



# The Pier Head Preparatory Montessori School

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## School Operational plan

At The Pier Head Prep School, we provide quality affordable childcare for the local community. Quality childcare brings benefits for the whole community, enabling parents to return to work and 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 care that is provided for their child in order for them to have no concerns for their child's health, welfare and early learning. To continuously develop our practice, we regularly complete a self-evaluation cycle where we publish our opinions about the quality of our childcare and an action plan to implement emerging good practice from the sector. We welcome parent's opinions and contributions to the self-evaluation process and actively seek feedback through questionnaires, parents' evenings and informal discussion which is recorded.

In order for The Pier Head Prep 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 manager, 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 will review this policy on an annual basis 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

- Assessment and Progress Checks
- Care Objectives
- Key Person
- 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
- 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 Leaflet.

#### Contact numbers

Contact	Name	Telephone number
Alarms (burglar)		
Builders		
Computer		
Doors		

Electrician		
Electricity supplier		
Environmental health		
Fire and rescue		
Fire equipment		
Fire officer		
Gas board		
Health visitor		
Health and safety representative		
Hospital		
Insurance helpline		
Local authority early years service		
Local paper		
NDNA legal helpline (NDNA members only)		
NHS Direct		
Pest control		
Ofsted		
Police		
Police Community Support Officer		
Plumber		
Social Services		
Water board		
Waste management		
Window call out		

### **Emergency locations**

Water main stop tap	
Gas point	
Fuse box	
Boiler	

