared in a way to prevent choking.
- For perishable items that should be kept cool, pack food in insulated sealed bags. If ice packs are unavailable, the '4-hour rule' can be applied. This rule allows food to be stored outside of chilled conditions for up to 4 hours, but this should only be done once during the entire storage.
- Clearly label their child's name on the lunch bag and detail the contents.
- Pack foods that can safely be kept at room temperature if there is no refrigerated area for storing food brought from home. The Food Standards Agency provides 28 advice on Listeria which has examples of ready-to-eat foods that should be eaten within 4 hours of removing them from the fridge.

A fruit snack is provided by the school and we welcome kind donations of fruit, crackers, breadsticks or rice cakes from parents and carers. Children are welcome to bring in their own food snack - please ensure that is prepared following the advice provided above.

All meals and snacks are prepared within our school kitchen which allows for the hygienic preparation of food for children. All staff who are involved in preparing and handling food hold relevant and up to date food hygiene training. There is information on how to order school meals in the MCAS section of this booklet.

Our curriculum overviews and curriculum webs show how we develop teaching and learning of food, nutrition and living healthy lifestyles during every child's Early Years journey.

Parent involvement

We are very passionate about working within a partnership with our parents. We want you to be involved with your child's learning as this is the best way for a child to thrive.

We have different members of staff in place to be your child's key worker. The role of a key worker is to be the main practitioner responsible for meeting your child's emotional needs and working closely with you to help aid their development. Communication in the first instance will be to your child's key worker however all staff are always on hand to talk to you and help you with any questions. All of our staff are warm, approachable and friendly and are happy to discuss any queries or questions you have regarding our provision or your child.

Your child's Keyworker and contact details will be shared with you at the beginning of the term that they start in FSU. Regular updates of children's learning is sent to their individual portfolios on Class Dojo.

Collaborative working with parents and carers is something that we consider as the highest importance. We provide a range of parent meetings - for information about learning and supporting your child's learning and open afternoons, in addition to the more formal Parent's Evenings.

Accessing information regarding Curriculum and Learning:

Joint working with parents and carers and providing support and guidance for every child's learning and development maximises happiness, development and learning. We publish our curriculum overviews and curriculum maps on our FSU Class page of the website. Every Monday, we communicate the learning for the week, story of

the week and song of the week to parents. On Friday we add to a weekly learning blog on the website and our FSU Facebook page. This gives parents a flavour of what the children have been doing that week.

Parents of Caterpillars are carefully supported with the transition to Butterflies. During their child's Reception Year, parents and carers will receive regular messages, videos and guidance for supporting children with their reading, writing and maths at home.

Transition for Daisies and Sunflowers take place over the year in conjunction with parents and carers.

Friends of Monkleigh School (FOMS)

Every parent or carer of a child at Monkleigh School is automatically a Friend of Monkleigh School. FOMS are a hard-working team who fundraise throughout the year to provide excellent resources and experiences for all of the children at Monkleigh. Please visit their page Friends of Monkleigh School on Facebook to become a member of the group.

Class Dojo

We use the Class Dojo app. This is a school communication platform that teachers, students and families have access to, to build a close-knit partnership by sharing what is happening at home and in the provision by sharing videos, photos and messages. This is a great way for parents to see what their child is learning about.

Admissions for Caterpillars and Sunflowers:

We currently take children from 2 years old. We are currently awaiting Ofsted registration to be able to offer care to children under the age of 2.

Children who start at the age of two will access our Sunflowers Room. Children who start Nursery as a 'Rising 3' will access Sunflowers and Caterpillars. It is our policy that all children attend at least 2 sessions per week over different days to ensure a successful and positive settling in experience.

Please see our Admissions Policy for further information. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 3-hour/6 hour long sessions at a normal hourly rate of £7.50 (3 year old - from the start of the term following their 3rd birthday) & £7.50 (2 year olds & 3 year olds during the term in which they have their 3rd birthday).

Although lots of our children in our Nursery Class move into our Reception Class, Children attending our Nursery Class at Monkleigh do not automatically qualify to attend the Reception Class. Admissions to Reception Classes are handled by Devon County Council Admissions and are based on a separate policy. We always warmly welcome applications to our Reception Class and visits to come and see our FSU.

Notice Period for Sunflowers and Caterpillars:

We claim for a notice period of up to 4 weeks - this is for funded and chargeable hours. Prior to admission, all parents are required to sign a contract agreeing to this notice period.

Where a parent has decided to leave a funded place, we can claim up to a maximum of 4 weeks (28 days) funding from the last day of attendance or the date the parent gave notice (whichever is earlier). No distinction is made between times that are open or closed.

For example: a parent gives notice to a term time provider on the 31st March. The 4 week notice period would therefore end on the 28th April. The provider is closed for 2 weeks (Easter holidays) during the notice period and therefore only 2 weeks of funding can be claimed.

If the parent leaves Monkleigh School without giving notice, we may claim funding in accordance with the paragraphs above. Should the parent choose to attend another provider before the notice period ends, the parent will be responsible for any costs at the new provider for the remainder of the notice period.

Where a child claims funding from us and moves to another local authority, the notice period will be honoured.

Sessions:

For Caterpillars and Sunflowers we run sessions every day, it is possible to choose from:

8:00am-1:00pm 8:00am - 12:00pm 9:00am - 12:00pm 9:00am - 1:00pm
8:00am - 3:00pm 8:00am - 3:30pm 8:00am - 4:30pm 9:00am - 3:00pm
9:00am - 3:30pm 9:00am - 4:30pm 8:00am - 5:30pm 9:00am - 5:30pm

Mrs Emptage coordinates the allocation of sessions and can be contacted by email at kemptage@monkleigh-primary.devon.sch.uk

Parents and Carers will be contacted prior to each admissions cycle to check whether they would like sessions to be changed or increased for the following term. Caterpillars and Sunflowers do not need to book Breakfast and Tea Club through MCAS. They have wraparound care as per their sessions. Please contact Mrs Emptage if you would like to add wraparound care for your child to their current sessions.

Breakfast and Tea Club:

Breakfast and Tea club is available for all Butterflies every day of the week from 8:00 - 9:00 and 3:30 - 4:30 or 5:30. B and T Club is booked via MCAS for Butterflies. Sunflowers and Caterpillars will book their sessions and hours directly with Mrs Emptage.

Admissions for Butterflies:

All children who would like to attend Monkleigh Primary School for their Reception year (Butterflies) need to apply via Devon Admissions - even if they have been attending the unit as a Caterpillar.

Details for how to apply, including online login information will be sent to you in the November before your child is due to start full time school. Applications need to be submitted before 15th January of the year that your child will start full time school. Please refer to **The Step by Step Guide to Normal School Admissions** published by Devon County Council.

MCAS – My Child At School:

All Butterflies are entitled to a Free School Meal as part of the universal provision.

Caterpillars are welcome to have a school dinner at a charge of £2.65 All of our delicious school dinners are freshly cooked on site.

Children in Sunflowers who attend between 8:00am-9:00am will have breakfast provided as part of the hourly rate. Children in Sunflowers who attend between 12:00pm - 1:00pm will have lunch provided as part of their hourly rate. From September 2027, parents of Sunflowers will be required to book and pay for their child's school lunches.

Parents will need to book lunches for their children from the beginning of the term after their third birthday. Bookings for lunches are completed via the MCAS (My Child at School) APP.

Children who attend between 3:30pm and 4:30pm will be provided with a substantial snack. Children who attend between 4:30pm and 5:30pm will be provided with a hot dinner. This is included within the hourly rate. Staff will communicate with parents regarding meal choices.

Installing and Using MCAS:

My Child At School [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes.

As well as student performance data, the portal also provides general useful information about school such as the Academic Calendar and Announcements. In summary, My Child At School provides:

Access to real-time Attendance,

Assessment and Behavioural data

An insight to parents on their child's schoolwork (homework topics etc.)

Communication facilities to improve contact between parents and schools

Please refer to the installing guidance in this booklet and the MCAS Guide for Parent which can be located on the FSU Class Page by following this link:

Settling in

We offer settling in stay and play visits the term before a child is due to start with us. In addition to the stay and play session there will also be an information meeting for parents. We can be flexible with catering for your child's settling in needs and will work with you to find the best way for this to happen. We want every child's time at Monkleigh to be happy and positive.

School Uniform - new provider

We are pleased to announce that we have a new school uniform provider, In Stitches, based in Littleham or you can carry on using School Threads if you wish to do so! The company will offer deliveries to the school every two weeks, or items can be posted directly to your home.

In Stitches <https://www.institchesweb.co.uk/monkleigh-primary-school?page=2>

School Threads <https://schoolthreads.org/pages/primary-schools>

Our Rationale for School Uniform:

Children wearing uniform from the beginning of their journey as a Sunflower has numerous positive benefits. The decision for all children in FSU has been carefully thought through, with the children's needs, as always, at the heart of the decisions.

Wearing a uniform provides a sense of belonging and identity, children develop an understanding that they attend Monkleigh School, they take pride in their appearance.

All children have a sense of collective identity as they are dressed in the same way, this promotes teamwork and the understanding that they are a class.

Uniform ensures that children are wearing safe and practical clothes for safely navigating the outside areas, Forest School - e.g. no strings, headbands etc that could get caught - safety is paramount.

Research suggests that it is positive for all children to have a routine. They are developing their understanding of the days of the week and what happens on those days - e.g. PE kit on a Monday = PE, PE kit for Forest School. It also signifies that they will be going to school that day.

Many of our children attend two settings, the uniform enables the children to understand which setting they are attending on that day.

Uniform is cost effective and easy to source and pre-loved uniform is always available - this means that children's own clothes are not getting marked or stained.

The colour uniform for Sunflowers and Caterpillars is red, the Butterflies are green.

Sunflowers and Caterpillars: Red sweatshirt or cardigan with logo. white polo shirt - plain or with logo. Black or grey comfortable trousers, shorts, skirts or pinafore dresses - suitable for independent toileting (leggings, jogging bottoms, trousers with elasticated waist)

Children can wear comfortable and sensible shoes - please select shoes that enable your child to put on and take off their shoes independently.

PE Kit: Red sweatshirt, red polo shirt or Red PE T shirt with logo and black leggings shorts or jogging bottoms.

Butterflies: Grey/Black shorts, trousers, skirts, pinafores - leggings can be worn under skirts and dresses as tights but not as trousers.

White(polo) shirt, plain or with logo (Logo polo shirts are available from School Threads) Green sweatshirts or cardigan with logo

Children in Butterflies are expected to wear sensible black school shoes

PE Kit: Red Hoody with logo on and child's initials for P.E (available from School Threads) Red P.E T shirt with logo, black P.E shorts with logo (or plain if preferred) Skorts/Shorts are now also available from School Threads. Red Football socks (long).

Caterpillars and Sunflowers



Butterflies



What to bring

All children within our unit require the following things every day:

- Drinks bottle
- Waterproof clothing
- Wellington boots
- Changes of clothing
- Weather appropriate clothing and accessories
- Book bag - a green book bag for Caterpillars and Butterflies as this can then be used throughout the school
- Please make sure that Caterpillars have a book bag.
- PE kit
- Pull ups, baby wipes and nappy bags, if required.

We are very hands on with our learning and will be outside no matter the weather. Different weather brings new and exciting learning opportunities.

Please make sure all belongings are named

* Please make sure that book bags are easily identifiable by the children. Lots of children have used iron on labels such as these available from Amazon and similar suppliers



Attendance

Sessions are booked on a half termly basis; any changes in hours can only be made at the start of a new half term.

Missed sessions for Caterpillars will still be charged if parents are paying unless we are provided with 4 weeks written notice. Any time off from the school must ask for the Head teacher's permission in advance by completing the relevant **Leave of Absence Request Form** - available on the school website or from the School Office.

Payments must be made in advance. Failure to pay fees may result in your child's sessions being withdrawn.

Parents must notify the school if there are any change in their circumstances, particularly if this will affect funding or your child's attendance in any way.

Parents must inform the school office directly if their child is unable to attend their session by 8.30am of that day.

Collection

We give parents information about the procedures to follow if they expect to be late. These include:

- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)
 - Calling the nursery as soon as possible to advise of their situation
 - Asking a designated adult to collect their child wherever possible
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation

- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person. This designated person must know the password in order for the nursery to release the child into their care. This is the responsibility of the parent.
- If a child has not been collected from the nursery after a reasonable amount of time, at least $\frac{1}{2}$ an hour has been allowed for lateness, we initiate the following procedure:
 - The nursery manager will be informed that a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the manager will try the emergency contacts shown on the child's records
- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team
 - The nursery will inform Ofsted as soon as convenient
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process
- In order to provide this additional care a late fee of £5 for every 15 minutes or part thereof, will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Name	Contact No
Social Services Emergency Duty Team (Devon)	0345 155 1071
Ofsted	0300 123 1231

Change of details:

Parents/carers are required to inform school immediately if any information given on the enrolment form changes. This includes a change of address, contact number, GP and importantly update of emergency contacts and who you authorise to collect your child.

Medical:

Parents are requested to inform the school of any food allergies or medical conditions. Please see previous information regarding permissions and forms in the Allergy Training Plans.

We also ask parents to provide school with copies of any medical correspondence or appointments.

Immediately the School Office if your child is suffering from any contagious disease. For the benefit of the other children in school, you must NOT allow your child to attend.

We do have a 'Am I well enough for school?' guideline which we request parents to follow to ensure the children are happy and healthy to learn.

If your child has been prescribed any antibiotics we ask them NOT to return to school 24 hours from commencement of their first dose in case of a reaction. Medication can then be administered after this period of time by a member of staff once a permission form has been filled out.

We ask that if a child has been sent home with a temperature of 38°C or above that they remain away from school for the next day to ensure that they are fully recovered. Please refer to the medical documents in this booklet.

Any incidents of choking, which have required intervention will be logged on our Choking Incident Record. Please see further information in this booklet regarding Choking Intervention Procedures. Any administration of abdominal thrusts are required to be followed up with a visit to Accident and Emergency.

Intimate Care:

At **Monkleigh Primary School** we understand that young children frequently require support with intimate care. This includes nappy changing, assistance with toilet training, changing soiled or wet clothes, and basic hygiene tasks. See our Intimate Care Policy for more information.

Our primary objective is to safeguard the child's welfare, respect their dignity, and promote independence, while strictly adhering to our Intimate Care Policy and Safeguarding Procedures.

Our Commitment to You

1. All intimate care is carried out by qualified, DBS-checked staff members.
2. Care will be delivered in a private, designated area using correct PPE (aprons and gloves).
3. Staff will preserve your child's dignity and use encouraging language throughout.
4. A confidential written record of all intimate care interventions will be maintained.
5. Parents/carers will always be informed on the day an intervention occurs.

As part of the Admissions Process, you will be sent an Intimate Care Permission Form. This will need to be completed and returned to school prior to your child's starting date.

Policies

All of our policies can be accessed from our school website. This includes our Nursery Procedures and Operating Guide.

If a child goes missing when in School:

Devon County Council mandates that schools follow local multi-agency safeguarding procedures when a child goes missing from school premises, combining an immediate localized search with rapid multi-agency escalations. [[1](#), [2](#)]

The protocol operates under the following specific frameworks:

1. Immediate School-Level Protocol

- **Search and Lockdown:** The school must instantly mobilize staff to search the grounds and secure perimeter gates.
- **Emergency Contact:** If a child is not found within minutes, the school contacts Devon and Cornwall Police and the parents.
- **Social Care Notification:** If the child is already open to Children's
- Social Care, Devon policy dictates that the school's Designated Safeguarding Lead (DSL) must notify the child's allocated Social Worker **without delay**. [[1](#)]

2. Escalation to Devon County Council

If a child disappears from view, stops attending school, or their whereabouts remain completely unknown, they are classified as a **Pupil Missing Education (PME)**. Schools must complete the following legal and reporting steps: [\[1, 2, 3\]](#)

- **Initial Enquiries:** The school is legally required to make local enquiries to locate the pupil first. [\[1\]](#)
- **CME Team Referral:** If the child cannot be found, the school must formally submit a **Children Missing Education Referral form (CME 1)** to Devon County Council's dedicated CME Team. [\[1\]](#)
- **The MASH "Front Door":** If there is an immediate suspicion of risk, harm, or a wider safeguarding context, a parallel referral must be submitted directly to the [Devon Safeguarding Children Partnership Front Door](#).

3. Integrated Local Support

For ongoing tracking or vulnerable children prone to missing school, the council leverages specialized multi-agency teams:

- **Education Welfare Service:** Devon's [Education Welfare Officers](#) partner with schools to investigate unexplained long-term absences and trace missing families.
- **LINKS Team:** For complex cases involving contextual safeguarding (such as child criminal or sexual exploitation), Devon's [LINKS Service](#) collaborates with schools and police to mitigate risk in community spaces.

Follow-up Protocol: Once the child is found, the school must debrief with the police, conduct a "safe and well" interview if directed by law enforcement, and file a formal incident report. [\[1, 2\]](#)

If a child goes missing when on a trip or when away from the setting:

The official Devon procedure follows these core steps: [\[1, 2\]](#)

- **1. Initial Action & Search:** Immediately gather the group in a safe location, conduct a headcount to confirm which child is missing, and assign one staff member to search the immediate vicinity. [\[1\]](#)
- **2. Alert Venue Staff:** Notify the location's reception or security staff to initiate their local search procedures. [\[1\]](#)
- **3. Contact Emergency Services:** Do not delay. Dial **999** for police immediately if you believe the child is in danger or cannot be found. [\[1, 2\]](#)
- **4. Notify Headteacher and Parents:** Contact the school office or Headteacher. The school will immediately contact the parents/carers. [\[1\]](#)
- **5. Supervision:** One staff member must remain on-site with the remaining children until parents arrive to collect them, while another stays with venue staff or police to assist in the search. [\[1\]](#)
- **6. Local Authority Notification:** If the child is not located swiftly, the school will report it as a missing child or Children Missing Education (CME) incident to Devon County Council using their standard [Devon County Council CME Procedures](#).

Monkleigh Primary School Privacy Notice

We, Monkleigh Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs June Smart who can be contacted via email at dpo@monkleigh-primary.devon.sch.uk

The Privacy Notice can be found at https://www.monkleigh-primary.devon.sch.uk/images/Monkleigh_Privacy_Notice_for_Parents_2025-26.pdf

Ofsted

Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect services providing education and skills for learners of all ages. If you believe that you need to contact Ofsted please visit

<https://www.gov.uk/government/organisations/ofsted>

Any more questions or queries please email

kemptage@monkleigh-primary.devon.sch.uk or

admin@monkleigh-primary.devon.sch.uk

Or to speak to one of us please call: 01805 623269

Early years food choking hazards

Below is a table of advice on key foods for care givers who are involved with preparing and serving food for babies and young children (under 5 years old)

Vegetable and fruits	Advice
Pips or stones in fruit	Always check beforehand and remove hard pips or stones from fruit.
Small fruits	Cut small round fruits like grapes, cherries, berries, strawberries and cherry tomatoes, into small pieces: cut lengthways and then again cut them in halves (quarters).
Large fruits and firm fruits	Cut large fruits like melon and firm fruits like apple into slices instead of small chunks. For very young children, consider grating or mashing firm fruits, or softening them up by steaming or simmering.
Vegetables	Cut vegetables like carrots, cucumber and celery into narrow batons. For very young children consider grating or mashing firm vegetables and legumes like butter beans, chickpeas and tofu, or softening them up by steaming or simmering.
Skin on fruit and vegetables	Consider removing the skin from fruit and vegetables, especially for very young children. Peeled fruit and vegetables can be swallowed more easily.
Cooking fruit and vegetables	Consider softening firm fruit and vegetables (such as carrots, broccoli, yam and apples) by steaming or simmering until soft. Serve cut into slices or narrow batons.
Meat and fish	Advice
Sausages and hot dogs	Cut sausages and hot dogs into short strips. Cut them in half and then lengthways or as thinly as possible. Peeling the skin off the sausages helps them to be swallowed more easily.
Meat or fish	Remove bones from meat or fish. Cut meat into strips as thinly as possible. Remove skin and fat from meat and fish, it will help the food pass smoothly down the throat.
Cheese	Advice
Grate or cut cheese	Grate or cut cheese into short strips. Cut lumps of cheese as narrow as possible.
Nuts and seeds	Advice
Chop or flake whole nuts	Chop or flake whole nuts, peanuts and seeds. Whole nuts should not be given to children under five years old.
Bread	Advice
White bread and other breads	White bread can form a ball shape with a dough-like texture at the back of a child's throat, if not chewed properly. Brown bread or toasted white bread are good alternatives. Cut bread, chapatis, naan bread and other breads into narrow strips.
Snacks and other foods	Advice
Popcorn	Do not give babies and young children popcorn.
Chewing gum and marshmallows	Do not give babies and young children chewing gum or marshmallows.
Peanut butter	Do not give babies and young children peanut butter on its own, only use as a spread.
Jelly cubes	Do not give babies and young children raw jelly cubes.
Boiled sweets and ice cubes	Do not give babies and young children boiled, hard, gooey, sticky or cough sweets, or ice cubes.
Raisins and other dried fruits	Do not give babies under the age of 1 whole raisins or dried fruits. Cut them into small pieces.

Make sure food is prepared appropriately for children under 5 years old, see: <https://www.nhs.uk/start4life/weaning/>

It is also advisable that care givers are familiar with how to respond to a choking incident, see: How to stop a child from choking: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-stop-a-child-from-choking/>

and How to resuscitate a child: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-resuscitate-a->



Early years choking hazards food safety advice

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For babies and young children, food can be a choking hazard, especially when they do not chew their food well or they try to swallow it whole.

Choking can happen with any foods, but 'firm foods', bones and small round foods that can easily get stuck in the throat present a higher risk. Therefore, care givers should follow these five essential steps:

- 1 Make sure food is **suitably prepared and served** for babies and children under 5 years old. For suitable foods, see <https://www.nhs.uk/start4life/weaning/>. Introduce babies to solid foods from around 6 months of age.
- 2 **Think about size, shape and texture of food.** Cut food into narrow batons, avoid round shapes and firm foods. Firm fruit & vegetables can be softened by cooking.
- 3 Ensure that babies and young children are **alert and seated safely upright** in a highchair or appropriately sized low chair whilst eating.
- 4 **Babies and young children should be supervised at all times** while eating. You will be able to identify the early signs of choking and prevent harm.
- 5 **Encourage babies and young children to chew food well.** Teach children how to chew and swallow food properly, and ensure they take their time during meals. This will reduce their risk of choking.

Care givers and parents should be familiar with how to respond to a choking incident in line with guidance on first aid for children:

How to stop a child from choking: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-stop-a-child-from-choking/>

How to resuscitate a child: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-resuscitate-a-child/>

Portion sizes for children aged 5 and under



Department for Education

Food group	Portion size
A variety of fruit and vegetables (at least 5 portions each day)	
Cooked and raw	40g
Carbohydrates (4 portions each day)	
Cooked rice, pasta and potatoes	80g
Bread	25g
Average sized potato	1
Dairy and alternatives (3 portions each day)	
Milk	150ml
Cheese (sliced or grated)	15g
Cottage cheese	30g
Plain yoghurt	60g
Protein (2 portions each day)	
Baked beans	55g
Egg	55g
Meat, fish and poultry	40g
Most pulses and hummus	40g

Devon County Council Choking Procedure

To record or report a choking incident within a Devon County Council (DCC) or affiliated setting, you must use specific electronic and multi-agency systems depending on who was involved and the severity of the incident.

1. Internal Health & Safety Recording (Staff, Visitors, and Service Users)

All accidents, medical emergencies, and near-miss choking events must be logged digitally for compliance, internal reviews, and trend tracking. [\[1, 2\]](#)

- **The System:** Use the official [DCC OSHENS Online Safety Management System](#) to log the accident.
- **What to Record:** Ensure you include the precise date, time, and location; details of the individual; symptoms displayed; first aid interventions used (e.g., back blows, abdominal thrusts, or anti-choking devices); and whether emergency services were called.

Educational & Early Years Settings (Critical Incidents)

If a choking incident occurs in a school, nursery, or childminding setting and results in serious injury, hospitalization, or death, it is classified as a **Critical Incident**. [\[1, 2, 3\]](#)

- **The Process:** You must immediately download and complete the official [DCC Critical Incident Form](#).
- **Submission:** Email the completed form to the Children's Social Care "Front Door" (MASH) at multiagencysafeguardinghubsecure-mailbox@devon.gov.uk and copy eycs@devon.gov.uk.

· **Urgent Escalation:** For emergency local authority support, call MASH at **0345 155 1071** (or 0345 6000 388 out-of-hours). [[1](#), [2](#)]

IS YOUR CHILD TOO SICK FOR NURSERY TODAY?



RED LIGHT

Try Again Next Week

- Fever of 101 degrees or higher
- Wheezing or shortness of breath
- Hard cough
- Constant runny nose with yellow/green tint
- Lethergy
- Diarrhea or vomiting
- Redness or runny eyes
- Sore throat or swollen glands
- Undiagnosed rashes
- Persistent itching
- Uncovered sores
- Unusual color



YELLOW LIGHT

Join us if parents can check-in a few times

- Fever-free for 24 hours
- Sporadic cough
- Minimal green/yellow runny nose



GREEN LIGHT

Okay to come in and play!

- Mild, infrequent cough
- Clear runny nose
- Active, playful, and rested

**If in doubt, please stay out
and try again next week.**

Should I keep my child off school?

Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

How to Access MCAS

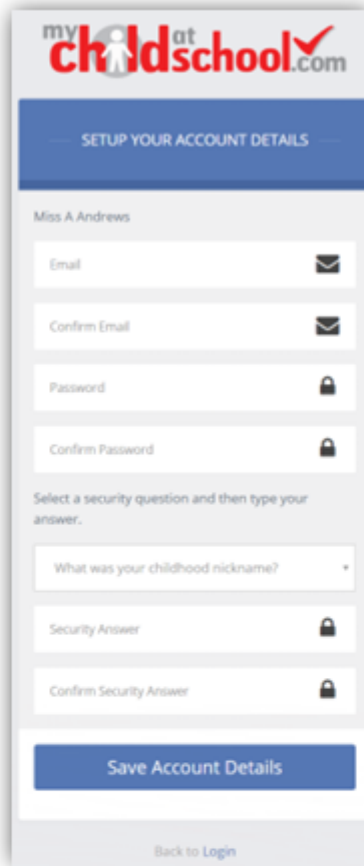
To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type www.mychildatschool.com this will open the login page.

The image displays two side-by-side screenshots of the mychildatschool.com website. The left screenshot shows the 'PARENT LOGIN' page with fields for 'Your School ID', 'Your User Name', and 'Password'. It includes a 'Remember School ID and Username' checkbox, links for 'Forgotten Login Details?' and 'Redeem Invitation Code?' (the latter is highlighted with a red box), a 'Login' button, and footer text 'v5.2019.7195.22715' and 'Powered by Bromcom'. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' page with fields for 'School ID', 'Username', and 'Invitation Code'. It features an 'I'm not a robot' checkbox with a reCAPTCHA logo, a 'Redeem Code' button, and a 'Back to Login' link at the bottom.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.



The screenshot shows the 'mychildat school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' and 'Confirm Email' (both with envelope icons), 'Password' and 'Confirm Password' (both with lock icons), and a dropdown menu for 'What was your childhood nickname?'. Below the dropdown are 'Security Answer' and 'Confirm Security Answer' fields (both with lock icons). A large blue button labeled 'Save Account Details' is at the bottom, with a 'Back to Login' link below it.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:
What was the name of your first pet?

Answer:
S*****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards
MyChildAtSchool.com

You will now be able to **Login** using your new **Login Details**.