



Parent Handbook
Nursery

2011—2012

Nursery Handbook

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General Information - Staff at the Nursery/Infant School

Mr. J. Light	Principal
Rev John Cowie	Chair of Supervisory Board
Mrs. C. van de Laar-Newson	Head of Early Years
Mrs. L. Naghieh	Head of Nursery
Miss L. Dix	Nursery Teacher
Miss R. Mitchell	Nursery Teacher
Ms. J. van Asch	Nursery Teacher
Mrs. Z. Pritchard	Nursery Teacher
Miss. L. van Leeuwen	Nursery Teacher
Mrs. H. Mackevicius	Nursery Teacher
Mrs. A. Joyce	Nursery Nurse
Mrs. B. Frechilla	Nursery Nurse
Mrs. R. Noe	Nursery Nurse
Miss G. Morrison	Nursery Nurse
Miss M. Schmidt	Nursery Nurse
Mrs. R. Woodward	Nursery Nurse
Miss. K. Stainton	Nursery Nurse
Mrs. C. Williamson	Nursery Nurse
Mrs. J. Grove	Reception teacher
Miss R. Stringer	Reception teacher
Miss M. Goodwin	Reception teacher
Mrs. C. Gray	Reception teacher
Miss N. Corbett	Part Time Reception teacher
Mrs. H. Mansbridge	Part Time Reception teacher
Mrs. S. Boyle	Nursery Nurse - Reception
Miss S. Kelly	Nursery Nurse - Reception
Mrs E. Hartgers	Nursery Nurse - Reception
Mrs. N. Bhardwaj	Nursery Nurse - Reception
Miss H. Rigelsford	Learning support coordinator
Ms. E. Elferink	Dutch teacher
Mrs. J. Keatley	English teacher
Mrs. I. Stout	Music teacher
Miss A. Gibson	School receptionist

Welcome to the Early Years Department



Mrs. C. Van de Laar-Newson
Head of Early Years



Mrs. L. Naghieh
Head of Nursery

Welcome to the Early Years Department. Whether your child is transferring to a new class or experiencing school for the very first time, we aim to make the transition as smooth and happy as possible.

First experiences of school should always be positive. The dedicated staff in the Early Years department strive to provide a bright, stimulating and exciting environment where everyone feels valued, secure and well cared for. We want all children to develop a love for learning and to have fun and enjoy success in all aspects of their education.

We value the partnership between home and school and encourage you to play an active part in your child's education.

We are always looking for ways to make things 'even better', and are open to suggestions. If you have any questions or concerns about your child please speak to us. We are here to help you.

Kind regards, Claudia van de Laar and Linda Naghieh

The Nursery Team –Class NPL



Mrs. Z. Pritchard
Class Teacher



Miss. L. Van Leeuwen
Class Teacher



Mrs. N. Naghieh
Head of Nursery



Miss G. Morris
Nursery Nurse



Mrs. R. Woodward
Nursery Nurse

The Nursery Team –Class NDM



Miss L. Dix
Class Teacher



Miss R. Mitchell
Class Teacher



Miss M. Schmidt
Nursery Nurse



Mrs. R. Woodward
Nursery Nurse

The Nursery Team –Class NAM



Mrs. H. Mackevildus
Nursery Teacher



Mrs. J. Van Asch
Nursery Teacher



Mrs. B. Frechilla
Nursery Nurse



Mrs. R. Noe
Nursery Nurse



Mrs. C. Williams
Nursery Nurse

School Admissions and Hours

1.2

Young children starting school for the first time, moving to a new school or starting school again after a long holiday often find it difficult to settle into the school environment.

In order to make the transition into Nursery as calm and welcoming as possible, we arrange an induction week for every child joining the Nursery. During their induction week the child attends school for one hour only on 2 days of the week and then for two and a half hours on a third day. The children start their normal session schedule on their second week at school. We encourage parents to be present during the Induction week to support their child and also to become familiar with the Nursery staff.

Children who return to Nursery for a second year also take part in Induction week at the beginning of their second year. We have found from experience that this group of children often have problems settling back into school as several of their friends will have moved to the Reception classes and they may have new staff to form relationships with.

Children may enter the Nursery in the term that they celebrate their 3rd birthday.

Children who are 2 years old when they start Nursery can only attend a maximum of 5 sessions. Sessions can be added from the half term after their 3rd birthday. For example, if your child is 3 during the first half of the Autumn term they can only attend 5 sessions until after the October half term and then an increase is possible (but not guaranteed)

Depending upon the date they start, some children may be in the Nursery for more than one academic year. In such instances, to ensure continuity, the children remain in the same classroom for the second academic year.

Children are requested not to arrive at school earlier than 08.30. The Nursery School day is structured thus:

Registration	08.45
Morning session children collected	11.45
Afternoon session children arrive	12.10
End of School Day	15.10

The children attending the morning sessions should be collected at 11.45. The children attending the afternoon sessions should arrive at 12.10 pm.

A few children may find it difficult to leave their parents, especially at the start of a new school year or term. We know that this is also difficult for you as

parents but we would ask you to follow the advice of the class teacher which often is to leave quickly. The school will always telephone you if your child continues to be upset though in almost all cases children settle quickly once their parent has gone.

Home Visits

- 1.2.1** Experience and research into the provision for the early years highlight the importance of the link between school and home for the young child. When the link is valued, strong and supportive a child has the best chance of settling well into the school setting and having a happy, fulfilling school experience. To strengthen this home/school link we offer families the opportunity to have a home visit from the staff who will be teaching their child in the Nursery. The visit usually takes place during the first week of term as part of our Nursery induction programme. This is common practise in UK nurseries.

Toilet training

- 1.2.2** Your child must be fully toilet trained before coming to school. However, we do understand that accidents do happen and therefore we insist that all children have a complete change of clothes to be kept at school.

School Uniform

- 1.3** The children in the Nursery are expected to wear school uniform. The School has a range of uniform items, which are on sale each Thursday morning from the Infant School Hall.

Uniform requirements for boys

- Dark blue School polo shirt
- Dark blue School sweatshirt

Uniform requirements for girls

- Dark blue School polo shirt
- Dark blue School sweatshirt
- Dark blue School tunic
- School Summer dress

Lost Property

- 1.4 Please ensure that ALL items of clothing are clearly named. It is much easier to return lost items to the rightful owner and track 'lost' items if they are easily identified with the child's name. Parents may also look in the lost property box in the entrance hall for items of lost property. Towards the end of each term all items of lost property will be displayed in the foyer to be claimed. Each term there is a coffee morning during which items of unclaimed school uniform will be sold. At the end of each academic year, all unclaimed property will be donated to local charities.

School Bus Service

- 1.5 The School bus is currently available for children living in Amsterdam, Amstelveen and Haarlem. This is a door-to-door service that enables children whose parents are not able to bring them to school or collect them, to attend our School.
- 1.6 Smoking is not allowed anywhere on the premises – buildings and grounds.

Dropping off and Picking up your Children/ Security

- 1.7 All school entrances are accessed with a security code. In order to ensure only parents, guardians and staff enter the school premises please be vigilant in closing the entrance door behind you, particularly during drop off and collection time. Please do not hold the door open for any unaccompanied children or anyone following behind you who you do not know. At the end of the school day the main doors to the school are kept closed for a short time. This is to allow the reception aged children to cross from the entrance hall to the school hall in safety. Please wait patiently outside until a member of staff opens the doors for you.

Parents should be prompt when collecting children at lunchtime, after school or after extra curricular activities. The School is not equipped to staff and monitor children after the end of school at 15.10 or after extra curricular activities at 16.15. Activities are well planned by the staff for the time period allotted. Staff members run extra curricular activities on a voluntary basis and therefore appreciate being able to finish on time. They may have meetings to attend or further commitments afterwards. The inner playground must be vacated immediately after the end of the school day.

If you bring your children to school or collect your children from school by car please park with due care and consideration. Please only park in a designated

parking space and refrain from double parking whilst you bring your children in to school as this causes congestion for other parents dropping off their children and for residents. Please do not park on the pavement.

Absences

1.8.1 Attendance at school is extremely important. Absences must be kept to an absolute minimum in order to maximise effectiveness in learning in school. Parents are requested to call the School between 08.00 and 08.45 if a child is going to be absent on that day.

1.8.2 Lateness should be avoided at all times. Children who are late for school not only interfere with their own educational development but also with that of their peers. In the event a child does arrive at school late (i.e. after 08.45), he/she must report directly to the Reception to receive a late attendance mark in the register.

Children who leave school at lunchtime should sign out at the Reception and those who attend the afternoon session must sign in at the Reception before going to their Nursery class.

1.8.3 It is important that when parents contemplate a holiday, they make every effort to arrange it to coincide with the holidays appearing on the school calendar. Returning to school after an extended absence can be difficult for children and put them at a disadvantage in relation to peers who attend regularly. If you do take your children out of school during term time you are kindly requested to complete a "Leave of Absence" form. Forms are available at Reception.

Change of Arrangements

1.9 If your child is going home with someone else please introduce them to a member of staff in the nursery. If there is a change in routine in some way, please inform the teacher by writing a note. If your child is going to be collected by a babysitter other than your regular child minder, you are asked to complete an "Irregular Babysitter" form, available from Reception. Likewise if you are taking your child out of school early, for example for a medical appointment, please inform the class teacher.

Change of Address and Telephone Number

1.10 In order to keep our contact information up-to-date, please inform the office immediately if your address or telephone number changes. This information may be needed to contact you in the event of an emergency.

Visitors

- 1.11 Visitors and anyone who does not know the code can use the doorbell and should go to the school reception for assistance. All visitors, including parent helpers to the School, must sign in and out at the reception and wear a Visitor's Badge at all times while they are on the premises. It is important that this procedure is followed as the visitors' book is used as a register during fire drills. (see 1.14)

Snack and Lunch

- 1.12 **PLEASE NOTE, WE ARE A 'NUT FREE' SCHOOL. THERE ARE A NUMBER OF CHILDREN IN THE SCHOOL WITH A SEVERE NUT ALLERGY. NO SNACK OR LUNCH SHOULD CONTAIN NUTS OR FOODSTUFFS WITH TRACES OF NUTS.** The School provides milk and a fruit or vegetable snack during the morning and afternoon session for Nursery children. We encourage the children to try different fruits and to drink water if they do not like milk. Children who attend full time should also be provided with a packed lunch, (including a drink) which they eat in the classroom under the supervision of the Nurser staff. Please note that the School does not have the facility to cook or reheat children's lunches. Please refrain from sending your child with glass bottles.

Allergies

- 1.12.1 If your child suffers from any allergies please inform your child's class teacher. If there is likely to be a severe allergic reaction requiring the use of an epipen, please inform the teacher and provide two epipens to be kept at school. Please note this is in addition to completing the medical form as part of the enrolment procedure.

Administering Medication

- 1.12.2 If your child requires any prescribed oral medication during the course of a school day, you are required to complete an 'Administration of Medicine' form which you will find on your child's class noticeboard outside the classroom. By signing the form you are giving your consent that the teacher may administer the medication, you are also acknowledging that the teacher is not to be held responsible if the medication is given incorrectly.

Cloakrooms

- 1.13 Please ensure that your child wears a coat to school and in times of cold or wet weather has appropriate outdoor clothing. The children are responsible for their belongings and we would appreciate it if parents encouraged their children to hang up their own coats and put away their lunchboxes etc. in the space provided rather than doing it for them. Please encourage your child to keep the cloakroom areas tidy.

Birthday Party Policy

- 1.14 It has become a strong aspect of the School to acknowledge and celebrate a child's birthday or departure from school. For various reasons, including medical and cultural, it is requested that if your child should wish to celebrate his/her birthday or departure from school that they bring either a biscuit, a piece of fruit or a simple *plain* cake – **PLEASE NOTE, WE ARE A 'NUT FREE' SCHOOL. THERE ARE A NUMBER OF CHILDREN IN THE SCHOOL WITH A SEVERE NUT ALLERGY. NO CAKE SHOULD CONTAIN NUTS. No party bags, sweets, lollipops should be supplied.**

In addition, whilst the School respects that it is not realistic to invite all children within a class or year group to a birthday party, we do ask that if distributed at School, invitations are handed out with due discretion and consideration to all children in the class. Please do not ask class teachers to hand out invitations to the children unless there is one for every class member. Teachers should not be put into the position of explaining to some children why they are not invited to a particular party.

Fire Drill

- 1.15 Fire drills occur on a half termly basis and at various times of the School day. Registers are taken every morning and afternoon and are kept at the school reception. In the event of a fire, the School secretary will hand registers to the class teachers as the building is being evacuated. Directions regarding the nearest exit and assembly points are posted in each classroom. On hearing an alarm please evacuate the building and wait on the square at the front of the school where visitors will be checked against entries in the visitors' book.

Charity Projects

- 1.16 For many years now the School has been raising money for charity. The School chooses a project for one term or longer and these are often suggested by families or members of staff who have a particular interest in a project.

Recycling

- 1.17 The school has a positive attitude towards recycling. In order to make it as easy as possible, each classroom and office has a separate crate situated next to the rubbish bin that is purely for paper rubbish. We trust that you will support us in this project.

Dates for your Diary

- 1.18 Please refer to the website www.britams.nl for a copy of the calendar for the academic year.

Coffee Morning

- 1.19 Parents are welcome to join the coffee morning which is held at Anthonie van Dijkstraat every Thursday morning from 08.45 – 10.00am. Should you have any ideas for a topic or wish to help, please contact the School reception. Please note that you are under no obligation to purchase or order any products and the School cannot be held responsible for any problems or issues with orders or purchases made from an organisation that has been represented at a coffee morning.

Toddlers

- 1.20 All parents with children under school age are welcome to join the Parents and Toddlers group which meets in the Early Years Department each week.. Please ask at the reception desk for the scheduled times of the Parents and Toddlers group for this school year.

Retention

- 1.21 The School believes it is best to place each child in the year group with all others who celebrate the same birthday within the academic year. Occasionally academic or developmental issues question the appropriateness of a child transferring to the next year group at the end of the academic year. After careful consideration the School may advise that the child would benefit from repeating a whole year.

Staff Absence

- 1.22 It is possible that during the year your child's teacher may be absent from school due to illness or he/she may be attending a course for professional development etc. During such times your child's class will be taught by another teacher. To ensure continuity in your child's education the "supply" teacher will follow the planning that has been prepared by the class teacher.

2. School Organisation

The School Code of Behaviour

2.1 Without parental support and involvement in matters of discipline, the School would have great difficulty in helping children with behavioural problems. In the event of major discipline problems, the Head of School will consult with parents and involve them with the relevant staff in dealing with the matter. In the event of a child damaging property non-accidentally that belongs either to school or to another pupil, a charge of replacement may be levied. However, the School does not accept responsibility for personal items lost on the premises. We expect children to adhere to the following code:

- Treat other people as you would want them to treat you.
- Respect and be courteous to ALL people equally.
- If you cannot get along with someone then avoid being with them.
- Toys should not be brought to school unless authorised by a class teacher.
- Lollipops, chewing gum and bubble gum are not allowed.
- Matches, knives, toy guns and other similar objects are not to be brought to school.
- Mobile phones are not to be brought to school.

Playground Rules

2.2 Playground rules are based on common sense to ensure that all children benefit from using and enjoying the outside areas and safety is our utmost concern. The playground rules are:

- We play together and invite other children to play our games.
- We look after one another and remember to treat each other with care and kindness.
- We respect the grown ups on duty and listen to what they say.
- We put our litter in the bin.
- We use the playground toys sensibly and do not climb on the roofs of the train, houses or shops.

Assemblies

2.3 One morning each week we have a class assembly.(In the Nursery only the children who regularly attend the morning session when the assembly takes place are involved). Classes take it in turns to lead an assembly and parents are invited to attend.

Libraries

- 2.4 Libraries help children to develop the skills of reading both for pleasure and information. The School provides well-organised libraries with a range of reading and non-book materials e.g. story tapes, videos, story sacks for children of all abilities across the Foundation stage. The School has a well-stocked lending library for children to use on the first floor. Children are encouraged to visit the library with their parents before and/or after school. Every class visits the library each week with the class teacher. The school expects the children to respect the books and resources in the library and to treat them with care. Please leave the library tidy after you have visited it, ensure that all books have been returned to the correct shelves and any items used have been returned to the correct story sack. Please note that the story sacks, big books, videos and story tapes may not be borrowed as they are a teaching resource.

Ballet

- 2.5 Children may attend a weekly ballet class which is taught by a teacher from the English Ballet School. The lessons take place within the school day. Children are not expected to wear ballet clothes or shoes. Pupils are invoiced each term or annually for the lessons. Please note that the lessons are not compulsory, those children who do not wish to take part in the lessons remain in the classroom with their class teacher.

Educational Visits

- 2.6 During the school year, your child may go on educational visits. Teachers plan these visits carefully to help reinforce ideas and concepts linked to a current area of study. Teachers will have made a recent pre-visit to check out the site and facilities. School trips are financed within the standard school fees. Unless specifically stated otherwise, children are expected to wear a full school uniform on all day trips. A minimum of two members of staff will accompany any off site visit and parent helpers make up the adult:child ratio of 1:2. A first aid kit is taken with the group. The Head of School will have a list of the itinerary and names and contact numbers for all children

3. Curriculum

Our School Curriculum

- 3.1 In Nursery the children begin to develop their subject knowledge of each area of the Foundation stage curriculum. A balanced subject based timetable ensures the coverage of all subjects. The timetable is flexible in providing additional opportunities to support, develop and extend the child's social and

academic achievement and development equipping each individual with all the skills needed for the Reception class.

Assessment.

3.2 Teachers will complete a Foundation Stage Profile of your child's development throughout the year. This profile informs the class teacher of your child's individual strengths and also assists in identifying areas in which your child may need some support. You can request to view your child's profile should you so wish.

It is helpful to your child's key teacher if you could give them any additional information you feel is important about your child.

Continued assessment takes place at regular intervals enabling staff to monitor the individual child's progress.

.English as an additional language

3.3.1 At the back of this handbook you will find a list of useful phrases that your child may find helpful to know if s/he has just joined the school and as yet does not speak English.

Information Communication Technology

- 3.4 In the Nursery children are taught Information and Communications Technology, both as a discreet subject and as part of the Knowledge and Understanding area of learning in the Foundation Stage

Interactive Smart Boards – are installed and used daily in each classroom to stimulate and enhance teaching and learning throughout the curriculum. The children benefit from experiencing a wide range of different activities and games on the interactive whiteboard e.g.: using a painter program to make a picture or using an internet program to design a garden.

Digital cameras – Children begin to learn to use the digital cameras which are used to support and develop learning in specific topics e.g. taking pictures of shapes in our environment.

Digital movie cameras and Digital Microscopes – are used to further develop learning in specific topics e.g.: taking a close up picture of a mini-beast.

Control Technology - The children begin to understand and use simple control technology such as bee bots (programmable moving bees) and experience using a wide range of different ICT equipment in their 'play' and 'role play' e.g.: drills, remote control vehicles, walkie-talkies, tills.

- 3.4.1 **Weblogs** – Weblogs are fully functional websites that can be easily updated, directly from any Internet browser. We are at the forefront of applying weblogs to the educational setting. Weblogs have the potential to be dynamic sites for both parents and children, allowing the chance to interact with the on and off-line life of the class. They can provide the opportunity for children's work and achievements to be celebrated by a 'real' audience, as well as collaborative learning opportunities. During the course of the year, your child's work or photo may feature on a weblog. However, only first names will be used when referring to children and no address details will be included. Membership functions are enabled to all sites so only members can contribute. Should you wish your child to be excluded from BSA weblogs, please let us know in writing as soon as possible.

Music

- 3.5 **Annual Performances** - All children take part in a large-scale performance once a year.

Rolling Programme

- 3.6 Our topics cover a rolling programme of 2 years as some children starting with us before their third birthday will be with us for that length of time.

Learning Support

- 3.7 The School is “non-selective” and provides the support needed for children who have a range of specific educational needs. We have a full time Learning Support coordinator (LSCO) in School. She is involved in identifying children who require learning support, providing relevant assessment, supporting other members of staff, liaising with parents and outside agencies and working directly with the pupils. We have links with a wide variety of external agencies which can help to provide appropriate support for any of our pupils with additional needs. We have English speaking Speech and Language Pathologists as well as a visiting Educational Psychologist, Occupational Therapist and Sensory Integration Therapist. Should you feel that your child would benefit from extra support, we suggest that you make an appointment to speak to a member of staff from the Learning Support Department prior to his/her entry to school.

4. Home / School Communication

Reports

- 4.1 **Written Reports** – All the children in the Nursery receive a report, written by their Key Teacher, at the end of the Summer Term (June/July).

Parent/Teacher Meetings

- 4.2.1 **New Parents Meeting** – This meeting occurs at the start of the school year, usually within the second week. It provide an opportunity for teachers to explain their aims and objectives for the term and forthcoming academic year. It also provide an opportunity to meet with other parents of children in the same class/year group who have joined the school during that term
- 4.2.2 **Open Week** – This week takes place towards the end of the first term and provides an opportunity for parents to observe their child's class on a normal working day.
- 4.2.3 **Autumn and Summer Term Parent Consultations** – Nursery Parent consultations take place in October and in May) Teachers are available for individual consultations and will discuss the progress that your child has made during the academic year.

Parental Involvement

- 4.3.1 The School actively encourages parental involvement. We believe that:
- parents will find it easier to visit the School to talk to teachers the Head of School or Principal,
 - it helps develop an understanding between parents and teachers,
 - parents have a greater appreciation of the school's educational objectives,
 - parents feel involved with the education of their child and derive personal benefit from their involvement with school activities,
 - parents take greater interest in their children's education,
 - parents have a deeper understanding of the modern educational methods in use in their children's school,
 - children's development is enhanced by close links between home and school.
- 4.3.2 Type of parental involvement could include:
- parents assisting with the supervision of the children on school visits and outings,
 - parents assisting in the school libraries, covering and cataloguing books etc.,

- parents helping with craft work and cooking under the supervision of the class teacher,
- parents assisting with specialist knowledge, e.g. parents from different cultural backgrounds being encouraged to give talks to the children,
- parents assisting in making costumes and props for annual productions.

Class Parents

- 4.3.4 At the beginning of the school year we ask parents who have time to help at school, to volunteer to become Class Parents. Each class has at least one Class Parent who organises the other parents in the class when extra help is needed ie: class trips, assembly, annual production. If there are several parents wishing to take the role it may be that each volunteer is Class Parent for one term rather than the whole year.

Concerns

4.4.1 Complaints Procedure

A copy of the School's Complaints Procedure can be found on our website – www.britams.nl

- 4.4.2 If you have a financial question, your point of contact should be the Business Manager. If you have a question regarding the School Bus service, you should contact the Principal's Secretary.

5. Homework

Reading at Home

- 5.1 We encourage Nursery parents to spend time sharing books with their children, reading and talking about the story, characters, pictures etc. Young children are very influenced by the behaviour of those closest to them and parents can foster an interest in reading by showing that they also read and by sharing the interests they have in books and publications. In the Nursery we introduce the children to non-fiction books and encourage them to bring into school any books they may have at home that relate to the topic and/or particularly interest them personally.

Appendices

Useful English

Beginner's English

If your child is new to English it would be helpful if they could learn some words and phrases from the following list to use in school.

Hello
Goodbye
Please
Thank you
Excuse me
Sorry
Good morning
Good afternoon
How are you?
Can I go to the toilet please?
Can I have a drink of water please?
Playtime
Lunchtime
Home time
Coat
Book bag
Reading book
Friend
Teacher
Classroom
Playground
Outside
Inside

The website below takes the form of a Survival Guide and can be used to support children learning basic phrases in English.

http://www.bgfl.org/bgfl/custom/resources_ftp/client_ftp/ks1/community_lang/eal_survival/index.htm

The British Council website, Learn English Kids is for children who are learning English. Find games, songs, stories and lots of activities - and learn English too.

<http://www.britishcouncil.org/kids.htm>

PRIMARY SCHOOL LOST / MISSING CHILD POLICY

Statement of Intent

In the event of a child becoming lost, while in the care of the British School of Amsterdam Primary School, the School will immediately put into place the procedures detailed below. Such procedures ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

Aim

The School will ensure a search is made for the child as soon as possible. Parents are notified at the appropriate stage, and a high level of care is maintained with other children at the school while procedures are followed.

Procedure

If a child goes missing from the Primary School at the British School of Amsterdam:-

- One member of staff will carry out a thorough search of all the rooms in the building, outside areas and the immediate surroundings of the School.
- The remaining children will be gathered into one large group, e.g. for a story, while the remaining staff search for the missing child.
- The Principal and the Head of the School are notified.
- The register is checked to make sure no other child has also gone astray.
- The children will be sensitively asked whether they have seen the child who is missing, as will all adults, so that it can be established who was last to see the missing child, when and where.
- Doors and gates are checked to see if a child could have left the building.
- The person in charge talks to staff to establish what happened.

If, having followed the above procedure the child is not found, then:-

- The child's parent or carer is contacted by the Head of the School and the missing child is reported to the police. (Telephone 1-1-2)
- If the child lives within walking distance of the group, one adult should make the journey on foot in the possibility that the child has tried to make his/her way home.

If a child goes missing from an outing during which their parents are not attending and are therefore not responsible for their own child, the School ensures the following procedures are put into place:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One member of staff searches the immediate vicinity but does not search beyond that.

- The Principal and the Head of the School are notified and at least one makes his/her way to the venue to aid the search and to be the point of contact for the police as well as a support to the staff.
- The child's parent or carer is contacted by the Head of the School and the missing child is reported to the police. (Telephone 1-1-2)
- Staff take the remaining children back to School.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

When the Child Is Found

- Two members of staff (one of which should be the child's key worker or class teacher) will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.

After The Incident

- The School will discuss the events surrounding the disappearance of the child with his/her parents.
- All parents at the School will be sent a letter giving brief, accurate information about the incident to provide reassurance and to prevent speculation.

The Investigation

- The Principal carries out a full investigation taking written statements from all adults present at the time.
- The key person/staff write an incident report detailing:
 - the date and time of the report;
 - what staff/children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what took place in the group/outing since then; and
 - the estimated time that the child went missing.
- A conclusion is drawn as to how the breach of security happened and if appropriate, recommendations for the future will be made and the Policy will be revised in light of such recommendations.
- If the incident warrants a police investigation all staff are expected to co-operate fully. In such cases, the police will handle all aspects of the investigation, including interviewing staff.



The British School of Amsterdam
Late Collection Procedure at the Nursery/Infant School

Statement of Intent

We aim to ensure that all children are collected on time at the end of the day/session. We understand that this is not always practicable and therefore have this procedure in place to safeguard the Nursery/Infant staff and children in our care.

We request that parents collect their children promptly at the end of the session/day to prevent unnecessary distress to their child. (see Parent Handbook)

Parents are requested to contact the School as soon as possible if they are aware that they are going to be delayed. They are also requested to make alternative arrangements with family or friends so that the child can be collected on time.

If an alternative arrangement is made to collect the child, the parent must provide details to the class teacher or telephone the School.

Procedure

In the event of a delay

1. If a parent contacts the School to inform them of a delay, details of the phone call will be recorded in the late collection book and the receptionist will inform the class teacher.
2. If an alternative arrangement has been made for collection, details of the person collecting the child will be recorded in the late collection book and details of the person collecting the child will be passed on to the class teacher.
3. A member of staff will remain with the child at all times.
4. At no point will the member of staff or child leave the premises.
5. Staff will reassure the child and continue to provide activities for them if necessary.

In the event that the School is not contacted to inform of a delay.

1. A member of staff will wait with the child at all times.
 2. The receptionist or member of staff will telephone the parent who usually collects the child.
 3. If no contact can be made, staff will wait a further **ten** minutes and try again.
 4. If there is still no contact possible, the emergency contact numbers will be tried.
- If after all reasonable attempts to contact the parents have failed and we find staff no longer able to care for the child, the Head or Deputy Head will be informed. The Head or Deputy Head will then remain with the child as long as is necessary.
- If the child is in the Jubilee building, the class teacher will follow all the steps above. If the child has not been collected by 4pm the class teacher/nursery nurse will notify a member of the SMT. When the class teacher/nursery nurse is no longer able to wait with the child, she will bring the child to the main school building where the Head of Nursery or Head/ Deputy Head will remain with the child as long as necessary.