



St Hugh's Middle School

We are delighted to welcome your child to a new year in the Middle School and we hope that the following information will be useful to you.

THE ORGANISATION OF MIDDLE SCHOOL

There are four forms in the Middle School: two of seven year olds and two of eight year olds. The seven year old forms constitute the first year of the Prep School (Year 3) and the form teachers take most of the lessons. By the second year in Middle School (Year 4) more subjects are taught by separate specialists as the children prepare to move on to the Upper School, although the form teachers continue to teach several subjects, including English and maths. Setting arrangements exist in maths and English lessons. This helps us to meet the various needs of all the pupils and we also have assistant teachers in the department who support the work of the form teachers.

THE MIDDLE SCHOOL STAFF

Mr Christopher Hallion (3CH)

Miss Eloise Chalmier (3EC)

Miss Kathryn Creed (4KC) - Head of Middle School

Mrs Suzanne Ward (4SW)

Assistant Teachers:

Mrs Sally Hume

Mrs Anna Woodard

Learning Support:

Mrs Marianne Lewis

Mrs Suzanne Dams

SUBJECT TEACHERS:

Mrs Jenny Macdonald

Science

Mr Bertrand Leullier

French

Mrs Sue Halliday

Geography and RE (Year 4 only)

Mr John Ridgway

Music

Mrs Rebecca Checkley-Mills

Drama

Mrs Sarah North

Library

Mrs Jane Russell/Mrs Annette Lings

ICT

Mrs Suzanne Ward

Design Technology

Mrs Helen Owen

PE

Ms Sally Ewins

Recorder

Various staff assist with the daily games sessions and matches.

SCHOOL MATRONS

Mrs Janet Allen	Senior Matron
Mrs Julie Husband	Resident Assistant Matron
Mrs Denise Pargeter	Assistant Matron

SCHOOL ADMINISTRATIVE STAFF

Mrs Suzanne Nobes	Receptionist
Mrs Alison Castillo Bernaus	School Secretary
Mrs Hazel Wright	Administrative Assistant
Mr Carel Bouwens	Bursar
Mrs Jane Brown	Assistant Bursar
Mrs Suzy Robinson	Registrar/ Development Manager

THE SCHOOL DAY

1. We like all pupils to be settled in their form rooms at 8.30 for registration each day. Staff will take responsibility for children in the Middle School from 8.25 each day, but should you need to deliver your children before then, they should wait in the Oak Room (off the front hall in the Manor House) and not outside the Middle School. Please make sure that staff in the Manor House know if this is happening.
2. School ends at 4.20 and members of staff will be present in Middle School ready to deliver your child to you, unless he or she is taking part in an activity. A register is taken at 4.20 and, although this may take a few minutes, we believe that it gives peace of mind to all concerned. Any pupils who have not been collected by 4.40, and not staying for an activity, will be taken to the Day Room to be supervised by the Matrons until their parents arrive.
3. There are activities/clubs each day until 5.30 should your child wish to take part. You will be asked to complete a form for the start of each term setting out your wishes.
4. Children may stay for clubs and/or tea and prep. They are always welcome to board and the house staff are happy to answer any queries you might have regarding this option.
5. There are usually two exeat weekends each term and children should be collected at 4.20 on the Friday preceding an exeat as there are no clubs. This also applies to Fridays preceding half-terms and ends of term. All exeat weekends are marked in the calendar for your information.

CONTACT WITH STAFF

The Middle School staff are always happy to talk to you. Please feel free to make an appointment after school should you have any concerns as we like to try to sort them out quickly.

PARENTS' EVENINGS AND REPORTS

You will be invited to parents' evenings in two of the three terms and there will be a full written report on your child's progress at the end of the first and third terms.

MEDICAL MATTERS

If your child is unwell and unable to attend school, please telephone Mrs Nobes, our Receptionist, to let her know as early as possible.

If, on any day, a pupil is unable to take part in games for any reason, a letter or note should be given to the Matrons at the start of that day.

If it is necessary for your child to be absent from school for a doctor's or dentist's appointment during the day, please let the form teacher know in advance.

All medicines should be given to the Matrons at the day room and not to the form teachers please.

PREP/HOMEWORK

Children will be given half an hour's prep on Mondays, Tuesdays, Thursdays and Fridays (except exeat weekends) and this will most often be in English or maths. We will also ask your child to read each evening and would ask you to sign your child's reading record every day as a way of helping us to monitor his or her reading. On the occasions that your child is too tired to read, we find it extremely helpful if he/she listens to you read his/her book instead and would also ask you to make a note of this in the reading record.

On Wednesday evenings an extended reading prep will be set. Your child will also benefit on that evening from any help that you can give him/her in learning number bonds, multiplication tables and spellings.

Please note that up until the half-term of their first term in Middle School, Year 3 children will be given reading and spelling preps only. This is to allow a settling in period for the Year 3 children as they adjust to new routines and also to their longer school day. At this time, our priority is to establish daily reading with the children taking responsibility for filling in their reading record books.

Towards the end of each school term the children become very tired and so often form teachers will set the children 10 minutes extra reading prep in place of

written preps. On some occasions the prep may even be to 'get an early night's sleep'!

Please use the homework diaries as a means of communication with form teachers. It is very helpful if you sign it regularly to show that you have overseen the work and are happy that it caused no problems. If there have been any difficulties, it is most helpful if these are noted so that we can sort out queries the next morning.

LEVIATHAN

As part of a whole school endeavour to develop our children's general knowledge, we run a Leviathan general knowledge quiz in the Autumn and Spring terms. Each week, your child is invited to discover the answers to 10 general knowledge questions. At the end of each term, the Middle School children will be asked to participate in a fun group quiz to demonstrate their knowledge. Children are also invited to complete an individual written quiz, though this is entirely optional.

EQUIPMENT

The children will need the following equipment and we would be grateful if it could be clearly labelled.

HB Pencils
1x30cm ruler
a pencil sharpener
coloured crayons
A descant recorder

Sports kit should be clearly labelled and delivered to the Sports Hall (in which lockers will be allocated at the start of term) on Monday mornings at 8.30. It should also be collected for washing each Friday.

We hope that your child will have a very successful and enjoyable time in the Middle School.

TYPICAL FEATURES OF THE MIDDLE SCHOOL YEAR

Christmas Term

Inter-House Sports Matches
Harvest Festival Assembly
Half-Term Concert
Parents' Evening
School Examinations (Year 4 only)
Christmas Entertainment
School Carol Service
Reports

Spring Term

Spring Concert
Inter-House Sports Matches
Inter-House General Knowledge Quiz
Parents' Evening

Summer Term

Inter-House Sports Matches
School Examinations
Sports Day
Tennis Tournament
Moving Up Day
Swimming Gala
End of Year Reports

Sports Fixtures & School Outings

Please check the school calendar and website and look out for team lists which are posted at the entrances to Middle School. These lists include times of departure and return for away matches. Any changes to fixtures are posted on the school website, as are changes to timings.