

# Nursery Prospectus

Locus Laetus Discere

*'A happy place to learn'*



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## Introduction

Welcome to Hyde Park Village Nursery School, a Montessori inspired and German bilingual nursery school in the heart of Central London, for children from nine months to five-and-a-half- years.

Our philosophy is 'Lotus, Leatus, Discere' which translates to 'A happy place to learn'.

We pride ourselves in meeting the needs, not only of the children in our care, but of our community too. We are here to support children, and their families, through the Early Years, to become confident, lifelong learners, with the skills and aptitude to thrive through all of life's adventures.

We are a highly qualified team of experienced and knowledgeable teachers who are passionate about the bilingualism and Early Years Education.

## A day at Hyde Park Village Nursery School

While we understand that unforeseeable delays do occur, we request that all children are dropped off and that parents have said their good-bye's within the first 15 minutes of drop off. This is due several reasons, mainly respecting the children's time and structure.

Parents are more than welcome to come into the classroom area when saying their goodbye's between 8:00 and 8:15 and 9:00 and 9:15. If you do arrive after those times, then we request that you say your goodbye's in the entrance hall and allow your child to enter the classroom with a teacher so that she/he can be gently guided into an activity, so as to not disturb the other children at 'work'. In this regard, if you are invited into the classroom, we ask that you please be mindful and respectful to the process that each child is going through. We use soft voices inside so as not to distract the children – their self-directed focus and concentration is key!

Equally so upon collection, a teacher will bring your child out of the classroom. We kindly ask parents to remain in the entrance hall. This is to minimise disruption and or upset to those children who are staying later.

### **8:00 – 9:00          Breakfast Club**

Children are welcomed in the morning. They are encouraged to set their tables, pour their own choice of cereals and learn to make toast with a variety of spreads. This forms an integral part of the Montessori philosophy, ensuring activities of everyday living are relevant, while supporting independence.

### **9:00 – 12:00          Learning through Play – Morning Routine**

The children are offered a variety of teacher initiated and child led activities throughout the morning. Teacher led activities typically include: circle times (music, singing, movement, stories, poetry, etc), constructive play, sensory activities, art and creative activities, phonic sessions, outdoor play and more!

During child-initiated activity, children can choose to work in the different areas of our Montessori classroom, namely:

- Activities of Every Day Living (independence, fine and gross motor skills, build concentration)

- Sensorial Development (development of the senses, foundation of all learning)
- Numeracy and Arithmetic
- Language and Literature
- Knowledge and Understanding of the World (botany, science, geography, zoology, history)
- Creative Expression (creative movement, musical exploration, drama, art and design)
- Physical Development (explorative movement, gross-moto, locomotive, stability and manipulation of equipment)

*Note: Within this framework and Montessori learning environment, all seven areas of EYFS are met, namely Language and Communication, Physical Development, Personal, Social and Emotional Development (PSED), Literacy, Maths, Art and Design and Understanding the world.*



### 12:00 – 12:30 Lunch Munch (Children's dining experience)

The children are involved with the preparation of a meal, setting of tables, and then the experience of sitting down to a meal as a community. (A hot lunch\* is supplied, as well as a salad and or vegetable side dish). Grace and Courtesy will be emphasized at these meals, as well as following correct eating etiquette. Emphasis is placed on healthy living and eating.



### 12:30 – 13:00 Rest and Relax

A time for the children to unwind. Children who nap during the day will go down for their sleep, while other children engage in calming activities, such as reading stories, doing puzzles, using mindfulness jars and resting

### 13:00 – 16:00 Learning through Play – Afternoon Routine

As per morning routine.

### 16:00 – 17:00 After School Clubs and Tea Time

A light tea is served before children partake in their afterschool clubs. Tea's are light meals such as sandwiches, cous cous salad, bagels / rice cakes with various toppings, home-made fish cakes, etc. Clubs are centred around the children's interests and include den-building, crafts, music and dance club, etc.



## Nursery Menu

A selection of healthy snacks is offered during the day (for example fruit, vegetable sticks, dried fruit, rice cakes, dips, spreads, etc).

Hearty balanced lunches are supplied by The Nursery Catering Company.

Menus are uploaded to My Montessori Child each week.

The Nursery Catering Company doesn't add any additives or salt to the meals and there is at least 1 portion of veg in every meal. We endeavour to use organic ingredients wherever possible.

None of our food contains nuts, however we cannot guarantee that they are prepared in a nut free environment. Please ensure that you relay any allergies your child may have to the Nursery manager.



## What is Montessori?

We really encourage parents to understand and embrace the Montessori philosophy — the more we can work together collaboratively, the better it is for the child. It is incredibly challenging to sum up what Montessori is in just a couple of words... but this article by Aubrey Hargis entitled, 'I've got 5 minutes, explain Montessori to me', is a good starting point.

*As Montessori teachers and parents...*

1. We follow the teachings of **Dr. Maria Montessori** (1870-1952). She was a medical doctor, a teacher, a philosopher, and an anthropologist. Her progressive view of children was way beyond her time, and her writing is still very relevant today. Interested in reading some of [her work](#) yourself? You should! Try *The Secret of Childhood* for starters. Read more about her life and take the [Montessori challenge](#) for fun.

2. We understand that children of different ages have different needs and abilities. We study child development theory (for example, **sensitive periods**) and make sure that our classrooms and homes have developmentally appropriate activities and expectations. When something new is discovered about the growing brain, we are taking notes, ready to back it up with our educational practice. (More often than not, the research simply confirms the Montessori method!)

3. We **observe** our children. The child has so much to teach us about learning. By watching closely, we can modify our lessons and materials to best suit the child's interests and growth. We try to anticipate what the child will need next and make sure that this experience is available for when the child is ready to explore the subject or skill. We call this "following the child".

4. We believe that the **environment** itself is the best teacher, and we **prepare** it like a mama bird would craft a proper nest for her babies. Rather than dictating what a child should learn and when, we design the classroom or home to fit the needs of the child, rich experiences balanced by beauty and order. This takes a great amount of effort, but we are rewarded when a child enters and is inspired to learn. In a typical Montessori classroom, you would see objects in baskets, trays, or boxes arranged on a shelf attractively. Each work contains a purposeful work that is designed to teach a specific concept. (Pssst: We don't randomly select concepts to teach, remember? We base them on our observations of the child.)



5. We model **grace and courtesy** (good manners), treating our children as we wish ourselves to be treated. We use calm voices when teaching and speak with respect in regard to the children's feelings. We carry ourselves with poise and handle objects with care. We believe that the children are acutely observing us even when we aren't aware of it, and they will mimic our behaviours and attitudes. We know that humans aren't perfect, but we really try to bring out the best in ourselves.

6. We recognize that **children are unique** individuals who are not likely to master the exact same concepts or have the same interests at the same time. We celebrate this uniqueness and allow each child to develop at his or her pace. We believe that learning is a natural process that develops spontaneously. When we place our trust in the child, we are often surprised at the immense amount of learning that takes place through the child's interaction with his or her world.

7. We do not use rewards and punishments to force children to comply with rules or to combat ill behaviour. We believe that each child is on the way to developing **self-discipline** and that the rewards should be intrinsic (within oneself) rather than externally imposed. When a child misbehaves, we first examine the reasons why the child is exhibiting those behaviours (hungry? tired? overstimulated? testing boundaries?) and then we contemplate whether a change in the prepared environment would help or if we need to teach certain problem-solving skills to prevent another occurrence.

Never do we use shame or humiliation. We try to help the child understand appropriate behaviour in a social context in a gentle, firm manner.

8. We believe that children learn best when they are **free to move** their bodies throughout the day. Children have physical rights. They should not be constrained to desks. They should be allowed to move around in their environment, visit the bathroom as often as they like, and work in a variety of sitting or standing positions. We want to teach our children to respect their bodies and control their movements, and by allowing this freedom, we feel that this helps the growing brain learn more effectively. We encourage this independence, but also teach respect for others. No one's freedom should infringe upon another's right to concentrate.

9. We believe that the **materials** a child works with (one could just as easily call them "toys") should be **carefully chosen** to support the current developmental stage. With few exceptions, natural materials are preferred, and the works themselves should be arranged attractively on the shelf. Concrete experiences are always offered first and abstract thinking presented later, when the child has a firm grasp on the concept. Maria Montessori herself developed and sanctioned specific materials for learning that are considered classic and essential to a Montessori classroom. You might want to take a look at the pink tower, the moveable alphabet, or the golden beads. Oh, and yes, we call it work and not play. Really it's just semantics, so don't let it bother you.

10. To Montessori teachers, presenting a lesson to a child is an art form. For example, for the 3-6 age child, we captivate the child's attention by talking very little during the lesson and instead making our movements slow and deliberate. This allows the child to focus on our actions and remember the little details that may be forgotten if we were speaking at the same time. One of the classic Montessori lesson techniques you might want to investigate is called The Three Period Lesson.

11. We believe that education can change the world for the better. We are advocates for **peace**. The children themselves represent a "bright, new hope for mankind". We feel that the work we do as educators, guiding children toward self-reliance and compassion, is incredibly important in the grand scheme of future life on Earth. How our children are treated as babies is going to impact our entire civilization when they are all grown up and making decisions that affect others. We are humbled by the great possibilities that exist within the tiniest of humans, and we respect their inner wisdom.

Still confused? It's okay. Montessori philosophy is as vast and deep as the ocean. Start by going to the beach. Feel the wind on your cheeks and listen to the waves crash. It's okay that you don't get it all at once. Then pick something to study. Starfish. Dolphins. Jellyfish. It doesn't matter what you begin with because the animals inside the ocean are interdependent. As you do your research, you will begin to understand the power of the entire system.

Welcome to Montessori!

## Focus Activities

### Outdoor Classroom

We try to incorporate plenty of outdoor learning and experiences into our daily curriculum – we have a sensory garden and outdoor physical activity space to support the children's development across all areas. We regularly take short walks to Hyde Park, so the children can enjoy a sense of open space and being surrounded by nature. There are many opportunities for both planned and self-directed learning to take place – from planting to harvesting, outdoor construction, bug studies and more! We aim to facilitate a diverse and nature focussed curriculum.



### Physical Education



The Little Foxes Club®

We offer the Little Foxes Club at nursery. The programme supports children in developing fundamental motor skills in the early years.

### Yoga and Mindfulness Classes

The benefits of giving children an opportunity to learn and practice yoga and mindfulness are endless. The children show a keen interest in practicing this life skill and having their own 'me' time. The classes are designed for the children to have fun, explore and enjoy, and to create an awareness of body, mind and spirit.



## What to pack for your child?

Please supply the following for your child to keep at school:

- An extra change of clothing. We recommend that younger children (especially those with developing toilet habits) bring several spare trousers to school. Any dirty laundry will be returned home to be cleaned and returned
- Winter = Rain coat, wellington boots, a warm hat and mittens/gloves. All in one waterproof are useful for everyday nursery wear. Please note that this does not all have to be left at school. (i.e. your child will likely come to school already dressed in some of this). We love to explore our outdoor environment, rain or shine!
- Summer = Sun hat and sun cream
- Please send a supply of nappies, wipes and cream if your child uses them

Daily:

- Your child should come to school in comfortable clothing and shoes. Please don't send your child to school in their 'Sunday best'. This is a learning environment and it is highly likely (and encouraged) that your child may get messy, or accidentally damage clothing.  
Please also consider your child's movement and independence when selecting clothes. Some clothes that are tight, have advanced buckles and fasteners, or are long and flowing (for example 'skinny jeans', dungarees, long dresses/skirts) are 'cute', but restrict movement and independence)
- Please label all your child's possessions clearly with his/her name.
- Long hair should be kept out of your child's face and nails kept short.
- Due to our healthy snacks and meals that are provided, as well as milk and water to drink, **it is not necessary to send any food or drinks to school**, unless your child has special dietary requirements (in which case please discuss with the nursery manager) or is drinking breast or a formula milk
- Children are encouraged not to bring toys from home. If a child really wants to, we advise parents to have a discussion with your child to explore some of the consequences of bringing the toy to nursery, such as "Is s/he prepared to share / look after the toy?" and to discuss the possibility (probability?) that it may get damaged in some way. This helps to teach the children responsibility and aids them in thinking through a risk assessment which is a valuable life skill. Please note: if your child does bring something to school, we will do our best to guide your child (and others) to care for the item, however we (the staff) will not take responsibility for any items.

Parents can choose if they wish to leave all their children's items at nursery (give to a teacher) and we will notify you if any supplies need 'topped up', alternatively parents can pack a bag for their child each day. Ultimately, we have no preference, provided the children have everything they need to enjoy a happy and comfortable day at nursery!

## Policies and Procedures

Hyde Park Village Nursery School follows comprehensive and detailed Policies and Procedures with regards to Safeguarding, Education, Pastoral Care and Emergency practices. These Policies and Procedures are reviewed regularly to maintain a high standard of holistic education and safety for the children in our care. We encourage parents to read through these Policies and Procedures which are on Parents board in the entrance hall of the nursery, or available on request.

Safeguarding is a top priority at Hyde Park Village Nursery School, and for this reason we will email you a copy of our Child Protection and Safeguarding Policy as well as our Compliments, Complaints and Feedback Policy, upon enrolment. Our Policies are also available to parents on the My Montessori Child app, and we always value any feedback to assess, learn and grow.

## Important Contact Numbers

Hyde Park Village Nursery School – 020 7724 8640

Police – If you think a child is in immediate danger call the police – 999

Ofsted – 0300 123 1231

Safeguarding Children's Board – 0207 641 3991

MASH (Multi Agency Safeguarding Hub) 0207 641 5026

LADO Staff Allegation (Local Authority Designated Officer) Call: 0207 641 7668 or the Emergency Duty Team 1. 0207 641 4199

2. 0207 641 1615

3. 0207 641 7875

NSPCC Helpline – (National Society for the Prevention of Cruelty to Children) 0808 800 5000

*Please see the parents notice board in the entrance hall and our Policies and Procedures for more contact details and information.*

*If you are unsure about who to contact, then please feel free to discuss this with the Nursery Designate Safeguarding Lead or the Nursery Manager.*

## Nursery Fees

Fees are available on request. All snacks and meals are generally included in the nursery fees (see price list for more details). We offer limited number of universal 15 hour funded places. We also accept childcare vouchers from a variety of voucher schemes and parents are also welcome to settle fees through their tax-free childcare account. Please enquire if you would like any other information.



## The Structure of our Nursery



Frances Preston  
**Owner & Founder**  
owners.hydeparknursery@gmail.com



Fiji Hezerije  
**Nursery Manager**  
manager@hydeparknursery.com

Claire Godfrey  
**Administration & Accounts**  
admin@villageglobalfoundation.com  
Tel: 07900 487589  
Mon (AM), Tues (AM) & Thurs (Full Days)

### Safeguarding Designate Lead:

Fiji Hezerije

If not available: Frances Preston (owner) also has Designate Lead training.

(All staff have received Generalist Safeguarding training)

### Our First-Aiders are:

Fiji  
Roxana  
Feroza  
Beata

## Term Dates 2020-2022

We are open 4.5 weeks per year.

### Summer Term 2021

**Staff Inset Days:** 2<sup>nd</sup> July 2021

**Term Starts:** 14<sup>th</sup> April 2021

**Mid Term Break:** 1<sup>st</sup> & 2<sup>nd</sup> June 2021

**Term Ends:** 30<sup>th</sup> July 2021

### Autumn Term 2021

**Staff Inset Days:** 1<sup>st</sup> September, 27<sup>th</sup> October & 28<sup>th</sup> October 2021

**Term Starts:** 2<sup>nd</sup> September 2021

**Mid Term Break:** 25<sup>th</sup> & 26<sup>th</sup> October 2021

**Term Ends:** 17<sup>th</sup> December 2021

### Spring Term 2022

**Staff Inset Days:** 4<sup>th</sup> January & 16<sup>th</sup> February 2022

**Term Starts:** 5<sup>th</sup> January 2022

**Mid Term Break:** 14<sup>th</sup> & 15<sup>th</sup> February 2022

**Term Ends:** 8<sup>th</sup> April 2022

### Summer Term 2022

**Staff Inset Days:** 1<sup>st</sup> June 2022

**Term Starts:** 25<sup>th</sup> April 2022

**Mid Term Break:** 30<sup>th</sup> & 31<sup>st</sup> May 2022

**Term Ends:** 29<sup>th</sup> July 2022

## Record Keeping and Nursery / Home Cohesion

Hyde Park Village Nursery School uses MY MONTESSORI CHILD — pioneering new software that helps nursery schools to deliver the best possible educational experience for young children. MY MONTESSORI CHILD comprises two parts:



- (1) an iPad-based wireless system for teachers to use daily in the classroom. When teachers observe a child doing an activity, their notes and a photo are recorded via the iPad. All the teachers then review their collective observations to ensure that each child's development is properly supported in accordance with the Government's 'Early Years Foundation Stage' curriculum. The system follows your child's progress and helps teachers to plan what activities to offer next
- (2) a secure website that parents can access any time from any web-connected computer. (No part of the system is used directly by the children.) You will enjoy seeing your child's self-directed development as recorded by the teachers in words and pictures. (Passwords ensure that no other parent can see information about your child.) The site also keeps you up-to-date with the class topics currently under study and suggests ideas for things you can do at home to support your child's learning at school. The website has notices posted for parents by the teachers and lots of other useful information, plus a simple online form that you can use to write a note to the school on any non-urgent matter.

The MY MONTESSORI CHILD system is secure and fully encrypted. The teachers' and devices' identities are checked every time they log in. No unauthorised person will see your child's data.

MY MONTESSORI CHILD has recently launched 'MY CHILD AT HOME' which will be available free of charge to those parents who have registered their child on our waiting list. This provides developmentally appropriate suggestions and activities that parents, and carers can do at home, including photographs and comments. Once the child is ready to join the nursery, the child's records can be merged with our nursery so that we can plan and meet your child at the point that s/he is at. This is a great platform to share information about each unique child and gives us the best way of getting to know your child before s/he even starts.

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In conclusion, we would like to invite you to come and view our Nursery for yourself. Please feel free to contact the nursery administrator in order to arrange this, or with any further queries you may have.

If you feel like this is the right nursery for your child and your family, then please do request an admissions pack — detailing our waiting list procedures and how to enrol your child.

Please do not hesitate to contact us with any queries you may have!

Best regards,

The Hyde Park Village Nursery School Team



*"The secret of good teaching is to regard the child's intelligence as a fertile field in which seeds may be sown, to grow under the heat of flaming imagination. "*

*Dr Maria Montessori*



# Weekly Menu



Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast
AM Snack	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Lunch	Beef Chilli and Jacket Potato	Chicken Casserole	Creamy Fish Pie with Carrot and Swede mash	Chicken Meatballs Ragu and rice	Sausage and Bean Hotpot with creamy Mash
Pudding	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad
PM Snack	Carrot sticks served humous and Milk	Rice cakes and Milk	Crackers and Milk	Cherry Tomatoes/cucumber sticks and Milk	Breadsticks and Milk
Tea Time	Spaghetti Hoops and Toast	Cous Cous mixed with roasted vegetables	Wholemeal Bagels with cream cheese	Tuna Warps and cucumbers sticks.	Cheese Sandwiches And fruit



# Weekly Menu



## Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast
AM Snack	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Lunch	Summerset Pork and apple Casserole with Rice	Chicken and Leek Pie	Beef Lasagne	Fish cakes with Potato in parsley butter and Peas	Minted Lamb Hotpot
Pudding	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad
PM Snack	Carrot sticks and milk	Rice cakes and Milk	Crackers and Milk	Cucumber sticks and Milk	Breadsticks and Milk
Tea Time	Bagels with cream cheese and veg sticks	Warm Crumpets with a delicious fruit salad	Beans on Toast	Tuna sandwiches and cucumber sticks	Childrens Choice



# Weekly Menu



Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast
AM Snack	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Lunch	Roast Beef in Gravy with roast potatoes, peas and carrots	Delicious Shepherd's Pie	Sweet and Sour chicken served with Rice	Chicken and Vegetable Curry served with rice.	Children's choice
Pudding	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad
PM Snack	Carrot sticks served humous and Milk	Rice cakes and Milk	Crackers and Milk	Cherry Tomatoes/cucumber sticks and Milk	Breadsticks and Milk
Tea Time	Spaghetti Hoops and Toast	Cous Cous mixed with roasted vegetables	Wholemeal Bagels with cream cheese	Tuna Warps and cucumbers sticks.	Cheese Sandwiches And fruit



# Weekly Menu



Week 4

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast	A Choice of cereals and Toast
AM Snack	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Lunch	Chicken and Vegetable Curry served with Rice	Roast Beef in Gravy served with potatoes and mixed veg	Shepard's Pie	Sweet and Sour Chicken served with Rice	Fish Fingers, baked beans and creamy mash
Pudding	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad	Fresh Fruit Salad
PM Snack	Oat Biscuits and Milk	Rice cakes and Milk	Crackers and Milk	Cucumber sticks and Milk	Breadsticks and Milk
Tea Time	Homemade Pizza served with Salad	Spaghetti Hoops and Toast	Bagels with Cream cheese	Muffins with humous and carrot sticks	Childrens Choice