

## **School Operational plan**

At Grantham Farm Montessori School we provide quality affordable education and childcare for the families in and around the local community. Quality education and childcare brings not only huge benefits for the children but also benefits for the whole community, enabling parents to start and/or return to work, combine employment with family life and enabling employers to retain and recruit employees from the local community.

We want parents to feel confident about the quality of education and care that is provided for their child in order for them to have no concerns for their child's health, welfare and education. We continuously reflect on the quality of education and care we provide and further develop our practice in line with policy, research, best practice and internal/external feedback. We ensure we review school practice and outcomes annually and use this information to update our action plan at least annually.

We welcome parent's opinions and contributions to the quality improvement process and actively seek feedback through questionnaires, parents' evenings and informal discussion, which is recorded.

In order for our school to run effectively and efficiently serve local community needs, it is important that we have an operational plan that is implemented, reviewed and revised on a regular basis. This plan is a blueprint for managing the school. It describes how the school is run and what type of service is provided. It describes the school service, the structure of the school, who is responsible and guidance on practices and procedures.

The plan is used by the school head teacher, staff, parents and outside agencies as a reference tool for general day-to-day practice and a tool against which to assess the quality of the service provided. We review this policy annually using reflective practice, and make and implement any necessary changes following a review.

Suggested contents to be kept in your operational plan:

### **Main index**

#### The Early Years Foundation Stage

- Learning and development requirements
- Assessment and Progress Check at age two
- Key Person approach
- Equal Opportunities and Inclusion.

#### Safeguarding and Child Protection

- Emergency Contacts
- Designated person(s)

#### Leadership and Management

- Suitable People
- Organisation Structure

- Senior Management Contacts
- School Organisation Structure Chart
- Staff Deployment
- Training Analysis/Chart
- Recruitment and selection procedures
- Checklist for New Starters.

#### Health and Medicines

- Names of the Staff who are Paediatric First Aid Trained
- Contingency Plans
- Accident and Medication Procedures.

#### Managing Behaviour

- Policy and Procedure.

#### Safety and Suitability of Premises, Environment and Equipment

- Emergency Evacuation Procedures
- Emergency Locations
- Policy and Procedure Documentation
- Health and Safety Documentation
- Daily Operations Statement
- Risk Assessments
- Outings.

#### Information and Records

- Registration Details for Child
- Occupancy and Daily Records
- Parent Pack
- Complaints and Compliments.

#### Business planning

- Mission and Vision Statement
- Inspection Report
- Important Information
- School Plans
- School Website

#### Contact numbers

Contact	Name	Telephone number
Alarms (burglar)	Banham Security	020 7622 5151
Boiler engineer	Kevin Brockbank	07470348649
Computer Microsoft 365 outlook	Mark Deakin	07802 881695
Electrician	Mark Blackwell UK Safety Management for annual checks	07989 211443  03330163622

Electricity supplier	EDF	online
Environmental health		01730 266551
Fire and rescue	Tadley	999
Fire equipment	Atlas Fire Protection	0118 970 2221
Fire officers	Caroline Palmer, Emma Wetherley	
Health and safety representative	Emma Wetherley All staff trained	
Hospital	Royal Berkshire or Basingstoke	999
Insurance helpline	Dot2Dot	01204 570390
Local authority early years' service	Services for Young Children	01962 847070
NDNA legal helpline		01484 407070
NHS 111	NHS	111
Pest control	See website	
Ofsted		0300 123 12
Police	Non-emergency	101
	Anti-terrorism	0800 789 321
Police Community Support Officer	Luke Edwards	07776 244731
Plumber	Brian Privett	07784 772527
Social Services	Hampshire social services	0300 555 1384
Water board	Southern Water	0330 303 0277

### Emergency locations

Water main stop tap	Under pupils' washbasins. Remove part of skirting board on left.
Fuse boxes	Above boiler & next to sofa in sick room
Boiler	In pupils' bathroom

<b>This policy was adopted on</b>	<b>Signed on behalf of the school</b>	<b>Date for review</b>
<i>August 2023</i>	<i>E. Wetherley</i>	<i>August 2024</i>