



ST HUGH'S SCHOOL – PRE-PREPARATORY

It is so important to give children the best possible start to their school career. They have many years ahead of them in formal education and we want to begin this exciting but challenging process in a sensitive and caring manner. We want them to view school from the beginning with eagerness, to enjoy their time in and out of the classroom, and to begin to develop a true love for learning.

We aim to provide a broad and balanced curriculum which will enable each child to develop emotionally, socially, physically, creatively, and intellectually to their full potential and at their own pace. Each child is unique and is valued as an individual.

General Information

St Hugh's Pre-Prep is a lively and busy department situated just beyond Middle School and facing a large, open play area. We have six classes within the department, two in Reception, two in Year 1 and two in Year 2. The class teachers in each year group work very closely with each other and with the teachers in the other year groups to ensure the continuity of the syllabus, and that all the children are offered the best possible learning opportunities.

We have a committed and hard-working team of teachers and teaching assistants and we have the benefit of some specialist teachers from other parts of the school.

Pre-Prep Staff

Miss Sally Watts	Head of Pre-Prep Teacher of Literacy, RS, French in Reception and singing RWI manager RS, Art/DT and PSHE Co-ordinator
Mrs Anne Smith	Deputy Head of Pre-Prep, Reception Teacher, Acting EYFS Co-ordinator Science Co-ordinator
Mrs Louise Batho	Reception Teacher Acting Mathematics Co-ordinator
Mrs Jan Bown	Year 1 Teacher and PE/Gymnastics specialist
Miss Rachel Williams	Year 1 Teacher and History Co-ordinator
Mrs Claire Bremner	Year 2 Teacher and Music/Drama Co-ordinator
Mrs Liz Fleming	Year 2 Teacher, Geography Co-ordinator and PE/Games specialist
Mrs Sue Lonsdale	Literacy Teacher and Teaching Assistant
Mrs Judith Fisher	Literacy Teacher and Teaching Assistant
Mrs Clare Berry	Pre-Prep SEN practitioner
Mrs Harriett Flower	Teaching Assistant
Mrs Lesley Smith	Teaching Assistant

Other staff

M. Bertrand Leullier	Teacher of French to Year 1 and Year 1
Mrs Netty Lings	Teacher of ICT and Pre-Prep Literacy Co-ordinator
Mrs Helen Owen	Teacher of short tennis

The following paragraphs contain information about the organisation of the Pre-Prep department.

The School Day

The doors to Pre-Prep will open at 8.15 am. Teachers will take responsibility for the children in their class from 8.25 onwards. Please aim to bring your child to school for 8.30. Everyone should be settled and ready for registration at 8.40. (Between 8.15 and 8.25 parents may wait in the cloakroom area with their children.) It is essential for your child's safety that you deliver him or her into the care of a member of staff.

The school day officially ends at 3.30 and children should be collected at this time. We offer the facility of a 'late class' for those children who have been in school for a term or more and have siblings or share a journey with children from Middle or Upper School or for whom particular circumstances apply. Children should be picked up from 'late class' by 4.20 at the latest, although we would, of course, make appropriate arrangements for your child should an emergency arise.

Breaks

All children will receive a mid-morning break with a snack and a drink of milk or water if they prefer, a cooked lunch at 11.45 a.m. followed by a break until 1.15 p.m. The children will also receive a mid-afternoon snack.

If your child cannot have milk, a carton of fruit juice or water, or a piece of fruit may be brought in as a substitute. There is fresh water available for the children to drink during the day.

Special dietary needs

If your child has any special dietary needs these can be catered for. It is important to inform the matrons in writing and also ensure that the class teacher is aware. This information is then passed on to the catering manager, in order that appropriate meals can be provided.

Collection

School finishes at 3.30 p.m. when the children should be collected promptly from their classroom. To encourage the children to be aware of, and to take responsibility for their belongings and their environment, they will be asked to collect and carry their own coats, bags, etc. and to leave the cloakrooms and classrooms tidy before they leave. Help with this is always much appreciated.

For the safety of your child and others, it is important to ensure that normal school rules (posted on notice boards) are observed while you and your child are on the premises, whether inside the school buildings or outside in the play area and most particularly when crossing the car parks. Woodland bordering the play area is, at present, out of bounds and if your child plays on the outside apparatus you must supervise him/her at all times. Dogs brought into school should be kept on a lead at all times and any fouling on the school fields should be dealt with promptly.

Parking

Parking is available in the tennis court area beside Pre-Prep for the morning drop-off, but is not available for parking during afternoon collection, as it is being used for games at that time. Alternative parking can be found in front of the main house or on the car parking area to the right of the main entrance.

Uniform

There is a uniform list available on the website. It is essential that **all** items of clothing, **including underwear and socks**, are clearly marked with your child's name. It is amazing how many odd, un-named socks, etc. are in the lost property box at the end of term! Blazers, coats and overalls need strong tapes, so that they can be hung neatly on pegs. All P.E. kit should be clearly marked on the front. Each Friday PE and outdoor play kit is sent home to be washed.

Because of the vagaries of our weather it is important that the children have available to them, every day, the uniform outdoor wear to cater for the different conditions. In hot weather, a sun-hat and sun-cream are essential and in cold weather, a woolly hat that covers the ears, warm scarf and gloves, must be provided. Wellington boots (and in the winter thick socks to go in them) must also be provided throughout the three terms.

Medical

A medical form is completed as part of the Admissions procedure. It is important to let both the school office and the class teacher know of any changes to the information you have given, or of anything you feel it would be helpful for us to know with regard to your child's health or welfare.

During the term, if your child is likely to be away for more than a day or two, or contracts an infectious disease, please let the school office know as soon as possible.

In an effort to minimise the spread of 'bugs' at school we advise the following:

- If your child is unwell, has a temperature or is 'full of cold' it is advisable to keep him or her at home until fully recovered.
- It is useful for your child to have a clean handkerchief every day and knows how to use it.
- Efforts will be made to ensure children wash their hands after using the lavatory and before mid-morning break and lunch.

If children need to be given medicine during the day, the matron on duty will administer it. Medicines should be taken to 'The Day Room' (in the main house) in the morning and collected from matron at the end of the day. Occasionally the matrons may give a child Calpol if they are in distress from a temperature, headache or earache and they are unable to contact his or her parents. It is essential to inform the school if, for any reason, your child is unable to take this type of medicine.

Absences and late arrival

Please inform Pre-Prep on 01367 870710, if possible before 8.45 am, if your child is going to be away from school that day. After that time, please ring the main school number: 01367 870700.

If you arrive late, after the registers have been taken, it would be helpful if you could inform Mrs Suzanne Nobes, the Receptionist, that your child is in school so that she can update the register.

Library

Each week children have the opportunity of choosing a book from our library to have at home. It is important that these are looked after carefully and returned promptly in order for your child to make a new selection. We advise keeping the library book in your child's red book bag when it is not being used so it will be ready for returning on the correct day. As with any lending library

system, books are lost occasionally and if this happens we would like to replace the lost book. If your child loses a book we shall ask you to sign a slip agreeing that the cost of the book is added to your end of term bill. I hope you will agree that this is the fairest way to maintain our excellent selection of books while still allowing Pre-Prep children to take books home.

Parents' Evenings and Reports

Parent/teacher partnership is very important. If you have any problems or worries concerning your child or would just like to see their work, please do not hesitate to speak to the class teacher. If you need more than a couple of minutes the teacher will arrange some time after school when you may meet. There will be a more formal opportunity to view and discuss your child's work during the autumn and spring terms, in addition to written reports on your child's work during the autumn and summer terms. Parents' Evenings are held in the classroom and give parents an opportunity to enjoy the work on display. Refreshments are served in the Assembly Hall.

If you wish to discuss any matter with the Head of Pre-Prep, it would be helpful if you could telephone to arrange a convenient time to meet. If, however, the matter is urgent I am generally available each day between 8.25 and 8.45 a.m. Routine messages may be given to class teachers or to teaching assistants. Please don't let a small anxiety become a large worry!

Clubs, Late Classes and Travel slips

In Year 2 the children are able to participate in a number of clubs which are offered after school and during part of the lunch break. These may include Science Club, Art Club, Ballet, Wildlife Club, Recorder Club, Book Club, Gym Club and Gardening. There is a lunch-time session for the Pre-Prep Choir which is offered to children in both Year 1 and Year 2.

Late class is available for children who have siblings, or share a run with pupils, in Middle and Upper School. Your child needs to be collected from late class no later than 4.20 p.m. and before siblings in the rest of the school. This will enable staff to be prompt in attending Curriculum or staff meetings or to have sufficient time to prepare their materials for the following day.

Children in Reception can become very tired during their first few weeks and we do not feel it is appropriate for them to attend late class until at least half term has passed. If after the half term break you would like your child to attend one or more sessions of late class a week, please speak to the class teacher about the possibility.

Travel and collection information forms are filled in before the start of the autumn term. These will inform us of the names of the adults you have designated to collect your child. If there are any changes to these collection arrangements during the term a travel home slip should be filled in and handed to the class teacher. It is essential for us to have this information so that we can ensure each child goes home safely.

If, in an emergency, you, or the person nominated in the travel form, are unable to collect your child at the appropriate time, it is important to either:

- (a) let a member of staff know in the morning;
- (b) contact the school office as soon as possible and leave a message; or
- (c) if it is necessary to send someone other than yourself or the usual person who collects your child, ensure the class teacher knows in advance who will be coming.

For the safety of your child, it is school policy that we do not let children go unless we have been informed of the change and nor do we allow them to be collected by young siblings or other children.

Outings

Throughout the year, individual classes may go on outings connected with their projects. Advance notice and a medical care form requiring a signature will be given out. Children do not need pocket money or packed lunch for these outings, but they may be asked to bring in a small backpack.

Precious Things!

Children are encouraged to bring into school books and items of interest, particularly for their various projects, for their 'news' days or for their 'show and tell' sessions. It is, however, preferred that sweets, money, small items or precious toys are not brought in as these items have a habit of 'going walkabout'!

Children starting school in Reception

If your child is starting school for the first time, do talk about Pre-prep in a positive and enthusiastic way. For the first few days you may like to stay for a short while in the morning until your child is happily settled. Make it clear that you will be leaving but that you will be back in the afternoon. It is best to leave as soon as possible, however, as generally the children settle very quickly once the parents have left.

Help at home

It is helpful for parents and teachers to work together in the best interests of a child's schooling. Each day your child will be sent home with a red bag. This will contain a record book with any messages the class teacher may wish to send to you with regard to your child's progress. You may also use this record book to write messages to the class teacher, although urgent or important messages would be better handed directly to the class teacher in the morning. It is essential to check the bag each afternoon as it may also contain printed notices about school events along with any homework tasks and reading books. If you hear your child read or work with him or her in the evening, it would be helpful to note your child's progress in the record book.

Reading at home

We follow the 'Read, Write, Inc.' literacy scheme which the children find most enjoyable. The formal teaching of reading from scheme books and learning spelling patterns is done both individually and in groups during the daily sessions. It includes many aspects of the reading process, such as reading out loud, reading to entertain, reading with expression and comprehension of the text. This allows the children to be given more independence in their choice of reading material to take home. The children will still be encouraged to choose from a level which they can manage, but the emphasis will be more on interest and pleasure than on sounding out and learning letter patterns. When reading with your child it is important to help them quickly with difficulties so that the flow of the story is not interrupted, and it is of great value to talk to your child about the story and to encourage the use of new and interesting vocabulary in their conversation.

The most important thing of all is for your child to know you are interested in all they have done in school during the day and that the work they bring home is valued.

We hope that the above information will be helpful in answering any questions you may have about the Pre-Prep department. If you have any other query or concern, please do not hesitate to contact us.

Sally Watts
Head of Pre-Preparatory Department