



MIDDLE SCHOOL

HANDBOOK



2019-20

Welcome to St Hugh's Middle School

Our aim in Middle School is to build upon the rich experiences that your child has already encountered so far in life at St Hugh's and elsewhere. We welcome each child, along with their family, to a happy department where we foster confident, curious, independent and valued learners. In a safe, stimulating and encouraging environment, the children in Middle School are given wide and varied opportunities in which they can flourish and excel. We strive to equip each child with the skills essential to becoming successful learners in school and in life beyond. In Years 3 and 4, children develop a deeper level of knowledge and understanding in each subject. In partnership with this, each child becomes adept at understanding how to be a successful learner. Such skills include independence, resilience, creativity, problem solving and collaboration. This allows a child to apply themselves confidently to a variety of tasks throughout the school day and to be ambitious in their progress and achievement.



Grouping the children in Maths and English in Middle School further supports the small class sizes and contributes to each child's potential progress and attainment. This combined with a wide range of specialist subject teaching, an excellent PE and Games programme, Forest School and the 'Take One' initiative, offers all children the best opportunity for learning and success. In Middle School, the children will begin to develop both skill and courage on the sports field and in matches. These events provide an excellent opportunity for each child to proudly represent their school, enjoy socialising with new friends and experience some healthy competition against a variety of schools.

In Middle School, good behaviour and conduct are valued and the children are taught the importance of demonstrating these to a high level. Both academic success and personal development are very much celebrated and there are frequent opportunities for these to be recognised throughout each week and term. We encourage a strong sense of collective responsibility in Middle School, where the children respect themselves and others. Each child's best interest is always at the heart of what we do and we value each child for who they are and who they will become.

We look forward to welcoming you into Middle School and facilitating the next part of your child's exciting educational journey. Please feel free to contact me or any of the Middle School team who are always more than willing to offer help and guidance or to answer any questions you may have.

Miss Julia Greenwell
(To be Mrs Veness from September 2019)
Head of Middle School



We understand that making the transition to a new school or stage in education can be a little daunting, so the aim of this handbook is to answer any questions you may have about Middle School and to put your mind at rest.

A range of transition events are planned throughout the Summer term before the children join Year 3 to familiarise both the children and you with Middle School. The children will be welcomed to our 'Moving Up' day where they meet their new form teacher and classmates as well as experience a games session, whilst parents become acquainted with some of the Middle School team. Prior to this, the Head of Middle School enjoys attending various spring and summer term events in Pre-Prep. This offers the parents, children and Head of Middle School an opportunity to further acquaint themselves with each other. In the summer term, a New Parents' Information Evening offers you an opportunity to meet the Head of Middle School and other teaching staff who will share information with you regarding the routines and requirements of Middle School, introduce you to the curriculum that the children will follow, and answer any questions you may have.



Starting Middle School

Before starting Middle School, it is most helpful if children have been introduced to:

- *Gathering and organising their belongings independently
- *Tying shoe laces
- *Tying a tie (boys)
- *Beginning to tell the time

The Organisation of Middle School

There are four forms in Middle School: two of seven and eight year olds (Year 3) and two of eight and nine year olds (Year 4). At this stage, several subjects are taught by separate specialist teachers.



Setting arrangements exist in Maths and English lessons and all form teachers, along with some additional staff, are involved in teaching these subjects helping us to meet the needs of all the pupils. We also have assistant teachers in the department who support the work of the form tutors.

Middle School Teaching Staff

Miss Julia Greenwell, Head of Middle School

Mrs Ena Rogers

Miss Preeanca Patel

Miss Terry Ferguson

Miss Victoria O'Callaghan

Assistant Teachers

Mrs Anna Eykyn (Forest School)

Mrs Juliette Galbraith

Miss Ellie Smith

Mrs Katie Godfrey

Mrs Sarah Hughes

Learning Support

Mrs Alexandra Lord

Mrs Suzanne Dams

Librarians

Mrs Liz Dickens

Miss Ellie Smith



Additional Subject Specialist Teachers

Mr Jeremy Kennard - Science

Mrs Charlotte Bickell - French

Mrs Rebecca Pickering - RS

Miss Sally Ewins - Music

Miss Philippa Bradfield - Drama

Mr Giles Blanchard - Games & PE

Various staff assist with daily games sessions and matches

Organisation

Kit: A comprehensive uniform list is to be found at the back of this handbook. Please label clothing and footwear so that items can be found quickly and returned easily if misplaced. We would ask that a drawstring bag is used on the children's pegs to hold the items that often get lost such as hats, gloves, scarves and waterproofs.

The start of the day: We like children to be settled in their form room by 8.20am for registration and handwriting each day. Staff will take responsibility for children in Middle School from 8.15am. If you need to drop your child off earlier than 8.15am, please contact Miss Greenwell via email to book your child into our morning 'Larks' session which runs from 8.00-8.15am. Please note that special arrangements can be made via the Receptionists and Boarding Department, if children need to be dropped off earlier than 8.00am.

The end of the day: A pick up window is in place from 4.20pm-4.40pm on a Monday, Tuesday and Friday. Please collect your child from their form room where members of staff will be present to dismiss them. On a Wednesday, those children participating in matches should be collected as directed by the relevant team sheet. Children in Year 3 or children not participating in a match may be collected at 4.15pm, after which they will be supervised in Middle School Late Stay. On a Thursday, due to a timetabled late games session, children should be collected from Middle School at 4.40pm. Any pupils who have not been collected and who are not staying for a club activity, will be taken to be supervised by the staff in Late Stay in one of the Middle School classrooms, until their parents arrive. Late Stay runs from 4.40-5.30pm where children can complete their prep, read or enjoy some quiet games with each other and the member of staff on duty.



Independence: The children should be encouraged to organise their own belongings in the cloakroom and to say goodbye to you at the door of Middle School. This helps the children to feel responsible, organised and independent. We would expect all children to be used to doing this by the autumn half term.

Security: When collecting your child, Year 3 parents should wait outside the Middle School building under the Year 3 porch entrance and in the Middle School Hall for Year 4. After clubs, matches that return later than 4.40pm and tea, the children are collected from the Manor House and are accounted for by the Houseparents.

It is important that your child knows if they are going to be collected directly from school (and by whom) or are staying for a club, tea or participating in a match after school. If there is a change in arrangements or your child is due to go home with somebody else, please inform the Receptionists in the Manor House or your child's form tutor.

Additional activities and clubs: After school activities run between 4.40pm and 5.30pm on a Monday, Tuesday, Thursday and Friday, and happen throughout the term. Information is emailed home at the end of the previous term, or start of the new term, for pupils to choose clubs they would like to attend. Clubs do fill up quickly so we offer them on a first come first served basis.

Children in Year 3 may wish to build up their club commitment gradually as the year progresses to allow them time to adjust to the longer school day. If your child is not doing a club but you wish to collect him or her at 5.30pm at the same time as a sibling doing a club that night, then he or she may be booked into Middle School Late Stay, using the same booking system as above.



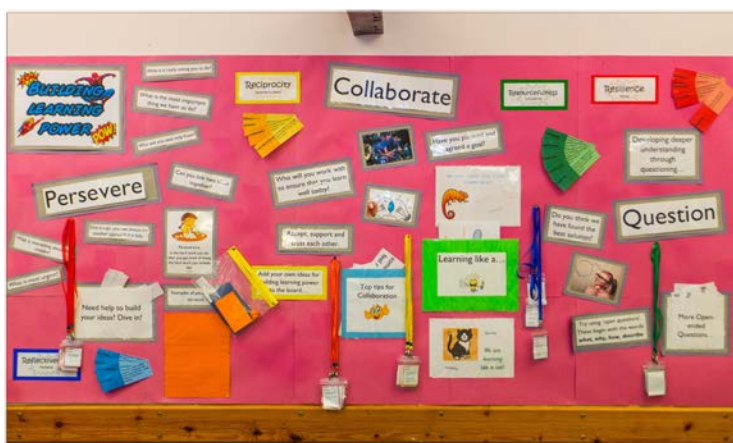
Children may stay for clubs (4.45pm to 5.30pm) and/or tea (5.30pm to 6.15pm), which are booked at the start of term as above. If you wish to book your child into tea at other times, we will need 48 hours' notice and the booking should be made through the Receptionists.

The majority of these extra-curricular activities are free of charge, although some do carry an additional cost. These are highlighted on the activities timetable which can be found in the termly calendar and generally include clubs such as Dance, Wellbeing and Mindfulness and Judo.

Boarding: Children are always welcome to board and Mr and Mrs Avery, the Houseparents, are happy to answer any queries you might have regarding this option. Email: boarding@st-hughs.co.uk or telephone: 01367 870700.

Absence from School

If your child is absent, please telephone the school (01367 870700) by 8.30am on that day explaining the reason for the absence. The school is bound by government regulations concerning school registers and every unauthorised absence has to be recorded. A letter to the Head of Middle School is expected if a prolonged absence is required. If your child arrives after 8.30am, when registers are closed, please inform the School Receptionists that your child is in school so that the records can be updated.



Behaviour

We have high expectations of all children which are maintained by a system of praise and reward for good behaviour and work. Children may be awarded credits towards their house total, a double credit for an exceptional achievement or a Values double credit for exhibiting one of the St Hugh's Values.

The children should be encouraged to check their work regularly for these, which are then signed off in their Prep diary by the teacher awarding them.

Other informal forms of positive reinforcement such as stickers and reward programmes are used to encourage good conduct and effort. The Headmaster regularly presents Headmaster's Certificates in assembly that celebrate a range of academic and pastoral achievements.

Circle time and assemblies are used to help foster self-esteem, the school's values, to reinforce the school's Code of Conduct and to emphasise the concepts of individual responsibility and morality. Those observed demonstrating aspects of our Code of Conduct, good manners or consideration for others are awarded a Golden Ticket which could win them a place at our Middle School termly celebration tea party. If your child received a Values double credit they will be awarded three golden tickets.

The school Code of Conduct is available on the school website and in the children's prep diaries.



Houses

All children are allocated to one of the four school Houses: Bickley (Blue), Carswell (Yellow), Chislehurst (Green) or Malvern (Red). If a child has an older sibling that is, or has been, at the school, they will automatically join the same House. Credits collected for good conduct and behaviour, work and effort are counted on a weekly basis and contribute towards the House total,

the results of which are announced in the weekly, whole school assembly and a House flag is raised to acknowledge the successful House. At the end of each term and the year, overall winners are announced.



The Houses compete against each other during a variety of different sporting, musical and academic events. Overall Captains and Vice-Captains are chosen from Year 8 and Middle School House Captains and Vice Captains are chosen each term.

Home School Liaison

The Middle School staff are always happy to talk to you and we value well established communication between home and school. All staff check their school emails regularly and you may find this a useful way of communicating with your child's form tutor or other members of staff. All email addresses are located in the front of the school calendar or can be found on the school website.

Alternatively, please feel free to make an appointment after school should you have any concerns, in order that we can deal with them as quickly as possible. The mornings are very busy and form tutors are required to begin the day with their class, so we ask that this time is avoided if at all possible as a time to communicate with them.

The school website can be found at www.st-hughs.co.uk and provides a wealth of information about the school. The school calendar, news and contact details are easily accessible here.

The school calendar is published each term and contains the key dates and staff contact details for your reference.

A colour newsletter is produced at the end of each term and features many photographs from Middle School activities as well as giving a flavour of school life from Nursery to Year 8. St Hugh's Weekly News is sent out to parents via email each Friday. There is a Middle School section which often contains updates and reminders.

Further correspondence may be sent at the start of term, or regarding specific events, from the Middle School team via email.



Each child is issued with their own, named, prep diary in which they should record any prep set as well as reading, spelling and mental maths they complete at home. It also contains a copy of your child's timetable. We encourage them to write other achievements and activities, such as music practice or swimming lessons, so these can be celebrated. To begin with, you may find that your child needs support, encouragement and reminders to do this but they should be encouraged to become as independent as possible once they have developed a good routine.

Prep diaries are checked and signed once a week by form tutors and we ask that, at the end of the week, you sign your child's prep diary acknowledging that work has been completed at home and that you have had no concerns.

Curriculum planning is shared with parents via the St Hugh's website which gives an overview of each subject as well as more detailed curriculum information specific to each year group.

Information Evenings about topics such as Maths, English and Independent Learning also provide parents with opportunities to learn more about the skills and knowledge being developed. If you have particular questions regarding coverage within a subject then please do not hesitate to contact the relevant member of staff.

Regular, informal 'Question and Answer Sessions' are planned and advertised in the calendar and offer an opportunity to clarify any queries regarding school life.



Reporting and Monitoring

You will be invited to parents' meetings in the autumn and spring terms. The first of these is a pastoral meeting and will give you an opportunity to meet with your child's form tutor to discuss how they are settling into life in Middle School. The second, in the spring term, is an opportunity to discuss your child's academic progress and you will be able to have meetings with their English and Maths teachers. At both evening meetings, subject specialist teachers will be available for informal discussion.

At the end of the autumn and summer term a full written report on your child's progress will be provided. If, however, you would like to discuss your child's progress at any other time then please do not hesitate to ask for an appointment with your child's form teacher or Miss Greenwell.



Open Afternoons

Open Afternoons are held throughout the year, offering an opportunity for the children to show you their form room and all of the work they have completed across the curriculum. Open Afternoon usually falls towards the end of each half term, with dates being confirmed in the school calendar.

School Policies

The following policies are available on the St Hugh's website or from the School Office:

[Accessibility Plan](#)
[Admissions Policy](#)
[Anti-Bullying Policy](#)
[Assessment Policy](#)
[Behaviour for Learning Policy](#)
[Complaints Procedure](#)
[Curriculum Policy](#)
[EAL Policy](#)
[E-Safety Policy](#)

Exclusion Policy
EYFS Policy
Equal Opportunities Policy
First Aid Policy
Health & Safety Policy
Privacy Notice
Recruitment Policy
Safeguarding Policy
Safety and Supervision on Visits Policy
SEND Policy

Medical Matters

If a pupil is unable to take part in games for any reason, the School Nurse should be informed at the start of the day by email (nurse@st-hughs.co.uk), telephone or letter, delivered to the Medical Room. 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 Nurses in the Medical Room and not to the form teachers, please.

Birthday cakes should be given to the Matrons in the Day Room, with a list of ingredients, so that these can be checked, in case of children with allergies, before they are dropped back to the appropriate classroom later in the day.

Medicines

When children are ill, they are much better off at home, not only to reduce the infection of others but clearly no child can do their best when they are feeling poorly. If your child has been ill during the night, has a high temperature or has experienced vomiting or diarrhoea, please keep them at home the following day. If your child is fit enough for school but needs to continue medication, please speak to one of the School Nurses who will be happy to administer the dose at lunchtime. Please make sure medicines are in original packaging, or as prescribed, with clear directions.

Long term medication or monitoring, such as for asthma or diabetes, should be discussed with the Head Nurse. A medical form is completed as part of the admissions process but it is essential to report any changes regarding health issues, including regular hearing and sight checks.



Wellbeing

We understand that the mental health and wellbeing of the children is of great importance. If children are not able to manage their emotions, do not have robust self-confidence or opportunities to be calm and reflective, they will not be happy or able to succeed to the best of their ability. Our timetable and planning are mindful of this.



Quiet periods punctuate the day and are used for calm activities such as assembly time, reading, circle time, visits to library and wellbeing activities, to name a few. In addition to this, Middle School starts each lesson with a 'pause' which involves one quiet minute of deep breathing and relaxation exercises to help the children to reconnect with the present moment prior to embarking upon another period of learning. Middle School are lucky to have a group of enthusiastic, kind and experienced Teaching Assistants who are committed to supporting your child's learning. Albeit infrequently, there can be times when children require additional pastoral care. Our Teaching Assistants are well equipped to offer both group and one to one pastoral sessions which offer children a safe and secure environment to express their feelings to a trusted adult.

In addition to this, half termly Wellbeing and Mindfulness lessons are delivered by a specialist teacher. Mindfulness, breathing techniques, affirmation and visualisation are taught alongside yoga movements to create a sense of calm and positive thought. Through these activities, the children learn how to recognise their emotions and regulate their feelings. We help the children to use their knowledge and understanding of positive mental health to benefit their relationships and learning. These techniques learned are transferred into Middle School daily life.

CURRICULUM

Thinking and Learning

Thinking and Learning is at the heart of our curriculum in Middle School. It is so important that the children know how to learn, are active in the process and develop wide and varied skills for life. Each term starts with at least one thinking and learning day. These are days that are 'off timetable' and where they experience a wide and varied programme of study and a range of activities to develop key skills such as:

- Mind mapping
- Note taking
- Research skills
- Team work and communication
- Questioning
- Problem Solving
- Ways of thinking
- Ways of learning

Alongside this, a focus will be chosen for our learning behaviour for the term from our learning characters. Each character promotes particular skills we encourage such as the tortoise who perseveres and becomes absorbed in his learning.



These are then referred to and woven into the teaching and learning that takes place.

Each week Miss Greenwell's assembly focusses on key learning behaviours linked to our characters and the school's values. These are explored and the children are encouraged to consider how their learning could be influenced. Further details of these can be found on the display boards in the Middle School Hall and classrooms. Increasing the awareness and skills of the children ensures that they are able to become active, inquisitive learners.

English

English is an integral part of the curriculum, underpinning all subjects and activities. Literacy skills are delivered discretely in several key lessons.

In Year 3 and 4, the children enjoy a scheme of work written by the English department which acts as a transition from the RWI scheme to that followed in Upper School, preparing for Common Entrance. Using a key text as their stimulus, the children develop their reading and writing skills alongside their spelling. The children benefit from daily, hour long lessons from Monday to Thursday. On a Friday, all children in Middle School enjoy an extended, 90 minute English lesson 'Write on!'.

In addition to these lessons, the children visit the library on a weekly basis as well as having an hour's Performance lesson. Developing confident communicators underpins our commitment to Drama, with a musical production including all Middle School pupils being performed each year. As well as this, a Harvest Festival each autumn and the spring term 'Take One' Exhibition allows the children the opportunity to present to an audience.



Reading

The teaching of reading takes place in the children's daily English lesson during which the key skills of decoding, reading with fluency, pace and expression and comprehension are the focus of detailed teaching. Text choices are ambitious during these lessons and the children are scaffolded in their learning to help further develop their reading skills.

Phonic revision helps support the children's on-going spelling and reading development and builds directly on their previous learning to ensure consolidation and confidence in using these skills independently. The

monitoring and assessment of this reading is collated by teachers using their own framework and is not recorded in the children's prep diary although each child's reading will be listened to on a daily basis within these lessons.



In addition to this, the children will independently choose a book to read for pleasure. This is for them to enjoy at home with you and during periods of reading rest at school when they will read independently. Occasionally, they may get the opportunity to share their choice of book with a member of staff or their peers but it is important that they have a book which they are able to read, understand and enjoy confidently on their own.



We are excited to be using Accelerated Reader to support the children in choosing their independent reading book from our library in Middle School. Accelerated Reader is a reading scheme based on reader ability which sets personalised goals using everyday books. Throughout the year the children will be assessed and allocated a reading range from which to choose their reading book. When they finish their book, the children complete an online quiz at school before choosing a new book.

This allows parents, staff and children to monitor their progress and provides valuable information about vocabulary and language skills. Further information about the scheme will be shared with parents during the autumn term.

The children may prefer to use the online Accelerated Reader Book Finder service to identify books at home that are of an appropriate level, which they are welcome to bring in to school. Help and inspiration is available to the children during their library time each week, as well during morning break times when our librarian is present. It is important for the children to establish a good routine in managing their reading for pleasure and your help with this will be extremely valuable.



Various reading challenges and initiatives encourage the children to experiment in their reading for enjoyment and establish a love for books. Details of these are sent out when appropriate and they are designed to help establish a healthy reading habit and confidence in accessing and discussing a variety of texts.

Spelling

Weekly, differentiated spellings will be issued as part of the children's prep arrangements and will complement the discrete spelling focus of the week for each particular English set or revise high frequency words.

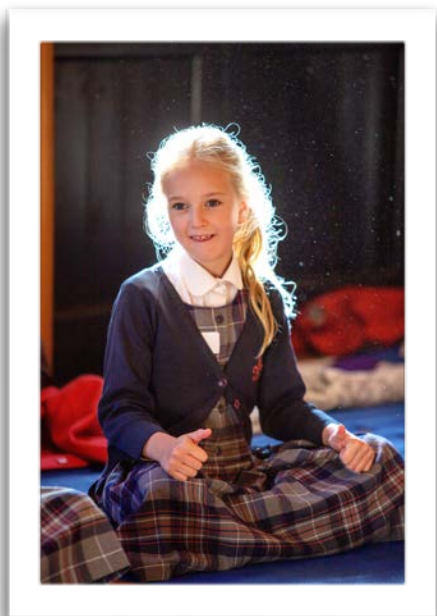
A range of different ideas to help make spelling practice at home fun and multi-sensory can be found on the school website. The children are encouraged to revise the spellings as often as possible and a minimum of four times per week, to ensure they are retained for use in their independent written work.

‘Write On!’

‘Write On!’ takes place every Friday in Years 3 and 4. The session is structured to help encourage creativity and independence in writing.

Each week, prior to the lesson, the children will be sent home with ‘Talk Prep’. This is a range of stimulus which may include pictures, Power Point slide shows, questions, text and vocabulary. The children are asked to spend time discussing ideas linked to this with family and friends, in preparation for their Friday lesson. This is a lovely opportunity for conversation and for ideas to be shared. The Talk Prep is designed to foster discussion and an environment where children can gather new vocabulary and thoughts.

There is absolutely no written work involved, just talk! Talk Prep should be fun and pacey with the adults involved keeping the momentum going. Some families choose a certain mealtime to use as their ‘talk’ meal whilst others prefer to share time together, with the television off, which is focussed on Talk Prep.



If the children are particularly tired, it is better to keep it brief or to share your ideas with them rather than to take the enjoyment and enthusiasm out of it by the conversation being long and driven only by the child. Enthusiasm breeds enthusiasm with children so, if they see their parents and siblings excited by the work sent home, they too will become excited and engaged. The ‘Write On!’ philosophy very much focusses on the importance of talk – ‘if a child can’t say it, they can’t write it’ - and Talk Prep plays a vital role in supporting this.

On Friday, the children take part in a wide range of fun, interactive games and activities which help to develop general understanding of the four key areas of ‘Write On!’; vocabulary, punctuation, openers and connectives. These encourage the children to be ambitious and experimental in the construction of their writing.

Following this, the children share their ideas from Talk Prep and begin to verbally construct ideas that they might use in their writing. After a short break, the children return to the classroom where the mood has changed. Creating a focussed environment in which they can work with low lighting, soft music playing and candles, special writing pencils and paper are ready for them to begin their extended task. The children work entirely independently, giving them an opportunity to apply the wide variety of skills they have developed in their other literacy lessons in a creative setting. The children often have an opportunity to share and assess their work and look forward to looking back at marked work and aiming to improve it.

Maths



Maths is based on the Abacus Evolve scheme but supplemented by a variety of other activities and resources to ensure lessons are differentiated appropriately for all children. Staff help the children make transitions from the very practical experience they will have had in Year 2 towards the more formal approach to calculating and recording that they will encounter in Upper School, building on previous learning and equipping the children with a wide range of mental, written and practical strategies for the different mathematical areas.

'Big Maths'

On a Friday, the children across Middle School work through a set of 25 questions embedding core principles in number. The level of questions is differentiated depending on your child's current understanding. As your child becomes increasingly confident with these principles, the teacher will provide a set of new, more challenging questions. Your child's progress is tracked thoroughly and the areas of difficulty are addressed in their day to day maths lessons.

Mental Maths

To support the children's development in maths, it is important that they regularly practise mental maths skills, including quick-fire times-tables, number bonds, addition and subtraction and doubling and halving questions. Journeys in the car often prove a useful time to speed up such skills as well as various apps which are available, such as Squeebles. A weekly whole school times tables challenge is published in the St Hugh's Weekly News which we encourage to be the focus for revision at home and further ideas for activities to help support this can be found on the school website.

Topic Work

Topic work offers the children cross curricular opportunities to immerse themselves in themes such as 'Chocolate', 'Victorians' and 'Vikings'. Opportunities for the children to develop geographical and historical skills, whilst continuing their interest in and ability to ask questions of the world around them, are thoroughly enjoyed by all. Other curriculum areas such as Art, DT and RS also often link to the topic being taught.



'Take One...'

Each spring term the whole of Middle School embark on a topic linked to a stimulus from the Ashmolean Museum Oxford. This could be a historical artefact or a piece of artwork which is used as the initial focus, following which the children use a wide range of taught learning and thinking skills to complete their own independent research projects. At the end of the term, a grand exhibition is prepared where the term's hard work is celebrated and shared. Further information about our Thinking and Learning Skills Programme, including 'Take One..' will be shared at a parents' information evening at the start of the spring term.



Other Curriculum Subjects

The children experience a variety of other subjects including ICT, Science, French, DT, Art, Drama and Music. These are taught by form tutors and subject specialist members of staff, with the children often moving to a dedicated room in Upper School to ensure they have the best possible resources to support their learning where appropriate.

The children are often keen to further explore areas of their learning at home and an annual subscription to Britannica Encyclopaedia Online proves a useful tool to help facilitate this.



PE and Games

In the first year of Middle School, Year 3, all children will be involved in a small number of fixtures in the following sports:

Girls

Autumn : Hockey / Netball / Cross Country

Spring: Hockey / Netball / Cross Country

Summer: Cricket / Swimming / Tennis / Athletics

Boys

Autumn: Rugby / Cross Country

Spring: Football / Hockey / Cross Country

Summer: Cricket / Swimming / Athletics / Tennis





At this stage it is important that everyone feels a part of a team and that the experience of competing for your school is a positive one. Generally the teams are of mixed ability and all the boys and girls will have the opportunity to participate.

During the year, various other sports will be taught and usually teams will be selected on merit to represent the school, for example Swimming, Tennis, Athletics and Cross Country. Not all children have the skills or confidence at this stage to compete in such activities, so only small numbers will be involved in these.

Quite often fixtures can be on a Saturday morning or Thursday afternoon, so it is important to make regular reference to the school calendar, and to keep these Saturday mornings free from other commitments where possible.

During Year 4, the number of fixtures increases. These are usually held on a Wednesday afternoon at 2.30pm

although, particularly in the summer term, matches may also take place on other days. Information about weekly matches should be checked carefully, details of which can be found in the school calendar, on the Middle School notice boards, school website, the weekly St Hugh's News and on the School Sports app. To access the app on your smart phone device, please go to the St Hugh's School Website, click on 'Sports and Activities' followed by 'Sports Website'. Your device will then begin to load the School Sports Website. Finally, please click on the 'Add to Home screen' option. On your home screen you will then find the School Sports app. Please click on this app to find all of the details for each scheduled match.

Year 4 fixtures take place in the following sports:

Girls

Autumn: Netball/Cross Country/ Swimming

Spring: Hockey/Cross Country/ Swimming

Summer: Cricket/Swimming/ Athletics/Tennis

Boys

Autumn: Rugby/Cross Country / Swimming

Spring: Football/Hockey/Cross Country/ Swimming

Summer: Cricket/ Swimming/Athletics/Tennis

It is very important to us that everyone feels part of a team and that the experience of competing for your school is a positive one. Sometimes the teams are mixed ability, although there are occasions when we have to match the ability of teams being pitched by opposing schools and therefore the groupings are differentiated into A, B and C squads.





As in Year 3, teams for Swimming, Athletics, Tennis and Cross Country will not involve all the children. These teams will be selected on merit as it is not appropriate or possible to include whole year groups in these activities. Team sheets for all events are put up on the notice boards in Middle School as well as being uploaded on to the school website and School Sports app a few days ahead of events.

Any last minute changes to the published arrangements are always put on the school website immediately (cancellation due to poor weather etc.) so it is advisable always to check the website before travelling to any home or away matches.

Parents are very much welcome to support matches that are played at home or away and details of the location and times of matches are on team sheets, in the school calendar and on the school website. Please, also, check your emails, texts and our Twitter account @StHughsSport for further updates and information.

You are welcome to take your child home from an away fixture but, if you intend to take a child other than your own, then permission will be required via email or telephone from that child's parents.

Match teas are usually provided for parents whilst you wait for your child to have their snack. These are a super opportunity to socialise with parents from St Hugh's and the other schools participating in fixtures. Children who are playing fixtures either at home or away that finish later than 4.40pm should be collected from the Manor House.

Kit for games and PE is stored in the Sports Hall where each child is allocated a named locker area or peg on which to store their belongings. It is important that children are encouraged to be organised with their belongings and fold and store them carefully between each session to avoid items being misplaced. On a Friday, the children will pack their games bag to bring home any kit that requires laundering. These are returned directly to the Sports Hall before the start of the school day on a Monday.

In the event of an item being misplaced, we ask that children are given the responsibility of searching the changing rooms where there are allocated lost property bins. They may also like to check with the matrons who hold some lost property. By clearly labelling all items including smaller articles such as socks, goggles and hair bands, it is easier for items to be returned to their rightful owner.

If you have any questions regarding sport at St Hugh's, please do not hesitate to contact Mr Blanchard, Director of Sport.



Learning Support

Middle School has the facility to deliver learning support within the department. Children who require additional support will visit our Learning Support classroom, The Loft, for individual or small group lessons. Mrs Dams co-ordinates additional provision and works in the department four days a week. Mrs Galbraith is a specially trained Teaching Assistant who supports both academic and pastoral development.



Forest School

Forest School forms an integral part of the Middle School curriculum, with children in Year 3 visiting on a fortnightly basis and Year 4 having identified Forest School focus days within each term. Aiming to encourage creativity, problem solving, resilience, perseverance, teamwork, leadership and communication amongst other essential learning skills, Forest School is thoroughly enjoyed by the children throughout the seasons.

During sessions, the children have focussed teaching as well the opportunity to use and apply their own ideas and knowledge.

It is extremely important that the children's kit is supplemented with appropriate clothing from home in response to the weather as the children will participate in Forest School throughout all extremities of the British climate. In order to be able to fully enjoy their session, it is important that they are comfortable particularly during the winter.

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 a number of 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, although this is entirely optional.

Individual Music Lessons

Many children enjoy learning an instrument in Middle School and this is facilitated by a wide range of peripatetic music teachers. Opportunities for the children to perform their instrument are built into the calendar and children regularly play their peers in and out of Middle School assembly twice weekly.



For those new to music, the Middle School children have an opportunity to discover more about the range of instruments available to learn during our Instrumental Taster Week. More details are available from our Director of Music, Miss Sally Ewins.

LAMDA

Opportunities to participate in LAMDA are offered to children in Year 4 and above as an additional, paid activity. More details are available from the Head of Drama, regarding the course content and level of commitment required, in addition to the lessons.

FOSH (Friends of St Hugh's) & Social Events

FOSH organise a number of events each year, some purely social and some with an element of fund raising, to benefit an annually chosen charity supporting children and to buy items for the school, often suggested by the School Councils, which could not ordinarily be funded. The work of this group is hugely important to school life and is much appreciated by all.

Each year group has two form representatives who coordinate regular get-togethers across the year groups, giving parents the opportunity to meet over coffee, lunches or suppers. New form reps are recruited each year and current reps are always delighted to hear from those who would like to be involved, either as a form rep or to support an event.

Food

The children in Middle School are actively encouraged to bring a water bottle into school to keep in the classroom. Although they do have regular access to water at mealtimes and break times, this means they are also able to stay hydrated throughout lessons. We ask that bottles contain only water rather than juice.

Lunch is served in the Dining Room where the children have a selection of hot and cold options from which to choose. Guidance is given by staff to ensure the children enjoy a balanced meal and are encouraged to try new and interesting foods if they so wish. Menus are available on the school website.

On a regular basis, children take lunch in a more formal, family setting. On these days, a smaller more intimate dining space is used, choices are limited and there is a particular focus on table manners and conversation.



If your child has any special dietary needs, please inform the School Nurses in writing and ensure that the form teacher is aware.

Parking

Middle School parents are welcome to park in front of the Manor House, on the upper parking area by the pavilion and tennis courts, or the lower tennis courts adjacent to Pre-Prep.

Problems or Concerns

There is a possibility that, from time to time, your child may have difficulties and, if this occurs, a member of staff will contact you immediately to discuss the situation. Our aim is to ensure all children settle happily and quickly into their daily routine of school.

However, if you have any worries or concerns, please do not hesitate to contact the form teacher in the first instance. Miss Greenwell and Mr Thompson are also always very happy to discuss any issue with you.

A very warm welcome to St Hugh's Middle School awaits you!



Uniform and Equipment Lists

Boys' Winter Uniform

School Uniform

- * Regulation school blazer
- Grey shirt
- Long sleeved white shirt (for formal school occasions)
- Charcoal grey trousers
- Charcoal grey shorts – (optional)
- * Regulation navy V neck jumper
- Regulation House tie (available from School Receptionists)
- Grey socks
- Black school shoes

Sports Kit

- *# Regulation track suit
- *# Regulation white polo shirt
- *# Regulation reversible rugby shirt
- # Regulation House t- shirt (House coloured) (available from School Receptionists)
- *# Regulation hoodie
- * Regulation navy baselayer top
- * Regulation navy baselayer leggings (optional)
- * # Regulation navy shorts (Rugby / Hockey / Football)
- * *# Regulation white games shorts (PE / Athletics / Tennis)
- * Regulation navy and pink knee length sports socks
- White ankle sports socks
- Trainers with non-marking sole (for Sports Hall / Astroturf only)
- Trainers (for outdoor sports only)
- Pair of football / rugby boots
- Mouthguard
- Shin pads
- *# Regulation navy swimming shorts



- Medium size bath towel
- *Regulation sports bag
- *Regulation boot bag (optional)

Outdoor Kit

- *Regulation navy anorak
- *Navy waterproof trousers
- * Regulation navy hat and scarf
- Pair of navy gloves
- Wellington boots
- Wellington socks / boot liners
- Trainers for outdoor play (optional)
- Navy drawstring bag to store outdoor kit (as used in Pre-Prep)

General

- *Regulation school bag



Girls' Winter Uniform

School Uniform

- * Regulation school blazer
- * Regulation white round collar blouse
- * Regulation tartan tunic
- * Regulation navy cardigan
- Navy knee socks or navy tights
- Black school shoes (robust, not ballet pumps)
- Navy hair accessories to match uniform

Sports Kit

- *# Regulation track suit
- *# Regulation pink polo shirt
- *# Regulation hockey shirt

Regulation House t- shirt (House coloured) (available from School Receptionists)

*# Regulation hoodie

* Regulation navy baselayer top

* Regulation navy baselayer leggings

*# Regulation navy games skort (Hockey / Netball)

* Regulation navy and pink knee-length socks

White ankle sports socks

Trainers with non-marking sole (for Sports Hall/ Astroturf only)

Trainers (for outdoor sports only)

Mouthguard

Shin pads

*# Regulation swim suit

Swim hat (in House colours) (available from School Receptionists)

Medium size bath towel

* Regulation sports bag

* Regulation boot bag (optional)

Outdoor Kit

* Regulation navy anorak

Navy waterproof trousers

* Regulation navy hat and scarf

Pair of navy gloves

Wellington boots

Wellington socks/ boot liners

Trainers for outdoor play (optional)

Navy drawstring bag to store outdoor kit
(as used in Pre-Prep)

General

* Regulation school bag



* = Regulation uniform available only from Stevensons, 245 Banbury Road, Oxford, OX2 7HN.
Tel: 01865 554559.

* # = Please sew large, regulation name-tapes on left front of garment, for easy recognition.

Please refer to the Uniform Section of the St Hugh's website for full details of how to order these and where to sew them.

Classroom Equipment

The children will need the following equipment which should be clearly named:

One small pencil case

HB pencils

Ruler (15 or 30cm)

Pencil sharpener

Small selection of coloured crayons

A descant recorder (Aulos is the recommended make)

Towards the end of the spring term, summer uniform lists will be published and are available to download from the school website.



Middle School Values Tree





St Hugh's School, Carswell Manor, Faringdon,
Oxfordshire SN7 8PT

01367 870700

Email: office@st-hughs.co.uk

Head of Middle School: Miss Julia Greenwell

Email: greenwellj@st-hughs.co.uk

To be Mrs Julia Veness from September 2019

Email: venessj@st-hughs.co.uk