



Brontë House School

Key Stages 1 & 2 Parent Handbook



Making you the best that you can be

bronte-house.co.uk

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Introduction

The transition from Foundation Stage to Key Stage One is an important one: moving to a slightly more formal setting and also moving 'up the hill' to be in Brontë House. The children will find much that is familiar in what they do from day to day, but there are exciting new experiences and lessons for them to enjoy. The children learn to become more independent and they learn to organise themselves and their possessions more effectively.

Moving into Key Stage Two at the age of seven is an important milestone in a child's educational journey. In the past this might have been termed moving from the 'infants to juniors' and it sounds much more grown up. More is expected of the children in terms of independence and taking responsibility for their own learning and behaviour. There is a greater emphasis on subject teaching and the use of specialist teachers. Opportunities both in the curriculum and outside become wider as the children become older. Of course, this does not happen all at once. During the four years of Key Stage Two, we see a gradual maturing and broadening of outlook. By Years Five and Six children are taking on more responsibility and preparing themselves for the challenges of secondary education.

This handbook is designed to help and guide parents through some of the policies and procedures that particularly affect children in these important years. It will hopefully be useful to parents and children as a single point of reference in understanding what we do. Please do not hesitate to contact us if there is anything that is not clear.

A handwritten signature in black ink that reads "Simon Dunn". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Simon Dunn
Headmaster

Occasionally there will be amendments or additions to the handbook. You will receive these either by email or hard copy in the same way you receive the weekly bulletin. The handbook will also be available to download from the parent portal section on the school website.

Contact Details:

Tel No: 0113 250 2811
E-mail: enquiries@brontehouse.co.uk
Website: brontehouse.co.uk

Organisation and Timings

Staff

| | | |
|-------------------------------------|----------------------------|--|
| Headmaster: | Mr Simon Dunn: | headmaster@brontehouse.co.uk |
| Deputy Head: | Mrs Sarah Chatterton | chatterton.s@brontehouse.co.uk |
| Director of Studies: | Mrs Nicola Woodman | woodman.n@brontehouse.co.uk |
| Key Stage One Co-ordinator: | Mrs Helen Simpson: | simpson.h@brontehouse.co.uk |
| Special Educational Needs: | Miss Susan Bell | |
| Director of Performing Arts: | Mr Paul Phenny | |
| Form Teachers: | | |
| 6B | Mrs S Chatterton | |
| 6H | Mrs F Cohen | |
| 6S | Miss S Bell | |
| 5B | Mr M Graham | |
| 5H | Mrs N McElhone | |
| 5S | Mrs Ellershaw | |
| 4B | Ms F Pearson | |
| 4H | Mr M Marshall | |
| 4S | Mrs N Rayner | |
| 3B | Mrs K Downs | |
| 3H | Mrs H Marshall | |
| 2B | Mrs V Small | |
| 2H | Miss Z Campbell | |
| 1B | Mrs H Defurey/Mrs C Abbott | |
| 1H | Mrs H Simpson | |
| Director of Sport: | Mr J Bedford | |
| Head of Girls Games: | Ms P Stega | |
| Teaching Assistants: | Mrs P O'Grady | Mrs R Malir |
| | Mrs J Ing | Mrs H Wilkinson |
| | Mrs J Walker | Miss S Cox |
| | Mrs D Riley | Miss A Kausar |
| | Mrs D Downes | Mrs L Firth |
| | Miss A Whitby-Eccles | |
| Headmaster's Secretary: | Mrs C Richardson | |
| School Secretary: | Mrs S Shaw | |

School Hours

The School opens at 7.30 am to welcome children.

Key Stage 2 Children should arrive at school by 8.25 am and should enter the school through the Greenwood Building before moving to classrooms. Children in Key Stage 1 should be in their classrooms by 8.30 am for registration. Registration and form time will then take place between 8.30 and 8.40 am. This will be followed by morning assembly and lessons will commence at 9.00 am. Children arriving after 8.30 am should report to the office to sign in.

There is a lunch break and lunch is provided.

After school care is available up to 5.55 pm and children may have tea at 4.40pm (Key Stage One) or 4.55 pm (Key Stage Two). Children having tea will be ready to be collected from Brontë House from 5.00 pm (Key Stage One) or 5.15 pm (Key Stage Two).

All visitors and parents collecting children during school time must report to the school office. A security device is attached to the main door and the bell should be rung to gain admission.

In the event of bad weather parents may wish to collect their children earlier, although please note the school will remain open until 5.55 pm.

Daily Routines and Timings

| | |
|-----------|--|
| 0745 | Breakfast (Key Stage One and Two) |
| 0815 | All pupils to classrooms |
| 0825 | Cloakrooms open |
| 0825 | Bell for start of school |
| 0830 | Registration in classes |
| 0840 | Assembly |
| 0900 | Period 1 |
| 1000 | BREAK |
| 1025 | End of Break |
| 1030 | Period 2 |
| 1130 | Period 3 |
| 1220 | LUNCH (Key Stage One) |
| 1230 | LUNCH (Key Stage Two) |
| 1325 | End of Lunch Break |
| 1330 | Registration & Period 4 |
| 1430 | Period 5 (Key Stage One)/BREAK (Key Stage Two) |
| 1445 | Period 5 (Key Stage Two) |
| 1530 | End of School (Key Stage One) |
| 1545 | End of School (Key Stage Two) |
| 1545/1600 | Clubs and Activities begin |
| 1640 | Tea (Key Stage 1) |
| 1655 | Tea (Key Stage 2) |
| 1720 | Supervised Homework (Key Stage 2) |
| 1755 | School Officially Closes |

Breakfast Lunch and Tea

Breakfast

Breakfast is served in the dining hall at 7.45 am for Key Stages One and Two. All children who are in school by this time may have breakfast, if desired. Breakfast consists of cereal, toast and fruit juice.

Lunch

Lunch consists of a choice of hot meals or salad bar. A vegetarian option is available each day. There is also a selection of desserts including fresh fruit and yoghurts. Water is freely available for the children within the dining hall. Packed lunches are not permitted – however children may make their own sandwiches with ingredients from the salad bar.

Tea

Tea is available every day for all children. Parents of children in Key Stage One should request tea on the weekly tea form. Children in Key Stage Two should request tea during morning registration on a daily basis. Tea is served in the dining hall at 4.40 pm (Key Stage One) and 4.55 pm (Key Stage Two) and usually consists of a range of snacks including toasted sandwiches, soup and pasta.

N.B.

Provision is made for those children with specific dietary requirements, wherever possible. It is essential that these are detailed on your child's medical information form and that a care plan is completed and held in school. For those children with more complex dietary needs, a meeting may be necessary to discuss this further with the Deputy Head and catering manager.

Term Dates 2018-2019

| | Start Time | Finish Time |
|---|------------|--------------------|
| Nursery/Reception | 9.00 am | 3.30 pm |
| Key Stage One (Y1 & Y2) | 8.25 am | 3.30 pm |
| Key Stage Two (Y3 to Y6) | 8.25 am | 3.45 pm |
| Nursery teaching sessions are: | | |
| | Morning: | 9.00 am – 12 noon |
| | Afternoon: | 12.30 pm – 3.30 pm |
| Before school care is available from 7.30 am in Ashdown Lodge and Brontë House and breakfast is available | | |

| Term Dates 2018-2019 | | |
|-----------------------------|-------------------------------------|---------------------------------------|
| Full Term | Term Begins | Term Ends |
| Autumn Term 2018 | Wednesday 5 th September | Friday 14 th December |
| Spring Term 2019 | Monday 7 th January | Friday 5 th April |
| Summer Term 2019 | Wednesday 24 th April | Friday 5 th July (12 noon) |

| Half Terms 2018-2019 | | |
|-----------------------------|----------------------------------|----------------------------------|
| Half Term | Half Term Starts | Return to School |
| Autumn Term 2018 | Friday 19 th October | Monday 5 th November |
| Spring Term 2019 | Friday 15 th February | Monday 25 th February |
| Summer Term 2019 | Friday 24 th May | Monday 3 rd June |

At Brontë House we remain open until 5.55pm at the end of every half term and full term apart from the end of the summer term when we finish at midday.

Procedures

MORNING ROUTINES

Key Stage 1

- Parents arriving with children between 7:30 and 8:30am must take children to the Key Stage One portable cloakroom, adjacent to the Greenwood Building doors where they will deposit their coats, PE and Swimming bags. Book bags are to be taken into school by the children.
- Parents will then use the doors at the back of the Greenwood building and sign children in with staff in the lobby outside the science room before exiting out of the Library door.
- KS1 breakfast is served at 7.45 am.
- From 8:20am, a member of KS1 staff will be on duty in the doorway to the Library to take messages to pass to staff. Parents then exit through the Library door.
Please note that before 7:30 am, for safeguarding reasons, these doors will be kept locked.
- From 8:30am, all children and parents must enter through main reception to be signed in.

Key Stage 2

- All children arriving in school between 7:30 and 8:30am will access through the Greenwood entrance. Before this time, for safeguarding reasons, these doors will be kept locked.
- Children in Years 3-6 arriving between 7:30 and 8:15am will enter through the Greenwood doors and proceed straight to their cloakroom to hang up coats and bags. They will then move to the Dining Room, taking a reading book with them, via the doors on the first floor of the Greenwood Building. This will be the main entrance and exit point to the Dining Room for all Key Stage Two pupils.
- On arrival, children must sign themselves in on the register provided. Breakfast is served 7:45-8:00am and is supervised by Mr Bedford.
- At 8:15am, children are lined up and sent to cloakrooms to collect their belongings to take to their classroom. Staff then supervise children in classrooms from 8:20am.
- Children arriving in school between 8:15 and 8:30am will be greeted by a member of staff on the Greenwood doors. After this time, children should enter school via the main entrance.

Cloakroom allocation is as below :

Year 3 – Greenwood Building cloakrooms

Year 4 – Greenwood Building cloakrooms

Year 5 – cloakroom space at the back of the new Dining Room.

Year 6 – cloakroom space at the back of the new Dining Room.

AFTER-SCHOOL

Key Stage 1

- Children exit school through the Greenwood doors and collect items from the cloakroom before meeting parents on the terrace at 3:30pm.
- Those remaining in school and not attending an after-school activity play on the terrace, supervised by teaching assistants and teaching staff.
- Tea – 4:40pm. Children will return to their cloakroom and deposit coats before entering school through the Greenwood entrance and wash hands before tea.
- After 4:40pm or if the weather is poor and the children are unable to play outside, parents should access the school through the main entrance.
- Following tea, children will move to the Year 1 classrooms (ground floor main building) for after-school care, to be joined by Ashdown children at 5pm and supervised by teaching assistants until 5:50pm when the member of staff on management duty will take over.

Key Stage 2

- The member of staff teaching the last lesson of the day supervises this class collecting belongings from cloakrooms and lines them up smartly on the playground. (Only children leaving before 4pm should take their belongings outside. Those departing after this time should leave equipment in the cloakrooms.)
- Once on the playground, if children can see the person collecting them, they are dismissed to staff on duty, waiting by the gates at the end of the netball court, and are signed out.
- Teaching staff leave children with staff on duty by 3:55pm.
- Staff on duty line children up outside the Greenwood building at 4:50pm for tea, in order to wash hands in the cloakroom before moving to the dining room.
- During tea, a register will be taken to ensure that any children who are unaccounted for (eg, at a music lesson, sports fixture etc) are investigated by either office staff or a member of SMT. If a child has not signed out, a phone call is made to parents to ensure that they are safe and a note is made for safeguarding purposes. A sanction may be applied for those children repeatedly failing to sign out.
- Following tea, children return to their cloakrooms to collect their belongings and move to the Library for prep, supervised by the member of staff on duty until 5:45pm when the member of staff on management duty will take over.
- After 4:45pm or if the weather is poor and the children are unable to play outside, parents should access the school through the main entrance.
- **Children must ensure that they sign out before leaving the school site.**

ADVERSE WEATHER

Key Stage 1

- Children leaving at 3:30pm should be collected from the Greenwood doors.
- Those remaining at 3:40 will be kept in the Year 1 classrooms, on the ground floor. At such times, parents should access school through the main entrance and exit through the Greenwood doors in order to collect belongings from the cloakrooms.

Key Stage 2

- Children leaving at 3:45pm should be collected from the Greenwood building doors and be signed out by staff.
- Those remaining in school after 4pm should move directly to the Library, leaving their belongings in the cloakrooms, to be supervised by staff. At this time, parents should access school through the main entrance and exit through the Greenwood doors in order to collect belongings from the cloakrooms.

The school will always remain open in bad weather so there is no need to telephone the school office to check this. Parents are very welcome to collect children early if conditions deteriorate during the day. We leave it up to parents to decide whether it is safe or wise for them to bring their children into school, but please do not take any unnecessary risks to get them here.

Safeguarding and Care

Before and After School Care

Before School (Key Stage One)

Before school children are registered and supervised by members of staff in the dining hall and library from 7.30am. During this time, children may opt to have breakfast if they wish. At 8.20 am children are escorted upstairs to their classrooms by a member of staff.

Before School (Key Stage Two)

Before school, children are registered and supervised by a member of staff in the dining hall from 7.30 am until 8.15 am. During this time, children may opt to have breakfast if they wish. At 8.15 am children are lined up and sent to cloakrooms to collect equipment for lesson 1. Form teachers greet the children in classrooms from 8.20 am.

After School

At 3.30pm KS1 children go out onto the terrace where members of staff will be on supervision duty. At 3.45 pm, Key Stage Two children will be taken onto the playground by a member of the teaching staff and lined up in forms to be dismissed to parents. At 3.55 pm, those children remaining in school will be allowed to play. Staff will collect those attending an after-school club at this time.

At 4.40 pm (for KS1) and 4.55pm (for KS2) children go in to the dining hall and from then onwards parents must collect children from inside the school building. In inclement weather, children will be brought in before this time.

When tea is finished all children in Key Stage One are taken in to the Year One classrooms where they are supervised until they are collected. All the Key Stage One children's coats and bags must be collected from the cloakroom. All children in Key Stage Two are taken to the library where they are expected to complete their homework in silence.

If you arrive to collect your child during tea, we request that you wait in the old entrance hall near the main stairs for your child to finish their meal. However, if you need to collect your child urgently, please approach the staff on duty in the dining room.

Children must remember to "sign out" with the duty staff before going home.

Children must be collected by 5.55pm.

On the last day of the Summer Term, school closes at 12 noon when there are no after school clubs or meals provided.

Absences, Holidays and Medical Appointments

What to do if your child is absent

If your child is absent for any reason, please email or telephone the school on the first day of any absence. For safeguarding reasons, if your child does not arrive in school and no explanation has been received, parents will be contacted by Mrs Shaw. To report an absence please speak to a member of the office staff, telephone 0113 250 2811. The school office opens at 8.00 am each morning. Alternatively please email: enquiries@brontehouse.co.uk

Holiday Absences

We request that parents avoid removing their children from school for holidays during term time. However, we appreciate that it is not always possible to arrange family holidays or other significant family events outside of term time. If you do wish to withdraw your child from school for a family holiday, please make a request in writing to the Headmaster. We are not able to authorize holiday absence of longer than two weeks during the school term.

Medical appointments and Medication

If you need to take your child to the doctor, dentist, hospital etc. in school time please collect your child from school (or advise us of lateness if your child has an early morning appointment). Your child will need to sign in/out at the office.

If possible, parents should administer medicines. Please ask the doctor to prescribe the antibiotics which may be taken 'once daily' or 'twice daily'.

Some conditions, however, (e.g. asthma, hay fever) rely on regular medication. In these circumstances, a medicine administration form must be completed. These are available from the school office. Pupils will be supervised while they take their medication. All medication should be clearly marked with the child's name and instructions for use and handed in to the school office. Please note, all medication should be in its original packaging.

Lateness

Registration takes place at 8.30 am and we expect all children to be at school by this time. Children arriving after 8.40 am must sign in at the school office and a late mark is recorded in the register.

Accident and Medical Procedures

Staffing

The School employs two qualified Nursing Sisters who are able to provide medical support in both the Junior and Senior schools. There is at least one qualified First Aider on site when pupils are present. All staff with First Aid qualifications are required to renew their qualification every three years.

Administering Drugs

At Brontë House, medicine provided by parents can be given to children in our care, providing the authorisation to administer medication form has been completed by a parent. A record of all medication given to children is kept in the office. The name of the medication, timing and dosage is recorded. Calpol/Medinol is kept in school and if a child becomes unwell or has a painful injury this can be administered but only after seeking parental permission.

Pupil Self-administration of Drugs

Pupils with diabetes are able to administer their own insulin, as required, if parental permission has been given in advance and when supervised by a trained member of staff. Insulin supplies are kept in the classroom and in the school Office. Pupils with Epipens are expected to keep those nearby (especially on the Games field) in case the need for use arises. All staff at Brontë House have received training in Epipen administration.

Asthma

It is expected that pupils who suffer from asthma will have their own prescribed medication and will be competent to use it unassisted. Staff responsible for any activity or trip will know which pupils are asthmatic and what their particular allergies are. Pupils who have only an occasional need for an inhaler (e.g. when they have a cold) keep the inhalers in the school Office.

Accident Book

At Brontë House, an accident book is available which is filled in if any child sustains any injury whilst on the premises. Details of how, where, when and to whom the accident happened is recorded by the member of staff who saw and dealt with the injury.

Very minor injuries are recorded in a file kept in the school office.

Advice to Parents and Carers Concerning Children with Head Injuries

Any child who has been unconscious must attend a Hospital Accident and Emergency Department.

- DO** Expect your child to feel generally miserable and 'off colour'.
Do not force him/her to eat, but make sure that they have enough to drink.

- DO** Expect your child to be more tired than usual. Allow him/her to sleep if they want to. Just pop in and see them every couple of hours. Do not be confused between normal sleep and unconsciousness – someone who is unconscious cannot be woken up - you need to be satisfied that they are reacting normally to you.

- DO** Expect your child to have a headache – 'Calpol' or paracetamol may be given for this.

- DO** Keep your child quiet and resting as much as possible. Keep him/her away from school, discourage activities; games, watching television and reading until the symptoms subside.

These symptoms should improve steadily, and the child should be back to normal within a few days.

Even after a minor head injury complications may occur but these are rare.

If you are at all concerned then please contact your medical practitioner or local accident and emergency department

Code for Use of Technology and the Internet

S Safe

I understand that it is important to stay safe when using technology.
To make sure I remain safe, I should:

- ✓ ask before I use a computer or an iPad and only use with staff supervision.
- ✓ search Google Images with care and immediately get rid of any unpleasant images I see.
- ✓ never give out my personal details including: full name, home address, telephone number, photos or school name.

M Meeting

I understand that meeting someone I have only met online can be dangerous and I will:

- ✓ never arrange to meet someone.
- ✓ immediately report to an adult if I receive a message asking me to meet someone.

A Accepting

I understand that accepting messages or opening files from people I don't know can lead to problems and I will:

- ✓ immediately report any unknown messages or files to an adult.
- ✓ make sure that if I have to send a message myself it is polite and responsible.

R Reliable

I understand that not all information found online will be reliable and I should:

- ✓ only use websites which I know I can trust or have been suggested by the teacher.
- ✓ not trust everything I read online.
- ✓ be careful when speaking to others online as they could be lying about who they are.

T Tell

I understand that if I have any concerns I should tell someone and I will:

- ✓ report any unpleasant material or messages sent to me or other people. This will be confidential and would protect other pupils and myself.
- ✓ report any inappropriate images I see when carrying out a Google Image search.

To make sure I remain safe when using technology, I understand that:

- ✓ if I am given an email address to access something, I should only use this in the way that I have been instructed.
- ✓ the school may check my computer files and monitor the Internet sites I use.
- ✓ if I fail to follow this code my access to technology will be withdrawn for a period of time and my parents will be fully informed of the circumstances.

Traffic and Parking at Brontë House

Before 8.25 am and after school up to 5.15 pm

Please drop off your child in the main car park at the bottom of the hill (on the left). After school, please park in this car park and collect your child from the playground. Please remind your child to sign out. Please supervise your child in and around the car park area. Children are not permitted to use the adventure playground before or after school.

Note: If you are collecting your child between 3.30 pm and 3.45 pm (KS1), and 3.45 pm and 4.00 pm (KS2), and the weather is poor (wet, cold or dark) and there are therefore no children in the playground, please wait outside the Greenwood building doors. After this time, Key Stage 1 children will be supervised in their classrooms and Key Stage 2 children will be in the Library and access must be gained through the main entrance.

After 5.15 pm

Please park in the staff car park and collect your child from Brontë House. Take care escorting him/her across the road and in the car park.

FOR REASONS OF CHILDREN'S SAFETY, NO PARKING OR TURNING OUTSIDE THE FRONT OF BRONTË HOUSE IS ALLOWED AT ANY TIME

Also, when leaving the grounds please resist turning right uphill especially when you cause a tail-back of traffic down the drive and frustration to other drivers.

If, for reasons of disability, any parent is unable to use the bottom car park please contact the school office so that alternative parking arrangements can be made.

Academic

Parents' Evenings, Reports and Merit Ties and Badges

Parents are kept informed of their child's progress in the following ways:

Reports:

1. Termly reports including Form Teacher comments and Effort and Attainment Grades for all subjects.
2. A full written report on every subject is issued at the end of the Summer Term, including assessments of Effort, Attainment and Progress.

Parents' Evenings:

1. These are held twice a year normally after school hours. You will have an opportunity at these evenings to meet and discuss progress with your child's Form Teacher and Maths and English teachers. Our SENCO, Miss Bell, will also be available to report on progress of children who attend the Unit.
2. Appointment slips are given out in the fortnight preceding the parents' evenings. Appointments are timed to last ten minutes but should you require extra time another appointment can be made at another mutually convenient time.

Policy for Issue of Merit Ties and Badges in Key Stage 2:

The children are given assessment levels for effort and attainment for each subject at the end of every term. Children who have made a particularly good effort may be awarded with a special Merit Badge or Merit Tie at the start of the Spring and Summer Terms.

The criteria for award Merit Ties and Badges are as follows:

Merit Badges: 5 purple effort grades

Merit Ties: 6 purple effort grades

Please note that attainment levels do not form any part of the award of Merit Ties or Merit Badges so that all children have an equal opportunity to achieve them.

Staff are always available to discuss your child's progress at any other time. Do not hesitate to contact the office to arrange an appointment.

Topic Planning Years 1-6

| | Half Term 1 | Half Term 2 | Half Term 3 | Half Term 4 | Half Term 5 | Half Term 6 |
|--------|----------------------------------|----------------------|--------------------------|---------------------------------|---------------------------------------|--------------------------|
| Year 1 | Me and My World | | Famous Faces | Travel and Transport | Gardener's World | |
| Year 2 | Food Glorious Food | Fire Fire! | Florence Nightingale | Charlie & the Chocolate Factory | Carnival of Animals | |
| Year 3 | Born and Bred | | Beyond the Pyramid | | Whitby Walkabout | Junior Apprentice |
| Year 4 | A World of Fantasy & Imagination | An African Adventure | Tantalising Tudors | A Spice of Life in India | Extreme Weather and Natural Disasters | Charlotte's Web & poetry |
| Year 5 | Journey to the River Sea | | Victorians | | World War 2 | |
| Year 6 | Gruesome Greeks | Reach for the Stars | War Horse World War 1 | 'Holes' and the Wild West | Destination Paris | Mountain High |

Homework and Reading

We consider homework to be a valuable part of your child's education: it is intended to reinforce or extend work covered at school and provides you with an opportunity to become more involved in your child's learning. If your child is unable to complete homework for any reason, please write a note to the teacher in your child's homework diary. Homework is not always intended to be an independent activity and certain tasks may need to be completed with support.

KEY STAGE ONE:

HOMEWORK

Homework is set on a Wednesday and should be returned on a Monday. Children are given a maths task and a set of spellings to learn.

READING

If a child reads to an adult in school we record this in their reading record. We hope that this can be continued at home. Please record the name of the book, and pages read and then sign to indicate that you have heard your child read. We ask parents to listen to their child read for 10-15 minutes 5 times per week. Five "reading signatures" in a week is rewarded with a big sticker and two house points and 3 "reading signatures" are rewarded with 1 house point.

KEY STAGE TWO:

HOMEWORK

In **Year 3** children are given 2 English homeworks per week and 1 maths homework.

In **Years 4 to 6** children are given 2 maths homeworks, 2 English homeworks and a science homework.

In **Years 3 and 4** we expect children to spend 30 minutes on each piece of homework.

In **Years 5 and 6** we expect children to spend 30-45 minutes per night on homework.

Your child should have written details of their homework (i.e. subject, task, and 'due' date) in their diary during the lesson in which the homework is due. The diary is also an excellent way of communicating with your child's teachers. Please ask your child to show any messages to their teacher so that they can be dealt with that day. On occasions, staff may write messages to parents so please check the diary every day.

Homework is generally handed in on the following day. Some tasks may require a few minutes practice over several days for example learning spellings or times tables. Other tasks (generally those forming part of the class topic) may be set for completion over several weeks. Occasionally children may be asked to complete a piece of class work at home in addition to the set homework.

Please sign the homework diary each week to indicate that homework has been completed and that you have read any messages in the diary.

READING

If a child reads to an adult in school, we record this in their diary. We hope that this can be continued at home. **Please record the name of the book, author and pages read and then sign to indicate that you have heard your child read.**

We ask parents to listen to their child read for 10-15 minutes 3 times per week. Three “reading signatures” in a week is rewarded with a house point. If you manage to listen to your child read 5 times per week this is rewarded with 2 house points.

The Learning Support Unit

At Brontë House School we aim to help every child achieve their full potential and our Learning Support is designed to help children gain in confidence and acquire skills to access all areas of the curriculum. We aim to create an environment where all our pupils feel valued and our Learning Support programme is fully accepted by all as a necessary and welcome part of school life.

Children's academic progress is continuously monitored throughout their time at Brontë House School to ensure their individual needs are being met within the classroom setting. If a child is not meeting their targets, even with additional help in class, they will then be referred to the Learning Support Unit for additional support.

Children attending the Learning Support Unit are withdrawn from class lessons for one or sometimes two hours per week and are given the opportunity to work in small groups, pairs or one to one depending on the level of support required. They are taught strategies to help them with literacy and numeracy in a variety of ways, these include;

- a) Use of multisensory techniques to give an alternative way of learning
- b) Development of visual and auditory memory skills through a variety of activities
- c) Computer games such as Wordshark, Numbershark, English Type (a dyslexia-based typing program) and Nessy to reinforce spelling, reading and numeracy strategies.
- d) Card and Board games and a variety of other resources to give a varied and fun way for the children to learn.

The children are not usually withdrawn from the core subjects of English, Maths and Science and all efforts are made to ensure they are not withdrawn from a lesson they particularly enjoy.

A child who attends the Learning Support Unit will be given an Individual Education Plan with specific targets for the child to work on. These targets are discussed with both your child's class teacher and parents at parents' evening. Your child's progress in formal assessments is also recorded on this plan. If a child needs to attend the Unit for more than one year, the Individual Education Plan is passed on to the new class teacher and the targets are continued to be worked on within the Learning Support Unit.

If your child is showing improvement by receiving this extra support, the support will then be withdrawn to see if your child can maintain this improvement independently in class; however, if they again begin to fall behind they will return to the Learning Support Unit.

Sometimes lack of progress in class can be due to more serious problems such as dyslexia. If the class teacher and Special Educational Needs Coordinator feel there is some other underlying problem that may be affecting the child's progress, this will be discussed with parents with the view that a formal assessment can be undertaken by an outside agency such as Dyslexia Action. This sort of assessment would be of benefit to your child and teachers in that it would identify the problem and would recommend ways in which your child could be helped in school.

Children at Brontë House School enjoy coming to the Learning Support Unit as it helps to build their confidence in a relaxed environment working with children of a similar level and undertaking tasks which they can comfortably do. It also helps them develop strategies to improve their performance in the whole class setting.

Assessment of Children's Progress

At Brontë House School we regularly assess your child's progress and carefully track their results to inform our teaching and to help us identify any issues such as specific learning difficulties. In addition to many informal tests, we use formal standardised tests to assess progress in maths, reading and writing in May using the NFER Progress Tests.

On-going Classroom Assessment

Assessment is an essential part of teaching and this will take place informally in every lesson to help staff determine whether the learning objectives have been achieved. This may frequently take the form of oral questions, work on whiteboards, quizzes, pupil presentations or written tasks. Feedback from such activities informs the next step in your child's learning.

In all subjects, classwork and subject tests are used to measure progress against the teaching objectives. We plan and assess all foundation subjects and science against published objectives from the Chris Quigley "Essentials" curriculum. This meets and extends the objectives of the 2014 National Curriculum.

NFER Progress Tests

The NFER Progress Tests in Maths and English will be carried out in May 2019. They produce a standardised score in reading, writing and maths which will be reported to you at the end of the Summer Term. A standardised score of 100 represents the average national performance of a pupil of your child's age. Scores above 100 show above average performance and scores below 100 show below average performance. 68% of children's results fall within the range 85 -115.

Spelling and Reading

In Years 1 to 6 we measure your child's reading and spelling age twice a year (in September and May). This helps us to ensure that your child is reading appropriate books in school and also helps us to identify any possible learning difficulties your child may have. We can then develop a suitable programme of support either in the classroom or in the Learning Support Unit. We also use tests in reading comprehension and spelling, punctuation and grammar to check ongoing progress. Whilst children are completing our reading scheme, they are regularly bench-marked to determine when it is appropriate for them to progress up a reading level.

Maths

Our main teaching scheme used in maths is the Active Learn Abacus scheme which has been adapted to cater for the increased challenge and content of the 2014 National Curriculum. The end-of-topic tests are used to assess progress.

Writing

The NFER Progress in English tests assess the technical aspects of writing, namely punctuation, spelling and grammar. Writing composition is also formally assessed on a termly basis.

Science

End-of-topic tests are used to assess whether your child has met, exceeded or is working towards the expected level in that topic. Scientific skills are assessed through on-going classwork and teacher observation.

Sport, Music and Extra-curricular Activities and Visits

Sport Policies and Procedures

Lessons

Pupils are expected to take part in all PE lessons unless they have a note from home explaining injury or illness which prevents their participation; this can be written in the pupil's homework diary. In these circumstances arrangements will be made for the pupil to either watch the lesson or be cared for elsewhere.

PE kit and tracksuits should be brought with indoor pumps and outdoor trainers for PE lessons.

Swimming kit, towel and goggles should be brought for swimming lessons.

Years 5 & 6 will swim during their PE lesson for the first two terms and will do athletics in the Summer Term.

Kit

Autumn and Spring Term Games Kit should include cold weather clothes, wearing hats and gloves where appropriate (please refer to kit list). Boys in Key Stage Two are expected to shower after every Games lesson and fixture in the Autumn and Spring Terms.

For cricket in the Summer Term pupils can wear either PE Kit or cricket whites. The school will provide all cricket equipment for lessons and clubs. However, children may bring their own box with suitable briefs. Those children in Key Stage Two who already have their own cricket bat, pads and gloves may bring them into school for games lessons. All kit including shoes, boots and towels should be clearly named. After lessons and clubs at the end of the day all pupils are expected to change back into school uniform.

Fixtures in Key Stage Two

Brontë House is proud of our commitment to sport and our traditions and it is considered an honour to be selected to represent the school. We hope all parents and pupils will support us in maintaining our high standards. We have a full and extensive fixture list for Rugby, Netball, Cross Country, Athletics, Swimming, Cricket and Rounders. All pupils will have the opportunity to represent the school. Teams are selected according to the standard of opposition by the member of staff in charge using their professional judgement. As with all Prep and Junior schools, some pupils may be selected out of their year group.

As a HMC school there are a number of regional events that we enter, which require pupils to represent the school in large events such as Cross Country, Athletics and Swimming. Pupils will be notified of selection via the school sports website, woodhousegrovesport.co.uk and the team sheet which is posted on the sports notice board. The team sheets will have details of venues, kit requirements, start, departure and return times.

Approximate return times from away fixtures will be as accurate as possible; if we return early pupils will be looked after by normal after school care. If return is delayed, staff will notify the school office. A text will then be sent to all parents concerned.

Refreshments will be provided after every fixture and all pupils are expected to attend; all parents are invited to take refreshment with us. Pupils are encouraged to bring a bottle of water to matches – sport drinks are **not** allowed.

Brontë House Sport Code of Conduct

Everyone involved in Sport at Brontë House, whether player, coach, referee, parent or spectator is expected to uphold the core values:

Teamwork-Respect-Enjoyment-Discipline-Sportsmanship.

We welcome parental support at fixtures and ask that you positively encourage all players from both teams and respect all decisions made by match officials.

Medical

Please inform the school if your child has any special medical requirements for sport.

You should provide your child with any travel sickness medication for travel to and from away fixtures if necessary.

Games Staff are First Aid qualified and the school medical staff will usually be in attendance at rugby matches.

Colours

School Sports Colours are awarded by the teacher in charge of each team using their professional judgement to recognise outstanding performance in school teams over a sustained period, usually in Year 6. Not all pupils who regularly represent the school should expect to be awarded their colours. Half Colours may be awarded to some pupils who are close to the Full Colours award.

School Captains will be appointed for teams in Year 6 only on a yearly basis and those will be added to the school Honours Boards. In younger age groups the Captain's role will be rotated.

Sports Tour

The School undertakes an annual Sports Tour which is the culmination of the children's sporting education at Brontë House. This takes the form of a residential trip for selected boys and girls in Year 6 near the end of the Spring Term.

Music Policies and Procedures

Musical activities are planned in such a way as to encourage full and active participation from all pupils as well as providing many opportunities for pupils to excel in the performing arts.

All music lessons are taught by the Director of Performing Arts as well as qualified and enthusiastic peripatetic staff. These lessons take place in our Music Suite. Reception and Year 1 have ½ an hour of music and Year 2 have an hour per week. In Years 3 & 4 pupils receive 2 hours of timetabled music each week. This includes on average 1 hour of 'classroom music', half hour of dance and a half hour of instrumental tuition on either a string, woodwind or brass instrument. Years 5 & 6 receive an hour of 'classroom music' which builds on the skills established in Years 3 & 4.

All pupils are involved in concerts and productions at various points throughout the year. These performances are enjoyed by pupils and parents alike. A typical year's programme of events includes:

- Music for the Harvest Festival
- Years 1 & 2 Christmas Nativity
- Years 3 & 4 Christmas Production
- Years 5 & 6 Carol Service
- Music for the school's Christmas Fayre
- HMC Schools Orchestral/Choral Day
- Performing Arts Concerts which focus on different year groups
- Music for Founders' Day
- Music for Prize Day
- Year 6 Production
- Informal concerts arranged by peripatetic staff
- Pupils have the opportunity to be entered for ABRSM Music Exams and Rock School Exams each term.

As well as timetabled music there are many opportunities for pupils to involve themselves in the performing arts through extracurricular activities. These include:

- Street Dance
- Choir
- Orchestra
- Drama Club
- Various instrumental ensembles such as Rock Band, Recorder Group, Brass Group and Clarinet

Pupils are also encouraged to have individual music tuition on an instrument of their choice. We offer a wide range of instruments including:

- | | |
|------------------|------------------|
| • Piano/Keyboard | • Clarinet |
| • Violin | • Flute |
| • Cello | • Voice |
| • Percussion | • Saxophone |
| • Guitar | • Brass |
| • Recorder | • Speech & Drama |

These lessons take place during the school day and are on a rota basis so that pupils do not miss the same academic lesson each week.

Although lessons take place in school time, all payments and your contract will be with the specialist peripatetic staff. Lessons are usually half an hour in length and paid for a term in advance.

Pupils will be informed of their lesson time a week in advance and this will give you time to check that it does not clash with any other school events or appointments.

If the teacher is unable to make it into school for any reason then they will reschedule the lesson.

If the pupil is unable to attend their lesson and the teacher has not been informed in good time then you will be invoiced for the lesson.

If your child no longer wishes to receive individual tuition **you will be required to give a half term's notice.**

Co-curricular Clubs

At Brontë House we offer a wide range of co-curricular clubs for pupils in Nursery up to Year 6. There is a good selection of clubs offered by school staff and there are also clubs run by external providers which are at an additional cost. The types of clubs on offer changes over the course of the year and so a new club list is issued to pupils towards the end of each term. This gives children the opportunity to join different clubs each term. Spaces are limited in some clubs so children may have to join a waiting list. However, we aim to ensure that children have a chance to experience as many clubs as possible throughout the academic year. Examples of current clubs include: art, ballet, football, railway, science, swimming and zumba to name but a few.

Please note, there are no co-curricular clubs in the first and last week of each term.

Educational Visits

At Brontë House School we believe that education outside the classroom gives our pupils unique opportunities to extend and enhance their learning in different environments. All our trips make an essential contribution to the pupil's development and education in the broadest sense. Whilst no trip is compulsory, we do encourage all children to participate.

Before a trip you will receive a letter outlining the details and purpose of the visit which will have a reply slip to return. Packed lunches are provided unless stated otherwise. For day visits the cost of the trip is usually added to the school fee bill and this will be detailed on the letter. For residential trips payment is usually by cheque (payable to Woodhouse Grove School.) You will also be required to complete confidential medical and personal information forms.

All children from Year 2 upwards will have the opportunity to experience a residential trip:

Year 2 – A one night sleepover at Nell Bank Centre, Ilkley (June)

Year 3 & 4 – A three day residential to Ford Castle in Northumberland, (Wednesday – Friday) and a visit to the Youth Hostel in Whitby. This will be on a two year cycle in May.

Year 5 – Outdoor Activities Residential

Year 6 - Sports Tour (March); Residential trip to France (May)

Years 4, 5 & 6 London Arts Trip (June) – every other year

At Brontë House the safety of our pupils is our priority and we follow all current Government Safety guidelines. A full risk assessment is carried out prior to each visit and the school has a thorough and detailed Educational Visits Policy. If you have any queries regarding any of our trips please contact Educational Visits Co-ordinator, Miss Pearson (Key Stage Two).

School Information

In order to ensure that we continue to comply with regulatory obligations applicable to all independent schools please find below a summary of all the key details that are available for parents and prospective parents upon request or on our website in the downloads section.

| | |
|-------------------------------------|---|
| Name of school: | Brontë House School |
| Address: | Apperley Bridge, Bradford. BD10 0PQ |
| Telephone number: | 0113 250 2811 |
| Email: | enquiries@Brontëhouse.co.uk |
| Headmaster: | Mr Simon Dunn |
| Chair of Governors: | Mr Alan Wintersgill |
| Chair's address for correspondence: | Chairman of Governors, Woodhouse Grove School, Apperley Bridge, Bradford. BD10 0NR All correspondence will be forwarded as it arrives. |

Policies and Procedures

The School has published some of its policies and procedures on the School website www.woodhousegrove.co.uk. Others appear in the joining booklet or are available on request. The policies on the web-site can be accessed from the home page by clicking on the "downloads" tab.

| | |
|---|---|
| Academic Performance | Website download |
| Admissions Policy | Available on request from school office |
| Anti-bullying Policy | Available on request from school office |
| Behaviour Policy | Available on request from school office |
| Child Protection Policy | Website download |
| Complaints Procedure | Available on request from school office |
| Curriculum Policy and EYFS Curriculum Policy | Available on request from school office |
| Educational Visits Policy | Available on request from school office |
| First Aid Policy | Available on request from school office |
| Health and Safety Policy | Available on request from school office |
| Inspection report for the School | Website download |
| Learning Support Policy (incl. English as an Additional Language) | Available on request from school office |
| Safer Recruitment Policy | Available on request from school office |
| Special Educational Needs and Disability (SEND) Policy and Accessibility Plan | Available on request from school office |
| Staff Code of Conduct | Available on request from school office |

Please ask the school office if you would like paper copies of any of the information mentioned above as a website download

The 'Statement of the School's Ethos' can be found on the website and was included with your terms and conditions

Communication

Home-school Links

The school operates as a partnership with parents and it is important that there is a good flow of information to and from home. Information from school will come via the weekly bulletin, letters and messages in the homework diary and the Parent Portal.

Parents are also encouraged to follow Brontë House and Woodhouse Grove Facebook and Twitter accounts for additional information.

Flickr is also used to display photographs of school events and residential. Access can be gained through the school website.

Parents of children in Years 1-6 are also invited to 'Good Work' assembly each Friday morning to celebrate the achievements of the children.

Parents may contact the school using the homework diary, by telephone, email, letter or in person. If you are concerned about any aspect of your child's education or well-being, then staff are always on hand to listen and advise.

Ashdown/Brontë Association

The Ashdown Brontë Association is the parent teacher association for Brontë House school.

All parents and/or Guardians of pupils attending the School and all staff shall be eligible for membership of the Association together with any other person with an interest in the School.

The objective of the Association is to support the school in the enrichment of the school life and support the well-being of the of the pupils who attend it.

The ABA :

- works to develop the relationships between staff, parents, pupils and others associated with the school,
- works to support and promote the school community,
- undertakes fundraising activities such as organising discos, fairs and raffles to provide extra facilities for school and for education and welfare projects.

For further details please email chairaba@gmail.com

Behaviour & Expectations

Our Behaviour Policy outlines the standards of behaviour that we expect in Brontë House School and includes a system of rewards and sanctions to promote good behaviour. We aim to promote a policy of mutual respect and trust for everyone. We believe that good manners, good relations and a secure learning environment play a crucial part in the development of pupils who are motivated to become lifelong learners.

Our Behaviour Policy aims to support pupils in abiding by the School Rules and Code of Conduct outlined on the following pages.

Our Behaviour Policy is currently being reviewed and a new version will be available on the school website in September 2018. As part of that review, the system of rewards and sanctions will be revised. However, the current rewards and sanctions are as follows:

Rewards:

- house points and house point certificates/stickers/badges and reward card certificates
- place on the 'fine dining table'
- merit badges and ties
- certificates for good work at weekly assemblies
- prizes on Prize Day
- Headmaster's awards

Sanctions:

- verbal warning
- yellow card
- written warning
- red card
- minus house points
- loss of privileges e.g. representing the school
- detention at break times
- daily/weekly report cards
- traffic light behaviour boards (KS1)

Policy for issue of House Points

Plus or Minus House Points are to be given for Effort in work or for Behaviour. They may be awarded by teaching staff, classroom assistants or office staff.

All such points are entered in a child's Homework Diary, Minus Points being circled. Form Teachers carry out a weekly totalling of House Points as part of the weekly general check on the Homework Diary.

Children's scores will count towards the House Competitions. They will also be counted on an individual basis with certificates being given on a Bronze, Silver and Gold basis. Bronze, Silver and Gold awards will be made in School Assembly and Platinum awards are given on Prize Day. The targets are: **Bronze** 75, **Silver** 125, **Gold** 200, **Platinum** 275

The issuing of House Points for both Work, Effort and Behaviour will be on a +1 to +3 basis and a -1 to -3 basis. The tariff is as follows:

Work

- Good effort +1
- Not good enough effort -1
- Very good effort +2
- No prep -1
- Exceptional effort (usually for Project Work) +3
- Reading – 3 signatures +1
- Reading – 5 signatures +2

Behaviour

- General helpfulness and jobs)
- Good manners) +1 to +2
- Showing initiative)

- Disobedience (e.g not following school rules) -1 to -3
- Inappropriate language (including swearing) -1 to -3
- Fighting -2 to -3
- Un-named clothing (after warning) -1
- Not having right kit (after warning) -1
- Not signing out (after warning) -1
- Not completing prep (after warning) -1

Any incident of misbehaviour warranting -3 House Points will be reported immediately to the Headmaster as will any child accumulating -5 or more in any one week. In the latter case, the child has to report to a senior member of staff every day for a fortnight. Any minuses incurred (or no Diary, or not reporting) means loss of all breaks the next day. A lesson/break report card is to be completed during the fortnight. Parents are asked to sign the card daily.

School Rules

The School exists for the benefit of its pupils. All pupils, staff, parents and others associated with the School are required to work together in a spirit of co-operation and understanding. Pupils are actively encouraged to fulfil their potential academically, in sport, music, drama or any of the other activities of the School. Anyone who disrupts lessons and thus the education of others can expect to be dealt with firmly. Pupils and staff are expected to relate well and to behave considerately towards each other. We live in a society where social skills are vital to our well-being and learning to interact with others is, therefore, a critical part of education. Pupils are reminded of the importance of respecting others, whether inside or outside school. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (e.g. dropping litter or pushing in the lunch queue) or of a major nature (e.g. fighting, bullying, vandalism or theft). It is the duty of all associated with the School to have high expectations and to strive to uphold our reputation. It is to a great extent the measure by which we are all judged. A high standard of appearance is expected from all pupils and clothing must conform to the uniform regulations currently in force. The school expects the support of parents as it seeks to uphold these standards.

The School Code provides clear guidelines as to what is or is not acceptable but any breach of common sense or good manners, or anything which lowers the good name of the school is considered a breach of the School Code. In addition, we have well-defined policies towards particular areas of behaviour. The following guidelines are not exhaustive. Sanctions will be at a level that reflects the severity of the offence, the possible influence and effect on others and the maturity of the pupil.

Disruption: The school exists to educate pupils. Any pupil who persistently disrupts this purpose can expect to be dealt with firmly.

Bullying: Brontë House seeks to nurture a culture in which pupils are valued as people. When bullying is identified it is dealt with firmly and sensitively. If, once tackled, bullying problems persist, the School will reserve the right to exclude the bully from School.

Theft: Pupils should not bring valuables or significant amounts of money to school. Clothing and equipment should be clearly marked and any child needing to carry a mobile phone in school must hand it in to the office each morning. If theft is detected, the sanctions may involve suspension or expulsion.

Inappropriate use of social media: All pupils should ensure that they do not refer to the school, members of staff, other pupils or parents (or former pupils and parents) in a defamatory or inflammatory way on any form of social media. Pupils should recognise that their internet footprint can prove to be damaging both to friends, family and school, and any posting (written or photographic) that brings the school's name into disrepute may lead to exclusion from the school.

Deliberate and accidental damage to property: Pupils must understand the need for keeping all items of school furniture and equipment in use as long as possible. Obviously items will wear out with time, but a pupil who damages property will be expected to replace or repair his/her misdeeds - thus making a positive, rather than a negative contribution. Any damage must be reported immediately to the Head or Deputy Head.

The Headmaster reserves the right to suspend pupils from attendance, or, in the last resort, to exclude them for persistent idleness, antagonism towards authority or any serious breach of discipline.

School Code

Brontë House is your school: respect it and be proud of it. Do all you can to make the school one in which all are treated courteously and are happy, where hard work is respected, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of Brontë House, you harm yourself, your friends, family and all members of the school community.

All members of the school should be familiar with the statement School Policies and Standards in which guidelines on Disruption, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition, the following are specified as a practical expression for others and are intended to make life easier for everyone.

- Be polite and helpful to all members of the school community and to visitors to the school.
- Move about the school in a quiet and orderly manner, walk and do not run in corridors and on staircases.
- Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school. Use the litter bins provided.
- Make yourself aware of the bounds of the school. No pupil may go outside the boundary of the school, during the school day, unless accompanied by a member of staff.
- All clothing, sports kit and personal possessions must be clearly marked with your name.
- Use your allocated cloakroom space to store your property neatly. Under no circumstances are pupils to remove items from the bags of others without permission.
- Wear your school uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school and when representing the school, for example in a sports fixture. You may not go home in your sports kit without the expressed permission of a member of staff.
- Remember that food provided in the Dining Hall should be eaten there and not removed elsewhere. Food and drink should not be carried around the corridors and through routes of the school. The chewing of gum is not permitted.
- Due to the number of children in school with food allergies, children are not permitted to bring food into school without permission from a member of staff.
- Do not bring electrical items such as CDs, iPods, MP3 players and hand-held computer games into school. Mobile phones may only be brought into school in exceptional circumstances and must be handed in to the office and collected at the end of the day. Phones will be confiscated if they are found in pupils' bags or on their person.
- Arrive promptly in school for the start of the day and no later than 8:30am. If you are late, follow the prescribed procedure.

Please remember that your behaviour out of school reflects on us all. Show courtesy to others. avoid eating, drinking, noisiness or thoughtless behaviour in public. Wear your uniform properly.

Code of Conduct

Work hard and do your best at all times

Some ways that I could do this are...

- By arriving on time for lessons with the correct equipment
- By following instructions carefully and promptly
- By producing work of high quality
- By writing down homework correctly in my diary



Be polite to everyone

Some ways that I could do this are...

- By saying 'Good Morning' to others
- By saying 'please' and 'thank-you'
- By holding doors open for others



Listen carefully

Some ways that I could do this are...

- By not talking when someone else is talking
- By looking at the other speaker



Behave sensibly

Some ways that I could do this are...

- By being quiet and well-mannered in the dining room
- By walking calmly around school and keeping to the left
- By being honest and treating people as I would wish to be treated
- By remembering that I am representing the school whenever I am in my uniform or on a school trip



Look after your own and others' property

Some ways that I could do this are...

- If I borrow something, return it in the same condition
- Do not touch other people's belongings without permission
- By reporting any damage to my form teacher
- By keeping the cloakrooms tidy
- By looking after my sports kit and putting things in my bag



School Uniform Shopping

Uniform is available from our on-site School Uniform Shop which is run by F R Monkhouse Ltd. The shop is located at our senior school, Woodhouse Grove School.

Directions: Turn into Woodhouse Grove School's Main Entrance
Immediately turn left (go through the car park and up the hill)
At the top of the hill turn left and follow directional signage to parking

The shop opening hours are:

Term time:-

| | |
|----------|----------------------|
| Tuesday | 12 noon – 5.00 pm |
| Thursday | 12 noon – 5.00 pm |
| Saturday | 9.30 am – 12.00 noon |

Summer Holidays:-

Closed until w/c 24th July, then:
Tuesday to Friday 10.00 am – 4.00 pm
Saturday 9.00 am – 12 noon
until and including Saturday 15 September

Normal opening times resume week commencing **Monday 17th September.**

Please check the school's website for opening times during other holidays.

Uniform can also be purchased online at www.monkhouse.com

The telephone number for the shop is **01274 214379** and their e-mail address is woodhousegrove@monkhouse.com

We also offer a 'second-hand' uniform service. Items are available to purchase at a minimal cost and the money raised through this goes to the Ashdown Brontë Association. We welcome donations of uniform, in good condition, which no longer fits your child. Please ask at the school office if you would like to look at the second-hand uniform.

Clothing List
Key Stage 1 and 2

| Boys | Girls |
|--|---|
| School long sleeved white shirt School maroon 'v' neck jumper Black long trousers School tie (elasticated for Years 1 & 2) Black socks School coat (with crest) Hat & scarf in school colours (optional) | School long sleeved white shirt School maroon 'v' neck cardigan School tartan pinafore (Year 1 to Year 6) School tartan skirt (Year 5 & Year 6 optional) School tie (elasticated for Years 1 & 2) Black tights or white knee length socks School coat (with crest) Hat & scarf in school colours (optional) Scrunchies/hairbands should be in school colours |
| <u>Summer</u> (optional) Black shorts Short sleeved white shirt with tie | <u>Summer</u> (optional) Summer dress maroon stripe White socks |
| <u>Sportswear</u> (with school monogram) School micro tracksuit bottoms School micro fleece School PE polo shirt School PE shorts School Rugby Kit (Shirt, shorts & socks) (Y3 to Y6) Short white sports socks (no monogram) Skins (Years 3-6) School shower proof training top (Y3-6 optional) School swimming trunks/shorts Lycra swimming cap in house colour or WGS cap Swimming bag & towel Goggles | <u>Sportswear</u> (with school monogram) School tracksuit bottoms School micro fleece School PE polo shirt School PE skort Short white sports socks (no monogram) Skins (Years 3-6) School shower proof training top (Y3-6 optional) Netball gloves (optional-for training only) (Y4-Y6) School swimming costume Lycra swimming cap in house colour or WGS cap Swimming bag & towel Goggles |
| <u>Key Stage 1 (Years One And Two) Footwear and Bags</u> Small book bag with school crest Green pump bag Black leather shoes (Velcro fastening if possible) NO boots Outdoor trainers (for play time) Black pumps for PE | |
| <u>Key Stage 2 (Years 3 to 6) Footwear and Bags</u> Large rucksack with school crest (Years 4 to 6 only – Year 3 will be given a folder by the school) Sports bag with school crest and child's initials Boot bag (boys only) and optional Black leather shoes NO boots Outdoor trainers (for play time) Black pumps for PE Football/rugby boots with aluminium safety studs (not plastic) - boys only | |

Y3 boys play non-contact rugby, so a gum shield and scrum cap are not necessary. They **are** needed for Y4-Y6 boys.

All boys need a pair of football or rugby boots. It is important that the studs are metal as plastic studs eventually wear and become sharp. If you purchase football boots with plastic studs these can easily be removed and replaced with metal studs which cost about £1.50 and are available from all sports shops.

For reasons of hygiene, the boys are required to shower after Rugby as stated in the School Sports Policy and therefore need to bring a towel.

School Buses

If you are interested in using the school bus service, please download the information pack from our website.

School bus enquiries:
Mrs Sally Russ

(Tel:) 0113 250 2477

(Email) russ.sd@woodhousegrove.co.uk

Routes

Addingham
Otley
Oakwood
Weetwood
Halifax

Age Restrictions

We suggest Year 4 (8 years old) and above to use the coaches by themselves, unless accompanied by an older sibling.