



SINCLAIR HOUSE  
MONTESSORI  
NURSERY SCHOOL

**Handbook for Parents**

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2021 • 2022

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## SAFEGUARDING STATEMENT

Sinclair House School is committed to safeguarding and promoting the welfare, health and safety of the children, and expects all staff to share this commitment.

# WELCOME FROM THE PRINCIPAL



Dear Parents,

**A very warm welcome to Sinclair House Nursery School. I trust that you and your children will be very happy with us over the coming years.**

I hope that this Parent Handbook will prove a useful guide to our day-to-day running of the Montessori Nursery. We value the partnerships we have in place with our parents and children; if at any time you should be unclear about any details within this document, please refer to our website on **[www.sinclairhouseschool.com](http://www.sinclairhouseschool.com)** for further information or reach out to a relevant member of my team with your query.

On behalf of the Sinclair House Montessori Nursery School team, we're very much looking forward to welcoming you to the scholastic year of 2021/2022 and to working with you and your child in the coming year ahead.

Kind regards,

**Mrs Carlotta TM O'Sullivan**  
Proprietor



## OUR KINDNESS CODE



*I will be kind to everyone.*

*I will behave safely.*

*I will respect other people and their possessions.*

*I will treat others as I would like to be treated.*

*I will be truthful.*

*I will share other people's*

*I will be a good listener.*

*happiness.*

We instil the qualities of kindness and consideration for each other from the moment our pupils arrive.



## SCHOOL STRUCTURE

All children at Sinclair House Montessori Nursery School are in one of three nursery sections:

Baby Room (159 Munster Road, Fulham SW6 6DA) This is the class for our children 8 months +

Lower Nursery (159 Munster Road, Fulham SW6 6DA) This is the class for our children 18 months +

Upper Nursery (196 Munster Road, Fulham SW6 6AU) This is the class for our children in the younger group of the pre-school section of the Nursery; 2.5 years +

Pre-Reception (59 Fulham High Street, Fulham SW6 3JJ) This is the class for our children in the older group of the pre-school section of the Nursery School; 3.5 +



## TIMES OF DAY

### MONTESSORI NURSERY

Children should arrive any time between 8.00am and 9.00am. If children arrive late, please advise the office at your earliest convenience.

Monday-Friday, the Nursery day finishes at either 2.00pm, if your child attends morning sessions or 6.00pm, if your child attends any afternoon sessions.

Your child will either attend Day Care (45 weeks per year) or attend Term Time (35 weeks per year).

Pre-Reception: it is expected that when your child reaches 3 and a half years they will transition to Pre-Reception, where they will follow the routine of the Prep School.

## COMMUNICATION



It is vital that there is good communication between home and school at all times, particularly when joining a new school. At no stage is communication more important than during the first few weeks. If you should have a query or a problem, these are the people who may be able to help:

NURSERY CONTACT INFORMATION		
<b>Miss Hayley</b> Nursery Manager	For all Nursery matters including Nursery EYFS progress matters	<b>020 7731 5354</b> <b>nurserymanager@sinclairhouseschool.com</b>
<b>Ms Joanna</b> Office Manager	For all financial matters	<b>020 7736 9182</b> <b>officemanager@sinclairhouseschool.com</b>
<b>Ms Lisa</b> School Secretary	For all general enquires	<b>020 7736 9182</b> <b>info@sinclairhouseschool.com</b>

### DIARY OF EVENTS

The Diary of Events provides a wealth of information (trips, events, House days, information evenings, charity fundraising). This is published termly on the School website.

### NEWSLETTERS

The Nursery Newsletter is sent out every Friday from the office, with a weekly news update and lunch menu, as well as parent reminders and important information for the forthcoming week.

### MY MONTESSORI CHILD (NURSERY AND PRE-RECEPTION ONLY)

My Montessori Child provides state of the art educational technology for the Nursery classes and Pre-Reception class. It is an iPad-based management tool enabling our Montessori Directresses to record observations and integrate them into reporting frameworks and teaching plans. Observations are shared at the end of each week with parents via confidential logins allowing them access to their child's personal profile.

### THE SCHOOL OFFICE

The school office communicates regularly with parents via email. If parents have any specific concerns or questions about their child, they can email the Nursery Manager directly.

## DIGITAL PLATFORMS



Sinclair House School website

[www.sinclairhouseschool.co.uk](http://www.sinclairhouseschool.co.uk)

You can find a great deal of information about the school on our website including school policies, term dates, the School Diary of Events and photographs.

You can also find information about your child's class, observations, and progress on the My Montessori Child platform [www.mymontessorichild.com/parents](http://www.mymontessorichild.com/parents)

From the website you will have access to the [Parent Portal](#), here you will be able to access:

- Diary of Events
- School Links:
  - Policies
  - Curriculum Learning Maps
  - Lunch menus
  - SHS Handbook
- E-Learning Resources
- Uniform Lists and Suppliers
- SHS Parent Association
- Social Media Links

You will be sent details of how to access the Parental Portal during the start of year Parent Information Evening, or at the start of your child's first term in school.

### TWITTER, INSTAGRAM AND FACEBOOK

Instagram: [www.instagram.com/sinclair\\_house\\_school](http://www.instagram.com/sinclair_house_school)

Facebook: [www.facebook.com/SinclairHouseSchoolFulham](http://www.facebook.com/SinclairHouseSchoolFulham)

Twitter: [twitter.com/sinclairhouseschool](http://twitter.com/sinclairhouseschool)

### CONSENT

We will never disclose the home address of any children without parents' consent.

We confirm that we understand how our data is retained in line with the school's Data Protection (GDPR) Policy – also available to view on the School's website.

## ACADEMIC MATTERS



### COMMUNICATION AND FEEDBACK: PARENTS' EVENINGS AND REPORTS

END OF AUTUMN TERM	END OF SPRING TERM	END OF SUMMER TERM
Parents' Evening	Parents' Evening	
MMC Progress Report	MMC Progress Report	Full MMC Progress Report

Class Teachers, Specialist Subject Teachers, Deputy Head and the Headmistress are always happy to see parents by appointment to discuss progress.

## DAILY REQUIREMENTS



List of daily requirements provided by home:

- Nappies (if required)
- Bottles and formula (if required)
- Water bottle
- Morning snack
- Spare clothes
- Any personal comforter used for nap times

## EXTRA CURRICULAR ACTIVITIES



All children in the Nursery have a timetable for Extra-Curricular lessons, provided by our specialist Teachers from the Prep School.

Each week all children will have access to Sports, Music and Foreign Language lessons.

## PASTORAL CARE



### PASTORAL CARE

We believe that in order for our pupils to thrive, they need to feel valued for who they are and be encouraged to be their very best. As part of the children's Personal, Social and Emotional development, we teach them to understand and recognise emotions and how to respond to them. The confidence of our pupils is of paramount importance and we strive to make each child feel safe, nurtured and supported.

### CIRCLE TIME & PSHEE

As part of our daily routine the children engage with the whole class during a circle time. This is an opportunity to come together as a group and introduce topics and conversations. We also have group songs and stories within these circle times.

Our pupils need to feel supported and guided as they develop throughout the years. Our PSHEE scheme has been written especially by us, to incorporate an extensive range of topics to support our pupils' development. We focus on building emotional intelligence and mindfulness amongst our pupils in tandem with their academic journey. These PSHEE themes are embedded within our daily routines and forms part of our daily circle time.

### REWARDS AND SANCTIONS

At Sinclair House Montessori Nursery we focus on reinforcing positive behaviour, without the use of sanctions or disciplinary measures. For more details, please see the Discipline and Behaviour policy.

### ANTI-BULLYING STATEMENT

Sinclair House School is committed to providing a supportive, caring, friendly, safe and secure learning environment in which pupils feel safe and free from bullying and harassment.

### PUPIL ABSENCE

If your child is absent from Nursery School due to illness, please send an email or call the office with details of your child's name, class and illness before 8.30am, each day that your child is absent.

Email: [nurserymanager@sinclairhouseschool.com](mailto:nurserymanager@sinclairhouseschool.com)

Please note; should your child be absent due to vomiting or diarrhoea, they must be kept home for 48 hours after the last episode, in line with The Public Health Agency Guidelines which the school follows.

### PLANNED ABSENCE

Parents should email or write to the Nursery Manager one week or more in advance, stating the duration of the planned absence.

### COLLECTION FROM SCHOOL PROCEDURE

If your child is going home with anyone other than their parents, please ensure that you notify the office by email, well in advance. Children will not be released to anyone, including parents of other children at Sinclair House Montessori Nursery School, without prior notice being provided in writing. If children are regularly collected by someone other than the Parents, a completed Third-Party Collection Form is required along with photo identification. Please contact the School Office.

### CHANGE OF CONTACT DETAILS

Please notify the office immediately of any changes to phone number or addresses as it is vital that the school holds up to date information. We require two set of contact details for each child.

## UNIFORM



School uniform is mandatory, and children should be reminded regularly that they are Ambassadors for their school. If a child wears incorrect items, parents will be reminded and expected to provide correct uniform as soon as possible. All school uniform and any items brought to school must be clearly and securely named.

### WINTER UNIFORM

Worn from after the Autumn Term half term break, to the end of the Spring Term.

### SUMMER UNIFORM

Worn from the start of the Summer Term, to Autumn Term half term.

### JEWELLERY

Jewellery is NOT permitted in school. Girls with pierced ears may wear simple studs.

### SHOES

School shoes must be navy blue, closed-toe with Velcro fastening for children unable to tie laces. Trainers are not considered acceptable regulation shoes.

School shoes can be purchased from Pollyanna, 811 Fulham Road, SW6 5HG.

Tel: **020 7731 0673**

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

## HAIR ACCESSORIES

These should be plain navy blue.

## UNIFORM OUTFITTERS

Sogan's, 6 Greyhound Road, London W6 8NX

Tel: **020 7385 1055**

**www.theschoolwearspecialists.co.uk**

Opening Times: Monday - Saturday 9.30am - 5.30pm

## SECOND HAND UNIFORM

We have a second-hand uniform shop run by the PTA and sales are arranged on a regular basis. For enquiries please contact the PTA. Email: **info@shspta.info**

All uniform donations are welcome; Nursery stock can be passed to the Nursery Office at 159 Munster Road. Please leave any donated items in a bag clearly marked for the PTA.

All money raised from uniform goes towards the PTA fund. Please note that there are no refunds on articles sold by the PTA.

## PARENT TEACHER ASSOCIATION (PTA)



All parents with children at the school automatically become members of the Parent Teacher Association (PTA). The PTA provides social opportunities for parents and their families and organises fundraising events to support the school. All meetings and events are advertised on our website, in The Diary of Events and in our Weekly Newsletters.

Email: **info@shspta.info**

The PTA has an annual subscription fee of £45 per family (£15 per term). This will be itemised on your Autumn Term invoice each year. Parents who wish to opt out should contact our School Office Manager, in the School Office.

## CLASS REPS

At least one parent is assigned as a Class Rep for each class.

Parents can contact Class Reps if they have any questions regarding school life and events or if they would like to be actively involved in the PTA or volunteer as a future Class Rep.

## TERM DATES (TERM TIME)



### AUTUMN TERM 2021

START OF TERM	<b>Monday 6<sup>th</sup> September 2021</b>
HALF TERM	<b>Thursday 21<sup>st</sup> to Friday 29<sup>th</sup> October 2021</b>
END OF TERM	<b>Wednesday 8<sup>th</sup> December 2021 at 2.00pm</b>

### SPRING TERM 2022

START OF TERM	<b>Tuesday 4<sup>th</sup> January 2022</b>
HALF TERM	<b>Monday 14<sup>th</sup> to Friday 18<sup>th</sup> February 2022</b>
END OF TERM	<b>Friday 25<sup>th</sup> March 2022 at 2.00pm</b>

### SUMMER TERM 2022

START OF TERM	<b>Tuesday 19<sup>th</sup> April 2022</b>
HALF TERM	<b>Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June 2022</b>
END OF TERM	<b>Friday 8<sup>th</sup> July 2022 at 2.00pm</b>

## TERM DATES (DAY CARE)



### AUTUMN TERM 2021

START OF TERM	<b>Monday 6<sup>th</sup> September 2021</b>
END OF TERM	<b>Tuesday 21<sup>st</sup> December 2021</b>

### SPRING TERM 2022

START OF TERM	<b>Tuesday 4<sup>th</sup> January 2022</b>
END OF TERM	<b>Friday 8<sup>th</sup> April 2022</b>

### SUMMER TERM 2022

START OF TERM	<b>Tuesday 19<sup>th</sup> April 2022</b>
END OF TERM	<b>Friday 5<sup>th</sup> August 2022</b>



# SINCLAIR HOUSE SCHOOL

## PREPARATORY SCHOOL

59 Fulham High Street, Fulham, London SW6 3JJ

**Tel:** 020 7736 9182 **Email:** [info@sinclairhouseschool.com](mailto:info@sinclairhouseschool.com)

## MONTESSORI NURSERY

**Upper Nursery:** 196 Munster Road, Fulham, London SW6 6AU

**Lower Nursery:** 159 Munster Road, Fulham, London SW6 6DA

**Tel:** 020 7731 5354 **Email:** [nursery@sinclairhouseschool.com](mailto:nursery@sinclairhouseschool.com)

[www.sinclairhouseschool.co.uk](http://www.sinclairhouseschool.co.uk)