



FrangloNature Forest school

Handbook

Abridged version for guardians

Les Feux-Follets (parent & toddler group)

La Maternelle des P'tits Loups (3 to 5 years old)

Les Farfadets (5 years to 8 years old)

Forest School Handbook

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Handbook Declaration

This handbook contains information, policies and procedures relating to the running of our Classes/Activities and Forest School sessions in a safe and enjoyable way.

The Handbook is to be read by the children's parents/ carers prior to participation.

Compiled and reviewed

This handbook was compiled by Gabrielle Ellin in January 2021 and last revised by Agnès Stephens in August 2025.

Reviewed and agreed by Gabrielle Ellin – Safeguard lead

To be reviewed again annually.

Association Details

Les Franglophones

Patcham Community Centre, Ladies Mile Road, Brighton BN1 8TA
07704 170616

<https://www.lesfranglophones.co.uk/>

info@lesfranglophones.co.uk

Les Franglophones is a non-profit organisation of French speakers based in Sussex. It was created in 2007 by a group of French-speaking parents with a view to sharing their language and culture with their children. Our association Les Franglophones - the name of which reflects the bilingual nature of our daily lives - is a community of people with different origins sharing a common language.

We offer services in two different formats: indoors and outdoors.

Indoors settings:

- *"Les Bidous"*: gatherings for parents and toddlers
- *"Les Franglophones"*: French after school classes for children 4 to 11 years old

Outdoors settings: "FrangloNature" Forest School

- *"Les Feux Follets"*: gatherings for parents and children in the forest
- *"La Maternelle des P'tits Loups"*: forest school for 3 to 5 years old
- *"Les Farfadets"*: forest School for 4 to 9 years old

“FrangloNature” Forest School Site Details

Address :

Stanmer Park Nature Reserve, Lewes Road, Brighton, BN1 9SE

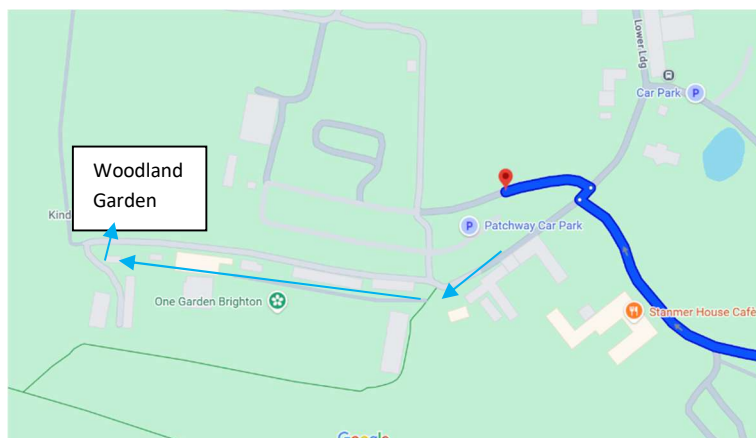
Our forest school is based in the *Woodland Garden*.

This is a shared community garden in the woods with a fire pit sitting area.

Access to the Woodland Garden:

- enter Stanmer park via the Lower Lodges entrance
- continue straight all the way to Stanmer House. At the end turn right and immediately left onto the Patchway car park drive. This is a pay for carpark.
- on foot, take the path at the top of the Patchway car park. Walk 2 minutes, past Bees in the Woods, the Woodland Garden will be on your right-hand side.

Compost toilet on site for children. Plan to go to the toilets before coming on site. There are toilets at One Garden.



Forest School Vision Statement

We believe all members, children and parents, should have regular contact with each other to develop a sense of community and nurture their culture and language.

Providing a Forest school environment will add many benefits to the children's experience :

- Give time for the children to develop strong relationships,
- Encourage children to practice speaking in French,
- develop self-esteem, independence and imagination whilst taking appropriate risks and setting boundaries.
- learn to respect and care for the local environment.

Learning goals

- “La Maternelle” takes in consideration the Early Years Foundation Stage Curriculum. We aim to offer a balance of adult-led activities (to support French language) and children-led play time.
- There are 3 prime areas of development: communication and language, physical development and personal, social and emotional development. We use the natural environment to also support more specific areas: literacy, Mathematics, understand the world and expressive arts and design.
- Characteristics of effective learning: Playing and exploring, Active learning (being involved and concentrating, keep trying, enjoying achieving what they set out to do) and creating and thinking critically (having their own ideas, making links, choosing ways to do things)

Check appendix 2 and 3 for more information on the sessions' routine and programme.

Policy Statements and Procedures

All our staff are professionals with relevant qualifications and/or experience and have undertaken current DBS checks and Safeguarding training.

At least one member will hold an up to date first aid qualification (Paediatric and Outdoor First Aid Certificate).

We will also aim to provide adequate training and support to ensure all staff and volunteers are confident and competent when following the policies and procedures we have set out in the complete handbook.

All staff members will be aware of Forest school ethos and given the program, risk assessment and rules prior to the session.

All staff are expected to be positive role models and encourage caring behaviour.

Booking Policy

Booking

To book a place, parents need to fill in the Membership booking form on our website and choose the relevant service.

Once the place has been confirmed via email, the consent and medical forms need to be filled (Google form or Appendix 1 and 4)

Should a child need medicine, we would need the “permission to administer medicine” form (Appendix 5).

Renewal: confirmation via the application Spond.

Fees

- A membership fee per family is needed to help with the cost of insurance : payable every year in September or pro-rata during the year.
- Forest school fee: Once the place is accepted, parents commit for the whole academic year. Payment is in 3 instalments (termly).
- A £100 deposit is required for new families.

Cancellation

All school fees remain payable during all absences.

“Rencontre familiale” (one off events): refund is possible if the place can be filled by another child / family

Welfare policies

- During Forest school time, children will be learning to take risk (climbing, using tools..)

Risk assessments will be written and available on request.

- The weather will be assessed prior to each Forest School session.
- Site risk assessment will be written before each session.
- Activities risk assessments will be written.

Clothing and equipment

Parents are asked to make sure children are dressed appropriately:

- At all time: long t-shirt and trousers, covered outdoor footwear/wellies, waterproof coat and overall waterproof trousers. Long hair should be tied.

- Cold weather: waterproof coat, jumper, leggings, extra socks, hats and gloves. Snow boots, wear 2 pairs of woollen socks, fleece fingerless mittens (gloves often get wet or are impractical for fine motor activities)
- Hot weather: sun hat, sun screen to be applied before the start of the session.
- No jewellery, no dresses or synthetic/ furry clothes (fire hazard)
- A spare changing outfit.

Food and drink

Children are asked to bring:

- Water bottle
- A snack (all forest school sessions)
- A lunch (4-hour sessions) - Hot lunch in a thermos is advised if possible.
- We apply a **NO NUTS POLICY**

Toileting

- We are asking everyone to use the toilet before coming on site. There are toilets opposite to the cafe in the One Garden's café, not far from the parking lot.
- We have set up a toilet area for young children. It consists of a portable toilet seat and a pop-up tent for privacy. The seat is emptied at the end of the session.
- Two DBS checked members of staff will help with toileting if required
- Hand washing facilities will be on site with warm water, soap and hand towel.
- For children not yet potty trained: Parents need to bring spare clothes, nappies, wipes/nappy bag.

Adverse weather procedures

The Forest leader will always assess the weather conditions before a session. We use reliable weather apps such as Met Office, BBC Weather or Weather&Radar to check the following:

- Precipitations
- Temperature
- Wind speed
- UV rating

High wind or extreme cold weather would be a reason to cancel / postpone the session. If the weather conditions worsen during a session, the leader might decide to cancel and call the parents to collect the children. Children will be taken to the meeting point, or open space to avoid any falling branches.

Communication channels

- **Website** <https://www.lesfranglophones.co.uk/>

You can find more details about us, our services and events as well as a calendar on our website.

- Practical: Dates, times and how to book
 - Summary of Forest school ethos
 - Link to Forest School Association for more detailed information
 - List of suitable clothing/snack
 - Handbook with policies
 - Staff contact details (email, emergency phone numbers)
 - Les Feux Follets (parent and toddler group) : Thursdays
 - La Maternelle des P'tits Loups (under 5s): Wednesdays and Thursdays
 - Les Farfadets (5 to 8 years old): Fridays after school
 - Family gatherings: occasional Saturdays or Sundays
- **"Spond" Application**
The Spond Application is free to download. It allows:
 - Members to book places for events
 - to write "posts" to give updates on our services and events
 - contact teachers/ staff via the chat option.
 - To teachers and leaders to access contact numbers, and health information
 - To keep a register
 - To create specific "class groups" for each class / service.
 - we "post" illustrated summaries of sessions on the relevant "class group" which can only be seen by members of that group. Authorisation is requested on the booking form.

- **Email**

Via email to make sure members have important information and we have their emergency contact details

- **In person**
 - Setting in session: Parents are welcome to stay at the beginning of the first sessions to help the child settle. We strongly advise to come to les Feux-Follets (parent and toddler group) if possible before starting La Maternelle (forest school for under 5s).
 - Talk to parents when collecting Children in relation to activities/progress/attitude....
 - Survey in person at the end of a session, via email with the parents
- **Children Collection**
Please advise the leader should the person responsible to collect changes or if you will be late for collection.

Safeguarding Policies

This section reflects the guidance set out in Les Franglophones' Safeguarding Policies which can be found on the school's website:

<https://www.lesfranglophones.co.uk/copy-of-bureau>

Behaviour Management Strategy

Les Franglophones are committed to establishing a learning environment in which children develop self-discipline and self-esteem as they take increasing responsibility for themselves and their actions, and as they consider the well-being of others.

Our behaviour management principles are the following:

- We provide an environment in which:
 - the children can feel safe physically and emotionally
 - the children's basic needs are met
 - the children feel welcome, happy and empowered to thrive and develop their skills
- We actively promote positive behaviour:
 - Where children are encouraged to treat each other with care and respect.
 - By focusing on activities that require sharing, negotiation and cooperation.
 - By expecting staff & volunteers to provide a positive model and use positive strategies for handling any conflict.
 - We reward / praise good behaviour
- We encourage responsibility:
 - In caring for others and for the environment which includes showing respect to plants, trees and animals.
 - Children will help set rules, which will be revisited at every session. These include: 'No bullying', 'No pick, no lick, 'be careful how you carry a stick', staying within the designated areas at all times, etc.
- We support children's self-esteem by encouraging them to be successful.

Expectation of student behaviour

- Expectations of behaviour will be set by the Forest School Leader and discussed with the children on a regular basis:
 - To attend as many sessions as possible
 - To arrive on time
 - To wear appropriate clothing for warmth and safety
 - To listen and respect the leader and assistants
 - To stay within the agreed boundaries and not wander out of sight/ earshot
 - To respect yourself, respect the others, respect the environment (golden rules).
 - To be friendly and kind
 - To work together as a team and help each other
 - To listen and respect each other's opinions
 - To respect the safety rules

Social media and personal devices

- Permission is requested (on the booking form) to take photographs of participants to illustrate activities and use on social media for marketing purposes (no names attached).
- We will blur faces of participants who have not given permission.
- The pictures will focus more on the activity than on the children
- All pictures will be checked for appropriateness before sharing
- Pictures will only be shared on our app in the relevant class group chat.
- We will ask for additional consent before sharing to other members or our website.
- Only the Leader's camera can be used to this effect.
- The photos on the camera will be deleted on a regular basis.

Other policies

To view all our policies, please read the COMPLETE version of the handbook.

The complete version includes policies on:

- behaviour management
- anti bullying
- disclosure/ accusation
- lost / missing children
- visitor protocol
- PREVENT
- Data protection and data handling
- confidentiality
- emergency and evacuation procedures
- first aid requirements
- risk management strategy
- risk assessments available on request
- tick management policy
- COSHH Control of Substances Hazardous to Health
- adverse weather procedures (wind, lightning, rain, snow, heat)
- food activities and hygiene
- communication strategy with children
- landowner and other organisation information
- insurance policy

Appendices

Appendix 1: Consent Form (please use google form)

I have read the Handbook and booking conditions on Les Franglophones website.

I am happy for to participate and give my permission

Please delete any of the statements below you do not want to give permission for

- The use of photographs and videos in publicly-available reports and news articles promotional and educational purposes.
- The use of photo within the application Spond .
- The use of written research data for reports, presentations and publications.

Name of the adult(s) authorised to collect your child(ren) :

Name Relationship to participant

.....

.....

.....

Signed..... Date.....

Print nameRelationship to Participant.....

Address.....

.....

.....Postcode.....

Emergency Telephone contact.....

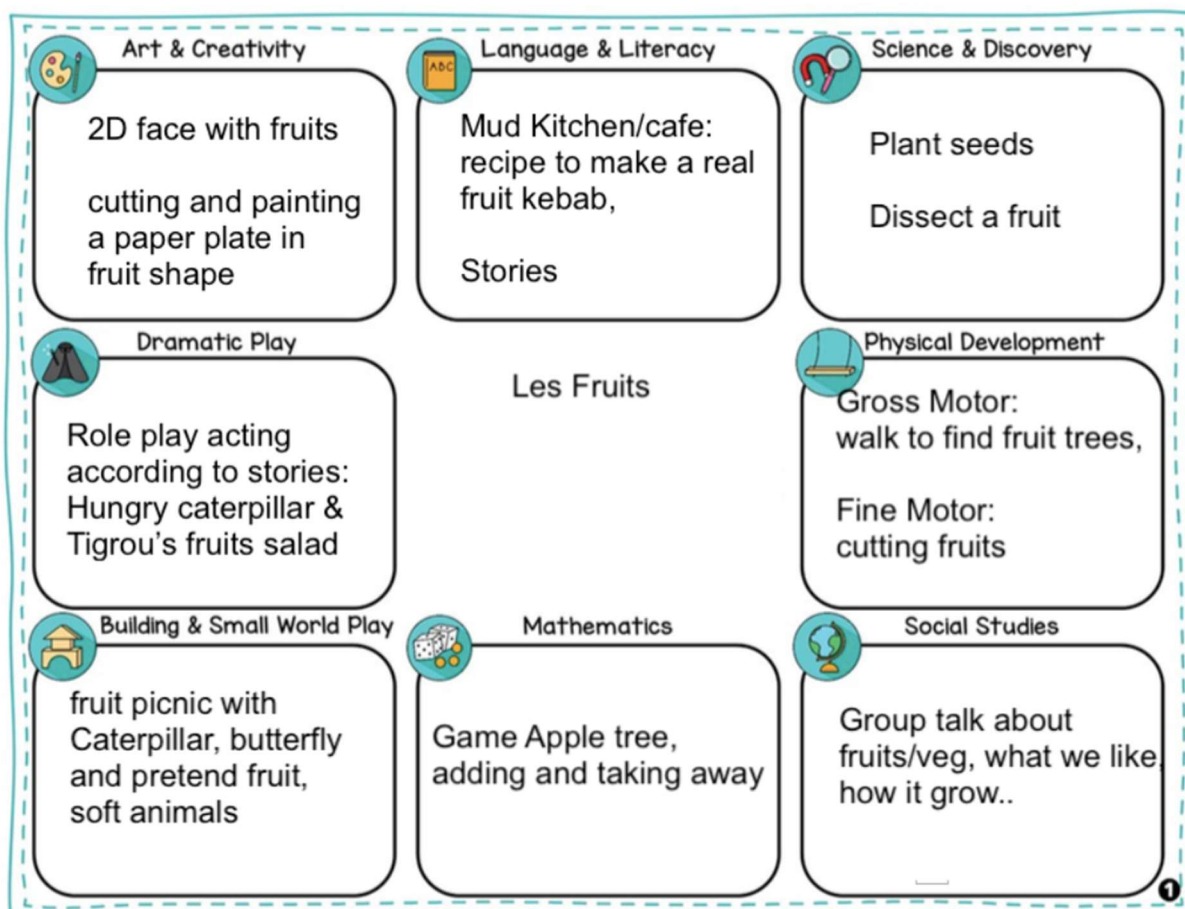
Email contact.....

Appendix 2: Forest School routines

This is only as a guideline, times vary except lunch time.	
Wednesdays	Thursdays
09.30 free play waiting for all to arrive	11.30 Welcome (register, golden rules, theme of the day)
09.45 Welcome (register, golden rules, theme) + snack	11.45 Lunch time + stories
10.00 Free play with a guided activity on offer	12.15 Toilet time, free play with a guided activity on offer
10.45 Toilet time before Exploration walk - active game	13.00 Exploration walk - active game
11.30 Lunch & stories	13.45 Group time related to theme + snack time
12.00 Group time - related to the theme	14.00 Free play with a guided activity on offer
12.15 Free play with a guided activity on offer	14.45 Meditation / song / music
12.45 Medication / song / music	15.15 Tidying up
13.15 Tidying up	15.30 Home time
13.30 Home time	
Theme:	Set up in the woods:
Autumn: all about me, friendship & kindness, My family fall & leaves, nocturnal animals, woodland animals. Staying warm. Xmas	Coat/bag area for children, portable toilet, Protection tarps if raining Hammock with soft toys Display area related to daily theme (in giant plastic tray)
Winter: arctic & prehistoric animals, ice, looking after local animals, hibernation, emigration. French celebrations, start of sign of spring	Rope - different setting every week: walking, climbing, swing, ladder or spider web. Gardening area
Spring: weather, changes in nature (leaves..) birds, flowers, Easter, pond animals	Mud Kitchen + items linked to theme Story book area
Summer: fruits/vegetable, insects, dinosaurs, fairy tales	Cars, cable cars, parking, diggers... Obstacle course
Theme and activities vary according to the children as Forest school is more a child led education. However, we do organise adult led activities to encourage French speaking	Tables with activities such as art & craft or counting/ reading. Theatre

Appendix 3: School programs

La Maternelle des P'tits Loups (under 5s) : themes are developed in the daily program, here is an example of our planning:



Les Farfadets (5 to 8 years old):

- From Reception age : We will offer 3 activities covering Numeracy, Literacy (in French , mainly comprehension and speaking) and science .
- After welcoming the children and reminding the safety , we will present a poem, story or song which we will use as a base for the activities in the afternoon.
- Our sessions include a meditating moment (musical , mouvement, breathing or listening to nature).
- We are very happy to link with the mainstream school to support any special requirement to support the children's learning.

Appendix 4: Medical Form



Child's name:	Date of birth:
Doctor:	
Doctor's address:	
Doctor's telephone:	
Does your child or the child in your care have any known medical problems or additional needs? (Please list)	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child have any known allergies? (an Allergy Management Plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health	
Parent/Carer emergency contact telephone numbers:	

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Signed:

Date:

Appendix 5: Permission to administer medicine Form

Child's name:	Date of birth:
Reason for medicine:	
Name of medicine:	Storage requirements:
Dosage:	
Times to be administered:	

I give permission for medicine to be given to my child in accordance with the details above.

Parent's signature:

Parent's name:

Date: _____

• Staff at La Maternelle des P'tits Loups will only be permitted to administer medication to your child if

you complete and return this form.

• Under no circumstances will members of staff administer medication against the will of a child.

• Note that we can only administer medication containing aspirin if prescribed by a doctor.

If you have any concerns/queries, please contact the manager

Medication receipt log

Medication received on	Received by	Medication returned on	Received by
[date]	[staff signature]	[date]	[parent signature]