



Felsted

Information for Parents and Pupils

**Stewart House
Reception to Year 2**

*including
Early Years Foundation Stage (EYFS)*

September 2018

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PART 1: ESSENTIAL INFORMATION

COMMUNICATION

Mrs Charlotte Grymonprez and **Mrs Helen Jones**, the Stewart House Receptionists, will deal with phone calls and enquiries during school hours. In their absence, please leave a message on the answer phone and your call will be returned as soon as possible.

Please make sure that you read the weekly school e-newsletter, which contains important information and reminders, as well as celebrations of school events which have taken place during the week.

The reading diary is an important channel of communication between parents and teachers and may be used to exchange day-to-day information, such as changes in routine or special events, in addition to your child's progress in reading.

ADDRESS & CONTACT INFORMATION

Felsted Preparatory School, Braintree Road, Felsted, Essex CM6 3JL

Please call +44 (0)1371 822616 or 610 or email shoffice@felsted.org with any enquiry. During term time the Stewart House Office is open from 8.00am-5.00pm. The Prep School Office is open from 8.00am-6.00pm.

During the school holidays the Stewart House Office is closed. However the Prep School Office is open from 8.30am-12.30pm.

In an Emergency outside of Office Hours please contact: +44 (0)7764 332936

Useful telephone numbers, names of staff and e-mail addresses, Form Tutors, Year Representatives, useful postcodes of other schools, dates of Parent/Teacher meetings, regular activities, term dates for the next year, and many other useful details can be found in the Termly Calendar, sent to you before each term begins.

Useful Contact Details:

Head of Stewart House:	Mrs J Atkins, jaa@felsted.org
Deputy of Stewart House and Early Years Coordinator:	Mrs J Robertson, jr@felsted.org
Health & Wellbeing Assistants:	fpsmedical@felsted.org Tel: +44 (0)1371 822784 Admissions: Mrs Susan Godfrey, prepadmissions@felsted.org

PART 2: USEFUL INFORMATION

AIMS OF THE SCHOOL

‘Garde ta Foy’ is our school motto, meaning ‘Keep Your Faith’

Felsted seeks to be the school of choice and aspiration for all.

“Developing character and making a difference”

1. Felsted seeks to educate all Felstedians to develop them as individual characters, through the provision of an outstanding all round education.
2. Felsted seeks to develop and stretch students academically, to be life-long learners, well-rounded, aspirational, globally minded, with the skills to flourish beyond school, applying the principles of a growth mindset, to be the best that they can be.
3. Felsted seeks to provide outstanding pastoral care, a safe and supportive environment, co-curricular opportunities, lessons in leadership, service, challenge, personal growth, and emotional/intellectual development.
4. Felsted seeks to develop a strong sense of community, based on development of personal faith, tolerance and respect. This community will include all students, as well as parents, staff, Governors, former Felstedians and the wider Felsted community.
5. Felsted seeks to make a difference, through developing truly effective global citizens, under the IDEALS of the Round Square, fulfilling our charitable purpose, including making a Felsted education available to families, through bursary, scholarship and outreach.
6. Felsted seeks to provide a strong foundation for the future of the school.

ABSENCE FROM SCHOOL

Please telephone or email the Attendance Officer +44 (0)1371 822613 (24 hours, including voicemail) or email prepadmin@felsted.org and the Stewart House office shoffice@felsted.org if your child is unwell and is unable to attend school.

Absence to attend medical or dental appointments should be notified in advance to your child's class teacher and the Stewart House Office, either by letter/email or by a note in the child's reading diary.

Family outings and holidays should not be arranged during term time. Parents are asked to pay particular attention to beginning and end of term times and dates. *In exceptional circumstances, any requests for children to be allowed leave from school should be made to the Headmaster and/or Head of Stewart House well in advance, and in writing.*

AFTER SCHOOL ACTIVITIES

A number of activities are offered to Stewart House pupils. These run daily between 3:30-4:15/4:30 pm and include Ballet, Football, Karate, Girls' Games, Karate, Recorders, Football, Judo, Cheerleading, Tennis and Speech and Drama. Cricket and Golf are usually available during the summer term. Classes are open to boys and girls, but some activities are only open to Year 1 and 2. Please contact Stewart House Office with any queries.

Please note: Reception children may join one club only. Details regarding this are shared at the beginning of the academic year.

We advise that your child wears their P.E. kit for the first week or two, until they are happily settled in the class before buying any specialist kit.

AFTER SCHOOL CARE (WOODLANDERS)

This facility is for children whose parents need child care after 3.30pm. This 'After School Club' is an enjoyable and relaxing activity, and is not a continuation of the school day. However, Reception children become very tired, and we strongly recommend that they do not attend more than 2 or 3 times a week in their first year of school if at all possible.

The Woodlanders After School Care takes place every day from 3.30pm to 5.45pm in Toad Hall. Children are supervised by members of Stewart House staff.

Places for Woodlanders are limited and therefore **MUST** be booked in advance. Please do not rely on asking on the day you need care as there may not be a place available.

Fees are charged on a termly basis based on the number of days per week children attend. There may be limited places available on an emergency basis but this must be confirmed with Stewart House Office. For charges refer to www.felsted.org/prepfees under Additional Charges.

Any enquiries about Woodlanders should be directed to Stewart House Office on 01371 822616 or shoffice@felsted.org

ASSESSMENT

Reception Children

EYFS children's level of development will be assessed against the 'Development Matters' and 'Early learning goals' (see 'Statutory framework for the Early Years Foundation Stage Section 1). Regular observations will then be made throughout the school year to assist next steps planning and measure progress. This will form the child's 'Learning journey'.

Upon entry, baseline assessments will be made and recorded. Ongoing assessments will be made with final year assessments (EYFS Profile) made in the summer term. The EYFS Profile will be completed for each child, giving a well-rounded picture of a child's knowledge, understanding and abilities, their progress against expected levels, and their readiness for Year 1.

The EYFS Profile indicates whether children are meeting **expected** levels of development, or if they are **exceeding** expected levels, or not yet reaching expected levels (**'emerging'**).

Year 1 teachers will be given a copy of the Profile report together with a short commentary on each child's skills and abilities in relation to the three key characteristics of effective learning (as stated above):

- Playing and exploring** - children investigate and experience things, and 'have a go'.
- Active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- Creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

This information will inform Year 1 teachers about each child's stage of development and learning needs and assist with the planning of activities in Year 1.

A copy of this report will be provided to all parents/ carers to form the end of year school report.

Years 1 and 2

A baseline is set as the children enter Year 1 and Year 2 against Age Related Expectations. Throughout the year, teachers will assess each child for Reading, Writing, Spelling, Punctuation, Grammar and Mathematics. Ongoing assessments will judge if a child is working towards, working at or working beyond the Age Related Expected level. Parents are informed of their child's progress throughout the year during Teacher/Parent meetings. A written report will be available for parents at the end of the academic year. This will include English, Maths, Creative Curriculum, PE (including swimming), Music, Spanish as well as a summary from the class teacher.

BAGS

The children should bring their school black bookbag, into school every day. This will be used to carry reading books, reading diary, homework and letters to and from school. In addition to this, the children should use a school blue rucksack for PE kit (which will be left at school on their peg) and a school burgundy rucksack for After School kit when appropriate and swimming kit on swimming day. Please do not use drawstring bags as

these are dangerous when walking up and down the stairs in Stewart House.

CALENDAR

The calendar is published at the start of each term and gives information on the following:

Useful telephone numbers; names of staff and e-mail addresses; Form Tutors; Year Representatives; useful postcodes of other schools; dates of Sunday Chapel Services & Parent/Teacher meetings, Exeat weekends (no Saturday school), regular activities, sports fixtures, duty league, term dates for the next year, the weekly timetable, and many other useful details.

Parents will be kept informed in the weekly e-newsletter of any changes to events listed in the calendar.

CAR PARK CODE

Parents are expected to enter each of the parking areas via the marked "Entrance" and exit via the marked "Exit". Parents should drive slowly and carefully (speed limit is 5 mph) through the parking and drop-off zones.

Parents are asked to respect the car park signage and exit the Felsted Preparatory School main car park by turning left into Braintree Road, and not right, to eliminate traffic blockages both within the car park and along the Braintree Road, particularly at peak usage times.

Stewart House Parents using the gravel car park by Stewart House should exit via the red & white barrier which is raised from 8:10-9:00 am and from 3:15 pm onwards each day, so that you can EXIT without having to go past Stewart House. Where possible, it is then better if you can exit Felsted by turning RIGHT onto Braintree Road.

Parents are expected to refrain from double parking in the car parks, blocking other vehicles, and affecting the smooth flow of vehicles in the car park. These bays are finite and immovable so demand will always exceed supply, and prompt collection of your child/children and a quick departure enables others to use these spaces.

Reception classes

Parents of Stewart House Reception pupils are expected to park and accompany their children to their classroom each morning during the Autumn and beginning of the Spring terms. After which they are encouraged to use the 'Kiss and Drop' facility. There is no parking available outside Stewart House until 8.20am when the barriers are moved.

Years 1 and 2

Parents of children in Years 1 and 2 are encouraged to use the 'Kiss and Drop' facility to drop their child off safely at the gate of Stewart House.

Kiss and drop

Parents who wish to use the 'Kiss and Drop' system should display the Kiss and Drop card in their car windscreen. Before 8.20am please use the Kiss & Drop lane on the left hand side outside Stewart House. After 8.20am please remain on the main route. In either case stop your car near the gate and the member of staff on duty will approach your car and help your child out.

Parents are expected, similarly to their child/children, to behave responsibly and courteously within the grounds of Felsted, this includes when in control of vehicles within the School car parks, and in the local area.

Parents as Pedestrians

Parents are expected to use the pedestrian access paths to Stewart House, Courtauld House and the Main School building, crossing the roadways on the raised ramps.

Parents should not (with or without their children) use the vehicle IN/OUT routes as pedestrians at any time.

Parents are asked to hold their child's hand when walking across the car parks.

Thank you for your compliance with this code of conduct.

CHANGES IN FAMILY CIRCUMSTANCES

It is important that we are informed about any changes in family circumstances which may affect your child (family bereavement, divorce, death of family pet etc). Sometimes parents do not consider the matter to be important enough, but we can often help in unexpected ways to relieve sudden burdens. All information will, of course be treated in total confidence.

CHANGE OF ADDRESS / TELEPHONE NUMBER

Change of address or telephone numbers should be notified in writing to Miss Erika Taunton prepadmin@felsted.org in the School Office as soon as possible. Daytime contact numbers, if different from home numbers, should also be provided. If divorced/separated parents require a duplicate mailing or e-mail, please ensure that we have an up-to-date address and inform the School Office of any changes to your email address.

Please ensure the information sheet in the front of your child's reading diary is completed in full, with all contact details and update this regularly.

CLASSROOMS

There are three Reception classrooms situated on the ground floor of Stewart House. Toilet facilities are also on the ground floor and there is a water fountain which is accessible to the children at all times. There are resources available for the children to access independently to support the children's learning.

There are three Year One and Two classrooms on the first floor of Stewart House

CONCERNS & COMPLAINTS

The first point for any concerns relating to Stewart House should be your child's class teacher and/or Mrs Jacqueline Atkins, Head of Stewart House. It is always best to meet to discuss concerns rather than email. Please contact the Stewart House office or Mrs Atkins directly to arrange a mutually convenient day and time.

We welcome comments and suggestions from parents and take seriously any complaints and concerns that they may raise. We would hope that, if a complaint is made, parents will feel that the School takes the complaint seriously and responds within a reasonable time and in a courteous and efficient way, taking action where appropriate. We would also hope that most complaints can be dealt with in an informal manner, without moving into the official complaints procedure.

Full details of the Complaints policy can be found on the School website using the following link: www.felsted.org/parents/policies-school-information

CREATIVE CURRICULUM

Children learn best when they are engaged in playful and purposeful activities. Stewart House teach through a topic based approach, which is planned to interweave subjects across the curriculum, through practical and purposeful tasks. Each topic is introduced with a first-hand experience which acts as a reference point. Activities follow which encourage problem solving, enquiry and collaborative work.

Felsted Learning Standards are reviewed each year and can be found on the School website on the following link: www.felsted.org/academic/prep-school-curriculum

DATA PROTECTION

Our Data protection policy and information can be found here: www.felsted.org/parents/policies-school-information.

DOGS

No dogs, other than Guide Dogs are allowed on school grounds at any time. Dog excrement is dangerous especially to young children and we cannot afford the risk of toxocariasis.

DRESS CODE

The general appearance and cleanliness of our pupils is most important. We expect pupils to begin the day dressed in their school uniform which is designed to be both smart and practical. See uniform list.

Black shoes should be clean and polished (please note that patent shoes, boots, large or high heeled shoes, pumps and coloured laces are unacceptable). A school coat should be worn to and from school each day.

Hair should be neatly groomed and a **comb or brush** is needed to maintain this throughout the day. Boys should keep their hair short and styled in a conventional manner. Girls with longer hair (over collar length) must tie it back with a plain, black/brown hair band or school 'scrunchie'. We consider dyed or highlighted hair as inappropriate for boys or girls at school.

Jewellery – pupils may wear watches and girls may wear a pair of stud earrings, but for practical and safety reasons no other jewellery (chains, rings, bracelets and wristbands etc.). No fashion accessories or nail varnish should be worn. Ideally earrings should be removed for PE lessons, alternatively they may be covered with micropore. Medic alert

bracelets are allowed and if there is a symbolic need to wear jewellery, permission should be requested from the Headmaster.

DRINK TO THINK

There is proven evidence that drinking water throughout the day aids concentration levels. Pupils are asked to bring a water bottle in to school daily.

EARLY YEARS FOUNDATION STAGE

“The learning and development requirements are informed by the best available evidence on how children learn and reflect the broad range of skills, knowledge and attitudes children need as foundations for good future progress. Early years providers must guide the development of children’s capabilities with a view to ensuring that children in their care complete the EYFS ready to benefit fully from the opportunities ahead of them.”

Taken from ‘Statutory framework for the Early Years Foundation Stage’

The EYFS principles which guide the work of all practitioners are grouped into four distinct but complementary themes:

Taken from ‘The Early Years Foundation Stage Statutory Framework 2014

- * A unique child
- * Positive Relationships
- * Enabling Environments
- * Learning and Development

Early Years is defined as ages 4 to 5 years i.e. children in the Reception Class or Early Years Foundation Stage (EYFS).

Early Years education is the foundation upon which children build the rest of their lives. We acknowledge the role of parents and carers as the child’s first educators and affirm the value of continuing parental involvement in their education.

At Stewart House, we believe that early years education should be one that is appropriate to the emotional, social, physical, intellectual and spiritual needs of all the children admitted to the school. It represents the first step in a continuous and progressive programme of education that is offered to the children in our care.

For EYFS there are seven areas of learning and development that are important and interconnected.

The *prime* areas are:

- Personal Social and Emotional Development
- Communication and Language
- Physical Development

The *specific* areas are:

- Literacy
- Mathematics

- Understanding the World
- Expressive Arts & Design

Children whose home language is not English, will be provided with opportunities to develop and use their home language in play and learning which will support their language development at home. Sufficient opportunities to learn and reach a good standard in English language will also be provided to ensure the child is ready to benefit from the opportunities available to them in Year 1. Please see our International and Integration Policy in the Parent area of our website for further information.

Each area of learning and development will be delivered through planned, purposeful play and a mix of adult-led and child-initiated activities including;

- Playing and exploring** - children investigate and experience things, and ‘have a go’.
-
- Active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- Creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

A response to each child’s emerging needs and interests will guide the planning and as the Reception Year progresses it is expected that the balance will gradually shift towards more activities led by adults, to help children prepare for Year 1.

Further information on our curriculum can be found in the Curriculum and Assessment information for parents. Please see the Academic section of our website www.felsted.org/academic/academic-overview.

Extra information regarding the EYFS can also be found at www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf

This information is also shared at the curriculum evening which is held at the beginning of the Autumn Term. At this meeting we will also inform you of ways in which you can help your child and share in their learning.

When children start school we aim to ensure that they feel happy and secure in their new environment. There is so much for them to learn, not only from the curriculum itself, but also about the school routines and events and about working and playing with other children. Even if your child has been attending nursery full time they may find the demands of school very tiring.

There are many ways in which you can help this transition from home to school. You can:

- Look at books about starting school together to help your child know what to expect.
- Ensure that your child knows that they will be coming to school every day. Try not to make too much fuss about the very first day!
- Prepare them for being apart from you. Your child needs to understand that you will not be able to stay with them at school!
- Let them know where the school is in relation to home by walking or driving past.
- Be positive about coming to school whenever you talk about it. Explain that he/ she will do lots of new things, meet lots of new friends and learn to work with them.

- Teach them to do as they are asked at home; being firm and fair is a necessary part of school life.

Before coming to School: It is important that your child is able to do the following things, so please spend a bit of time making sure they can:

- **Dress themselves:** When they have to change for PE they will be expected to dress independently, except for top buttons, which can be very hard! Velcro fastening shoes are very helpful. Please label all items of clothing, including socks and underwear, which have a tendency to wander across the classroom and get lost! Please encourage your child to do their own coat up using the zip and have a go at buttons on shirts. They also need to practise putting their shoes on the correct feet! Please can you ensure that P.E. bags and swimming bags are clearly labelled on the outside.
- **Use the toilet on their own:** We do expect all children to be able to use the toilet independently, to clean themselves, flush, wash and dry their hands. If your child is prone to 'accidents' a spare pair of pants in the PE bag is useful.
- **Use a handkerchief properly and blow their nose:** Children need their own hanky or tissues if they have a cold. We also provide tissues and do not encourage the wiping of noses on sleeves or hands!
- **Hang up their own coat:** Each child has their own coat peg and you may wish to help them to hang up their coats for the first few days. However, remember your child will need to do this at other times of the day unaided, so please show them where the loop is and encourage them to use it.
- **Use cutlery:** Your child is going to have school dinners, so it is very important that they are able to use cutlery. We encourage the children to eat properly with a knife and fork in the correct hands (fork in left hand and knife in right hand) and we expect good table manners.

Helping at home/ Getting ready to learn: People often ask how they can prepare their child for learning at school. Please do not feel that your child should come to school already able to read and write. We accept that all children enter school at different stages. If you have time you can:

- Play "I spy," using letter sounds, not names.
- Read picture books and let them tell you the 'story'.
- Encourage your child to love and respect books and enjoy cosy quiet times looking at them with you.
- Sing counting rhymes and practise counting together.
- Let your child handle money and become familiar with different coins.
- Notice shapes in the environment and talk about the differences between them.
- Look for numbers and letters in the environment
- Look at patterns together and make up some using familiar objects, e.g. knife, fork, knife, fork, what comes next?
- Encourage your child to draw and colour pictures.
- Let them use scissors and other simple tools, like a paintbrush, pegs, glue.

When the big day arrives:

- Arrive in plenty of time so you are not rushed.

- Smile! If you are worried or emotional yourself try not to let it show!
- Show your child where to hang up their coat. See if they can do it by themselves.
- When you go, explain when you will be back, say goodbye and leave as quickly as you can. We can guarantee that any tears generally stop very soon after you have gone.

Remember:

- Children develop socially, emotionally, physically and intellectually at different rates.
- Children learn by exploring, investigating, playing and talking.
- Children who feel confident in themselves and their abilities have a head start in learning
- Children who are encouraged to think for themselves are more likely to act independently.
- Please remember that your child will be very tired during this first term and it is important to limit any after school commitments they may have.

ABC to starting school in Reception Class (EYFS)

- A Accidents:** it is always worth packing a few spare pairs of named pants in your child's book bag for those little accidents.
- B Be** prepared for the first day of school. Your child will need to bring their PE bag; water bottle; school coat; painting apron; sun hat and any necessary inhalers/medication. Swimming bags are not needed until Friday.
- C** Go through the school **calendar** and note any important dates for Stewart House for the coming term which are in teal.
- D** Over the summer months ensure your child can **dress** him/herself independently. We are more than happy to do top buttons up to begin with.
- E** Make a note of any important **email addresses**. Your child's teacher's email is their initials followed by @felsted.org. However, please note that if you email your child's teacher during the day it is unlikely they will be able to answer it until after the school day. Any important messages are best left with the school office 01371 822616 or shoffice@felstedprep.org, Emergency contact details - school office 01371 822616
Felsted Prep School Office 01371 822613/610
- F** Your child will be expected to eat their lunch using a **knife** and **fork**. At Stewart House the children are expected to eat with the fork in their left hand and knife in their right hand.
- G** At Stewart House, we love all things **green**. The children are taught to respect their environment and to become aware of green issues. In addition we always encourage our children to eat their green vegetables at lunch. Serving vegetables at home and sharing a meal as a family will help your child to understand what is expected of them at school.
- H** Each week your child will have activities which need to be completed with your support at **home**. These activities will include daily reading, numeracy activities and

phonic activities. It is expected that each child will complete these activities and return the work to school on a given date. Please complete these activities at a time in the day that is best for all of you and at a time when your child is not over tired. Further information will be given at the curriculum evening in September.

- I** The only thing we expect of our future Felstedians before they start school is that they are **independent** in terms of personal hygiene, feeding themselves and dressing themselves and have good manners.

If your child is **ill** please let the school know that they will be absent, please email shoffice@felstedprep.org In addition if your child has been sick or has had diarrhoea please do not return to school for 48 hours.

- J** If you haven't already **joined** your local library, now is an ideal time to do so and help encourage a love of books.

- K** **Keep in touch** each week by reading the weekly newsletter which is sent via email on a Friday evening.

- L** **Lunch** is served from 11.45am in Toad Hall. All of our children are expected to sit at the table and eat their lunch with their friends each day. A hot meal is served with the choice of a pudding and/or fruit.

- M** **Medication:** Make sure you have completed all required forms especially those with mobile telephone numbers, just in case we need to contact you. In addition put the contact numbers for Stewart House into your mobile phone for quick reference.

- N** **Name** all your child's clothing. Please sew name labels in places that are visible to your child i.e. not in pockets!

- O** **Oak Trees Library.** Library sessions are held each week and the children have the opportunity to borrow books.

- P** Our school Wellbeing assistants and Nurse are only allowed to give **prescribed** medication and remedies which are mentioned in our medical policy. All medication must be left and signed for with the Health and Wellbeing Department in the Prep School.

- Q** Please make sure you have completed and returned the **questionnaire** about your child it will help us to get to know your child better.

- R** Help your child to **recognise** their name. They will need to be able to recognise it for finding their coat peg and other items of clothing and property.

- S** **Swimming** lessons are part of the curriculum and taught by fully qualified swimming teachers. If your child is in school it is expected that they will swim unless there are any extenuating circumstances. Swimming bags are only needed on Friday.

- T** Your child's **teacher** is always available before and after school. If you feel you need a longer chat with your child's teacher it is best to make an appointment with them, at a

time convenient to you both.

- U** Make sure you make your appointment at the Tailor's Shop to get your school **uniform**. Your child may wear summer uniform until October half term if they wish and the weather is warm enough.
- V** **Visit** Felsted before September and walk past school to encourage a positive feeling about starting school.
- W** Remember to complete your forms for '**Woodlanders** After School Club' if you are going to need a regular place each week.
- X** **Extra-curricular** activities are available to all our Reception children during their first year at school. Please keep any external extra-curricular activities to a minimum as your child will be very tired after a day at school.
- Y** If you as parents have any concerns about your child and their wellbeing at Stewart House do not hesitate to talk to **your child's teacher** who will do their best to help resolve any issues and help reassure you.
- Z** Teach your child to do their coat **zip** up as they will be expected to do it at school

We feel that it is important for the children to feel safe, secure and confident within their surroundings so at first the Reception Classes work on a slightly different timetable from the other children at Stewart House. This allows us to integrate the children into the school routine at a slower and more comfortable pace. Initially, the children will not attend whole school assemblies and will have separate play times from the rest of the children. The children are gradually introduced to assembly time and normal play times throughout the year.

At the start of the day please bring your child straight to their classroom where their teacher will be waiting. During this time before school a variety of activities will be available for your child to select.

The Stewart House day starts with class registration at 8.45am. Children may arrive from 8.10am. Morning lessons are from 8.45am to 11.40am with a mid-morning break of twenty minutes. Children have lunch at 11.45 am. Afternoon lessons begin at 1.00pm and end at 3.30pm with a fifteen minute break in mid-afternoon.

At 11.40am the children wash their hands and go to the dining room for lunch. After lunch we return to the classroom for a story or similar activity before going outside for a play.

The children swim throughout the year on Friday afternoon and only need to bring their swimming bag in on that day. Aprons are kept in school and sent home at regular intervals for washing. Children in Reception can come to school in their PE kits on the day they have PE for the Autumn and Spring terms.

Each week there is a theme for the 'Interest Table' and we encourage the children to find and bring in objects of interest.

The School day ends at 3.30pm unless an after school activity has been arranged. All children must be collected by their parents/carers from the School.

EDUCATIONAL VISITS

Educational visits occur throughout the school year. The governors' regulations for the conduct of these (and for holiday events) are comprehensive, with emphasis placed on proper supervision and safety. Costs are kept to a minimum, consistent with good value for money.

EMAIL

Parents must inform the School Office of all contact e-mail addresses and any amendments. The School communicates extensively by e-mail as part of our Green Policy and therefore incorrect e-mail addresses will result in missed information. Please email prepadmin@felsted.org with any updates.

ENVIRONMENT

The indoor and outdoor environment will foster and promote learning by:

- Being well resourced under the areas of learning (stated above)
- Reflecting a diversity of culture
- Addressing diverse special needs to enable equal access
- Enabling children to access equipment and resource their self-initiated learning
- Adhering to health and safety regulations and being uncluttered
- Displaying children's work

At Stewart House we will ensure that we provide an 'enabling environment' for the children in our care. The definition of this is as follows:

<i>A safe, well planned and well resourced learning environment.</i>	The areas will be easily accessible with resources which are stored safely for the children to select independently and clearly labelled. The areas will be clean and appealing with resources replenished regularly. The areas will be checked each morning to ensure they are ready for the children to access independently. Consideration to the indoor and outdoor areas will be made when planning the topic.
<i>Purposeful intervention by adults</i>	When appropriate (due to the topic or a child's interests) additional resources or a change to the environment will be planned to enhance the children's experiences.
<i>An environment which supports culture, gender, ability, specific needs, specific beliefs and home language.</i>	Resources which support the needs of the children in the setting will be included
Continuous Provision	Carefully chosen and organised quality resources placed in areas which are always available for children to access independently across every area of learning.
Enhanced Provision	Resources that are placed within the indoor and outdoor learning environment, which match the current topic or the interests of children.

When working outside the children will be supervised. All children using the large climbing equipment and outdoor sandpit will be reminded of rules of how to use equipment safely. These rules are as follows:

- Be aware of others around you when riding bikes and digging sand.
- Do not throw sand at anyone. If sand gets into your eyes, seek assistance from an adult supervising.
- Climb up and down the equipment without jumping.
- One person at a time is to use the ladders to climb up or down equipment.
- Equipment and resources are to be stored in the appropriate place when not in use (in an allocated area in the outside space, or storage shed).

All large outside play equipment has been installed by the manufacturers.

Guidelines recommended by RoSPA European Standards for Play equipment: EN 1176 and EN 1177 (see appendix) have been followed with regards to safety requirements and impact absorbing playground surfacing.

EQUAL OPPORTUNITIES

Felsted School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. This commitment to diversity and difference and valuing and respecting each other as individuals is shared by Pupils, Staff, Parents and Governors. The School is committed to meeting the needs of each individual within it and relies on each individual to implement the anti-bullying policy as clearly laid down in the Pastoral Care Policy.

The School opposes all forms of unlawful or unfair discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, sexual orientation, trade union membership, disability, health, physical or mental, political views and religious beliefs, economic status and aim to ensure equal treatment for all.

The School seeks to promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual tolerance of those with different faiths and beliefs.

All children have equal access to the Early Years Foundation Stage curriculum and the resource of the school. Learning tasks are matched to the individual needs and each child will have allocated time in all areas of the indoor and outdoor classrooms.

Multicultural resources such as books, posters, toys and puppets are used to represent a diverse society.

ETHOS

We aim to provide a stimulating and challenging learning environment, which gives every individual an opportunity to fulfil his or her potential to the highest possible standard.

We expect that during the children's time in the Foundation Year, they will begin to build confidence in their own ability, with skills to extend and apply their knowledge, and the belief that learning is enjoyable and rewarding.

We can best provide a supportive and stimulating environment for learning by working as a team and by providing every opportunity for all staff to be involved in planning and policy making.

An interesting, well-planned and practical curriculum is essential for effective learning, as is a caring and well-ordered environment.

In the interests of every child we endeavour to:

- Match activities to individual needs
- Concentrate on educational processes as well as outcomes
- Share responsibility for learning, planning and reviewing with the children
- Encourage confidence and cooperative learning
- Emphasise first-hand experience
- Teach certain basic skills in a consistent way
- Emphasise the development of cross curricular skills
- Teach respect for the abilities and views of others
- Provide opportunities for success
- Celebrate all kinds of achievement
- Have high expectations of every child
- Provide opportunities for exploration in depth.

EXTRAS

We try to keep extras on your bill to an absolute minimum. Individual Music and Learning Support lessons are charged as an extra, as are After School activities and Woodlanders After School Club.

FINANCE

The Finance Department will be happy to answer any queries you may have regarding your school bill. Please call on 01371 822626 or email accounts@felsted.org.

For any other finance queries, please contact the Bursar on +44 (0)1371 822621 / bursar@felsted.org

You should have now paid an entrance deposit on Final Confirmation of Entry. This is refundable against the final bill once your son/daughter has left the School. The deposit is non-refundable if a place is offered and not taken up. A full term's notice is required in writing if your son/daughter does not take up the place offered, or leaves the School at a later date, otherwise a full term's fees will be payable.

You will be sent the first fee account at the end of July for the Autumn Term fees. All extras are charged for in arrears at the end of each term. Please ensure that your account is paid in full by the first day of each term. The late payment of fees is subject to an interest charge of 2% per month in accordance with the School's terms and conditions.

We offer a number of ways to pay the school bill, as follows:

UK fee payments: Please arrange payment of your account by bank transfer. Our bank details will be provided with the school bill.

International fee payments: Felsted has partnered with Flywire to provide you with an easy and secure method of sending international fee payments. Flywire allows you to pay in over 70 currencies, pay by bank transfer, international credit / debit card, eliminate bank

fees and enjoy excellent exchange rates, track your payment from start to finish, pay from any country and any bank, feel safe, with 24/7 dedicated multilingual customer support. For any international payments, please go to www.felsted.flywire.com to begin the payment process. You only need an email address to set up an account. There is a 24/7 helpline with representatives in all countries to assist you.

Monthly Direct Debit: In association with School Fee Plan we are pleased to be able to offer parents the option of spreading the cost of school fees and any extras by monthly Direct Debit. You can apply online at www.myschoolfeeplan.com/felsted-cm6 to pay your school fees by monthly instalments. It is quick, easy and once approved, we will notify School Fee Plan of your termly fees, including any extras. If you are currently using School Fee Plan for the payment of school fees by Direct Debit, your arrangement will continue. All applications for payment of the Autumn Term fees by Direct Debit must be received before 31st July 2018

Online by debit or credit card: We are now able to take UK payments online using WisePay – a secure online payment service. To make a payment by credit or debit card please follow the link on our website www.felsted.org/fees Please contact prepfinance@felsted.org for your login details.

Cheque: All cheques should be made payable to 'Felsted School' and sent to the Finance Department, Felsted School, Felsted, Essex CM6 3LL.

Payment of fees in advance: Felsted is able to offer a modest discount on fees where funds are paid to the School in advance of a student joining the School, or at any time during the student's time at the School. These may cover all or part of the expected fees for future terms and must be a minimum of three terms fees. Please contact the Finance Manager on cnw@felsted.org if you would like to consider this option.

Full details of our fees, including extras, for the 2018/19 academic year, and all fee payment options, are available on our website www.felsted.org/fees

FIRST AID

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. A first aid box is accessible to adults and stored in the medical room.

We have Wellbeing Assistants and a nurse on site who can administer first aid. In addition we have access to the School's Medical Centre which is staffed with qualified nurses. Our Learning Assistants have Paediatric first aid qualifications and all staff have received basic first aid training.

Simple first aid is administered and recorded on each child's medical record and put on the school MIS system. Parents are informed of any accident or injury as soon as possible via a note in reading diary, sticker on child. In more serious cases, such as a head injury, parents are informed straight away by telephone.

Only prescribed medication may be given. This must be handed in to the Health and Wellbeing Assistants and written permission is sought before it can be given. Children with inhalers, epipens etc. are provided with a care plan and their medication is kept at school.

FOOD

The School's Catering Department ensures a healthy balanced diet is provided for all children. Healthy tasty snacks are provided at morning and afternoon breaks, with the option of milk in the mornings. A well balanced lunch is provided and pupils are encouraged to try everything on their plate. A selection of fresh fruit is always available as an alternative to the pudding provided. The term's menu is displayed on school internet site.

If your child has dietary needs or concerns, please request a meeting with our Catering Manager through the Stewart House Office.

FOREST SCHOOL

Stewart House classes use an area of land within the Senior School grounds to take part in 'Forest School' activities. This includes looking at the environment, using a variety of tools, working in teams and exploring natural materials. We provide waterproof trousers and jackets for the children to wear.

GOVERNORS

The School, which is a charitable trust, is governed by a Board of Governors who are entrusted with overall responsibility for the School. If you would like to contact the Chairman, Mr John Davies, you can do so via the Clerk to Governors, Mr A.G. Clayton on +44 (0)1371 822621 / bursar@felsted.org

The full list of governors and their profile is available on the School website: <https://www.felsted.org/parents/felsted-governors>

GREEN MATTERS

Families are asked to work with the School to support the School's Green Policy. Pupils are encouraged to save energy and water, and to use the recycling bins in school. If possible please car share or walk to school.

GROWTH MINDSET

Every child is encouraged to have a positive mindset.

Ask any child in the Prep School what my favourite word is and you'll hear a resounding 'yet'. Why 'yet'? The answer is simple, 'I can't do that.....yet'. We want your child, and all children in our care, to be the best they can be; and for that a growth mindset is required.
Mr S James-Headmaster

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work — brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment.
Carol Dweck

HEALTH & SAFETY

It is of paramount importance to us to ensure the health and safety of your child. Felsted Prep School has developed a number of policies to ensure this both on and off site. The relevant policies can be found in the parent section of our website: <https://www.felsted.org/parents/policies-school-information>.

HEALTHY BODY, HEALTHY MIND

Pupils are encouraged to take good care of themselves by understanding food and water intake, the need for exercise and sleep and stimulation of the mind, academically, emotionally, morally, socially and spiritually and through personal interests.

Improved and graduated awareness of self-discipline and organisation are expected as children get older. Parental support in this area is vital.

HOMEWORK ACTIVITIES

In addition to reading the children will have homework on Friday evenings. The activities provided will consolidate the area of learning that has been covered at school. In addition, it may include links to websites that have games and activities which will reinforce the children's learning. Unfortunately not all of the games and activities will work on an iPad.

INDUCTION PROGRAMME FOR EYFS/RECEPTION

Children are admitted in September. All Reception class children become full time from the beginning of the academic year unless there is a specific requirement. During the Spring and Summer term before starting school children are visited in their pre-schools and nurseries.

The first few weeks focus on personal and social education to ensure there is a smooth and welcoming transition into school from pre-school setting, if attended.

ILLNESS

When your child is unwell, it can be hard deciding whether to keep them off school. A few simple guidelines can help.

Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

- Is your child well enough to do the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is.

This guidance can help you make that judgement. Remember: if you're concerned about your child's health, consult a health professional.

- **Coughs and colds:** A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.
- **Raised temperature:** If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.
- **Rash:** Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.
- **Headache:** A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- **Vomiting and diarrhoea:** Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.
- **Sore throat:** A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.

It's important to inform the school if your child is going to be absent. On the first day of your child's illness, telephone/email the school to tell them that your child will be staying at home. The school may ask about the nature of the illness and how long you expect the absence to last. If it becomes clear that your child will be away for longer than expected, phone the school as soon as possible to explain this.

INTERNET & COMPUTER USAGE

Felsted Prep School accepts that e-mail and internet usage are an essential mode of communication.

All pupils in Years 1-8 at Felsted Prep School are given a school computer account which allows them to have access to these valuable resources and training on how to use computers safely. Please refer to our E-Safety and Computer Usage Policy using the following link: <https://www.felsted.org/parents/policies-school-information>

KEY PERSON - EYFS

Your child's EYFS **key person** is their class teacher and it is their role to make sure your child feels safe and well cared for.

LEAGUES

All pupils in the School are placed in one of five different houses or Leagues – Cromwell

(Red), Gaselee (Dark Blue), Grignon (Green), Lord Riche (Yellow) and Smythies (Light Blue).

LEARNING SUPPORT

Learning Support may be required to help your child to cope with the demands of an academic school. Small class sizes and a committed teaching staff provide strong academic support, but occasionally more individual attention is needed. Class teachers continuously assess pupils' progress and will discuss any concerns with parents. If we feel that your child may benefit from extra help, a meeting will be arranged with the class teachers, the Head of Stewart House and the SENCO to discuss any concerns with you.

LEFT CHILD PROCEDURE

Sometimes it may be unavoidable for you to arrive at school on time in order to collect your child. It can be very distressing for your child if you are not there to collect them at the end of the day. If you know you will be late, please call Stewart House on 01371 822616 or the School Office 01371 822610/613. This will allow us to inform your child and look after them for up to 15 minutes.

This procedure is in place to clearly state what would happen should a parent or carer fail to collect a child at the appropriate time.

Procedure for failure to collect children from Stewart House: in the event of a parent or carer failing to collect a child at the end of a session the child will be quietly looked after in a familiar setting for up to 15 minutes.

After this:

- The child will join the Woodlanders After School Club while efforts are made to contact the child's parents/main carer; answer phone messages will be left on the home and mobile telephone numbers.
- If no contact can be made, Mrs Atkins or Mrs Robertson will be informed and efforts will be made to contact the named persons on the emergency contact forms. Numbers will be tried and appropriate messages left.
- A member of staff will continue to try to make contact with the child's parents/main carer by telephone.
- If this is unsuccessful a member of the Leadership Team will be informed and, at 6pm, a decision will be made as to course of action, including contacting Social Services if a child has not been picked up as agreed.
- After 6pm, the child will be safely cared for by a member of staff on the Duty Team.

Please ensure that all contact details are kept up to date.

LIBRARY

The Stewart House Oak Trees Library is open to Stewart House pupils and library sessions are held during the school day.

LINKS WITH PARENTS & THE COMMUNITY

The School has an effective partnership with parents and worthwhile links with the wider community. The School prides itself on the fact that:

1. parents are satisfied with the education and support provided for their children
2. parents have good opportunities to be involved in activities in the School and in the work and progress of their children
3. parents of pupils and of prospective pupils are provided with the required information about the School and receive clear and useful reports about their children's work and progress
4. the School handles the concerns of parents with due care
5. the School promotes positive links with the wider community

All suggestions and critique are welcomed in the spirit of furthering and improving these links. Please contact the Mrs Atkins or the Headmaster directly. E-mail addresses are available in the calendar.

LOST PROPERTY

Items that are **NAMED** are easily returned to pupils; if an item is lost, please ask your child to have a good look for it and also ask them to check in the Stewart House lost property cupboard. Children are not allowed to bring toys into school.

MANAGEMENT AND ORGANISATION

Mr S James - Headmaster - scj@felsted.org

Mrs J Atkins - Headteacher of Stewart House - jaa@felsted.org

Mrs J Robertson - Deputy Head and EYFS Coordinator - jr@felsted.org

MEDICAL MATTERS

The overall health care of the School is supervised by the Head, assisted by the Wellbeing Department who deal with minor ailments. Felsted's Medical Centre is staffed by registered nurses, one of whom is on duty at all times.

Medication should be provided in an original dispensed container with a prescription label containing the following information:

- Childs Name
- Name and Strength of medication
- Dose
- Time of administration
- Expiry date whenever possible

Parents should then collect the medication from Matrons at the end of each day.

Non Prescribed Medication: No 'over the counter medication' or any other remedies, should be brought into School. The Stewart House staff or Wellbeing staff have 'Homely Remedies' which may be used when necessary. This includes arnica cream for bruises, aqueous cream and Vaseline for dry sore lips and skin, and anthisan cream for the relief of nettle rash or insect stings.

Paracetamol: If required, Paracetamol can be administered by a Nurse in the Medical Centre where parents have completed the Medical Consent section of the Medical Form giving authorisation.

Matrons stock liquid **Ibuprofen** which will only be administered with Parent's consent on a case by case basis.

If your child needs to have medication in school, such as an asthma inhaler or an epi-pen, please ensure we are provided with all the necessary medical information, including triggers and medical history. The medication must be labelled clearly (Name, dose and expiry date) and given to our Wellbeing staff at the beginning of term and it should be taken home at the end of each term and replaced if necessary.

Head Lice: We suggest that as a matter of course you check your child's hair weekly. The recommended course of action to keep your child 'nit free' is to comb their hair with a nit comb thoroughly at **least** once a week. This should be done when they wash their hair at the conditioning stage. This regular course of action will also help break the life cycle of the nit and will damage eggs etc. If you find live nits, we recommend daily checks and combing for at least seven days to remove any remaining nits or eggs. Please inform your child's Class Teacher if you find nits and confirm treatment is taking place.

If your child has nits, parents should consider whether their child should be in school depending on the severity of the condition. We recommend your child is kept off school until at least one treatment and thorough combing has taken place.

MOBILE PHONES

Staff and visitors are not permitted to take photographs of Stewart House pupils on personal devices. Personal mobile phones should be kept away from pupils and only school devices should be used to make calls when necessary.

MUSIC LESSONS

Instrumental music lessons can be arranged for children in Year 2 (Year 1 at the discretion of the class teacher). Instrumental music lessons are not available to Reception pupils. Lessons are charged as an extra on the basis of a full term's lessons (normally ten half hour lessons).

Applications for such lessons should be sent to Mrs Becky Bennett in the Music Department at Felsted School - musdept@felsted.org

Owing to our contractual obligations with our part time teachers, the notice period for termination of lessons is 10 school weeks (term time). Notice must be given in writing. The 10 weeks will run from the week in which we receive written confirmation of termination.

Please be aware that music lessons are timetabled throughout the school day during curriculum lessons on a rotational basis so that pupils do not miss the same part of the school day each week.

PARENTS' ASSOCIATION – 'FRIENDS OF FELSTED PREP'

Several parents serve on the Parents' Association and the current chairperson is Mrs Cathy Marsh. A booklet outlining members and their roles is sent to new parents but please contact the School Office if you would like another one. Members of the Parents' Association are listed in the calendar and forthcoming events will be included in the calendar or notified separately by the Parents' Association. Additional information can be found on the School website <https://www.felsted.org/parents/friends-of-fps>.

PARENTS / CARERS

Relationships with parents and carers will be promoted by;

- Sensitive and flexible induction procedures
- Providing a variety of opportunities for contact between home and school
- Sharing insights about a child's development, progress, attainments and needs
- Sharing information relating to schemes of work/ planning
- Appropriate and effective means of communication
- Opportunities to participate in school life in a variety of ways
- Implementation of the school's equal opportunity policy in the wider context and taking measures to promote equal access.

PARENTS IN SCHOOL

Support is vital to your child's success and is much welcomed. You will be frequently invited to attend school events. However, growing independence will be key to your child's success. We recognise this happens at different rates and ask you to actively encourage it in such areas as getting organised for the following day, dropping off at school and managing and respecting belongings.

Throughout the year parents are invited into school to share in many different activities and events. These may include...

- Workshops
- Curriculum information
- Class assemblies and opportunities to view work
- Concerts and recitals
- Harvest Festival
- Fetes and charity events

If you would like to become a parent volunteer, please contact the Stewart House Office.

PASTORAL CARE

Felsted aims to establish a community in which everybody feels valued and safe, and where individual differences are appreciated, understood and accepted. Every pupil has a right to enjoy their time at school. Felsted does not tolerate bullying or harassment. Respect for others is expected.

For further information please see the Pastoral Care Plan on the School website

PERMISSION TO PHOTOGRAPH

Parents are sent a form in their New Joiners' Pack requesting permission to allow recording of events and publicity, including our weekly E-Newsletters. If you do not give your permission, your request will be recorded.

PHONICS

Phonics is introduced in the Reception class and lessons continue in Year One and Two. We use a variety of resources including 'Jolly Phonics' and 'Letters and Sounds.'

Phonics is a method for teaching reading and writing of the English language by developing learners' phonemic awareness—the ability to hear, identify, and manipulate phonemes—in order to teach the correspondence between these sounds and the spelling patterns (graphemes) that represent them.

The goal of phonics is to enable beginning readers to decode new written words by sounding them out, or, in phonics terms, *blending* the sound-spelling patterns.

PLANNED LEARNING

Activities will usually begin with a 'whole class' introduction/story/game. The children will then work in groups to complete appropriate tasks during activities, which may be:

- **Adult led:** the Teacher or Teaching assistant guides the group and introduces a new topic or specific idea/ concept.
- **Adult supported:** the Teacher or Teaching assistant supports the children with some aspects of a task, but encourages the children to work independently.
- **Child selected:** the Teacher or Teaching assistant chooses the activities for the children, but the children select which of these activities they would like to do.

The children will also engage in 'Child Initiated Learning' this is where the children choose what they would like to do and where / how they would like to do it. Resources are made available to support the class topic, but children are also taught to be independent and select their own resources as appropriate.

POLICIES & PROCEDURES

Full details of individual policies and procedures can be found on the School website <https://www.felsted.org/parents/policies-school-information>

READING

Reading is an essential skill and the more children read the better! When reading books from School with your child, please make a note in their reading diary with any feedback you feel appropriate. Please support your child as directed and feel free to show initiative! Once your child has started at Felsted Prep they will have access to 'active learn', which is a website that allows your child to access online reading books and activities.

For the first term your child will be encouraged to choose a story book from the class book box to share with you each night. They will also bring home a reading diary for you to record and comment on your child's enjoyment of the story you have shared. This diary is also used as a two way form of communication with your child's class teacher.

During this first term there is a strong emphasis on phonics. The children are taught their initial sounds and then taught how to blend and segment them. (We teach letter sounds and not letter names.)

When the children are ready they will start to bring home word packets containing words made up of the sounds they have been taught. It is important that they practise these with you for a few minutes each day. More information on reading will be given at the 'Curriculum Evening' at the beginning of term.

Reading is promoted through the whole of Stewart House and we have visiting authors and book fairs throughout the year. We have a wide selection of fiction and non-fiction books which are sorted into colour bands which the children progress through.

REPORTS & PARENT/TEACHER MEETINGS

Report forms have been designed to give parents plenty of information about their child's academic progress and include targets for future improvement.

At the end of the year, you will receive a full report (via online access to MIS using your Username and Password). You will also be invited to attend Parent/Teacher Meetings during the Autumn and Spring terms. The Parent/Teacher meetings will allow detailed discussion between you and your child's class teacher/s.

SAFEGUARDING & WELFARE

Stewart House follows the whole school policy for Safeguarding and Welfare.

All staff attend yearly training on safeguarding as well as termly updates. Mrs Jacqueline Atkins (Head of Stewart House) is the Designated Safeguarding Lead at Felsted Preparatory School, including EYFS. The Designated Safeguarding Governor for Felsted Preparatory School, including EYFS is Jane Crouch.

SAFETY & SECURITY OF PUPILS

At the beginning of the School year, parents are asked to complete a form, giving details of the adults who are permitted to collect their children each day. If parents wish someone other than a named adult to collect their child, the class teacher should be informed in writing in their child's reading diary. Alternatively, an email can be sent to the school office.

At Felsted, the safety and security of the children is of paramount importance to us as part of our Safeguarding responsibilities. We value the beauty of the rural nature of our school and village, but this does mean that parts of our site are more open than in an urban school.

However, we endeavour to make the site as safe and secure as possible, with the children being educated to understand the dangers that can exist in our modern day society. A full risk assessment of the site occurs annually at the start of each school year.

With this in mind, all employees of Felsted (Senior and Prep) are DBS (Disclosure and Barring Service) checked and are required to wear Photo ID Badges at all times on the School site and the children are taught to report and not approach any adult who does not have this authorisation.

Children's responsibilities are communicated to them through assemblies, year group assemblies and meetings, form tutorials and through daily activity. All visitors to Felsted Prep School are required to report to the School Office.

Parents' Safety & Security Agreement

Parents'/carers' name badges: All Stewart House parents/carers are issued with Felsted Preparatory School family name badges which they **must wear every time they come to the School**. This includes bringing children to school in the morning, collecting them at 3.30pm and collecting them from any after school activities, including the Woodlanders After School Club.

If a parent arrives at school without a badge they must report to the School Office to collect a "Visiting Parent" badge. Parents who participate in regular classes, such as tennis, netball, Steel Band or language lessons, will be issued with Name Badges for these activities. Parents are requested not to walk through the Main School buildings with or without their children. Prospective parents are always escorted around the School during their visits.

Morning routine: Children may be brought to school between 8.10am and 8.45am.

- They must be escorted to Stewart House by a parent or carer, or use the 'Kiss and Drop' system.
- Children must be kept under close supervision at all times and not allowed to run ahead alone.
- EYFS pupils are brought into school by parents/carers during Autumn/Spring term. When parents or carers have left their child in the care of the appropriate teacher, they should leave Stewart House. Pupils in Years One and Two are encouraged to use 'Kiss and Drop.'
- Duty staff will sign in the children in their care as they arrive at school.
- If parents have an urgent need to speak personally to their child's teacher at the start of the day please report to the Stewart House office and then go to the relevant classroom. If a longer meeting is required please make arrangements directly with the teacher for a more convenient time. Parents should leave promptly after conducting their business.

Children in Years 1 and 2 are supervised in the playground or in Stewart House. The members of staff on duty will take responsibility for them.

At 8.20 am, Year 1 and Year 2 pupils will go to their classrooms, with their belongings. Registration will be held in class at 8.45 am.

Collection of children at the end of the day: At 3.30pm parents of Stewart House pupils are required to collect their child promptly in person from the appropriate member of staff on the premises. **Please ensure your parent badge is visible at all times on the premises.** They are requested to leave the School promptly, closing the gate behind them, and keep the children in their care under close supervision on the way to the car park.

Children at Woodlanders After School Club may be collected at any time between 3.30pm and 5.45pm. Parents/carers should collect their children from the Stewart House Hall.

Collection from After School clubs: Parents are asked not to arrive until the end time of

the club their child is taking part in, and wait outside the gate. For Safeguarding and security, the Stewart House gate will be closed. At the end of the club the children will be signed out at the Stewart House gate by a member of staff.

SCHOOL RULES & REWARDS

Children in Stewart House are guided by the “Golden Rules” which promote a positive attitude to work and consideration for others. The rules are emphasised in assemblies and throughout the school day. Children are rewarded for good work and behaviour with merit stickers and points in Years One and Two. In addition children are nominated by a member of staff for a Gold Book Award which is presented in assembly.

Please see the Pastoral Care Plan on the School website for more information.

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

At Stewart House we are proud of our inclusive ethos. We aim to support every child so that they can achieve their best. All pupils at Stewart House receive quality first teaching using a range of approaches to ensure that your child has a curriculum that matches their needs. In order to do this some children may need additional support during their time at school.

At Stewart House every child’s progress is monitored closely. If any children do not progress within normal expectations, allowing for age and pre-school experience, or exceeds the normal expectations significantly, then they are referred to the SENCO (Special Educational Needs Coordinator) where assessments and observations will be used to help identify children who need to be placed on the SEND or Gifted & Talented register.

When your child is placed on the school special needs register they will be closely monitored by the class teacher and the school SENCO. All staff have been trained in a variety of different approaches to teaching and learning. We are able to adapt our teaching to meet the needs of all children. Where necessary we will ask for support or advice from other professionals. Your child may receive help in the form of:

- Targets written with your child,
- Targeted support from the teacher in class.
- Additional support from a Learning Assistant in the class.
- Small group support (interventions) either within or outside the class.
- Support packs of resources to help your child.
- Creative timetabling including life skills.

If your child needs additional support we will work together with you to liaise with other professionals. Your child will be listened to, fully involved and supported through every process.

SNACKS

Morning snacks include fruit, raw vegetables, rice cakes, cheese and crackers, and flapjack and biscuits. At afternoon play, jam sandwiches and plain butter sandwiches are available, along with fresh fruit.

Milk is available during morning break and during the winter hot chocolate is available.

SNOW PROCEDURE

Felsted will remain open whatever the weather as many of the staff live within walking distance. It is up to each individual family to decide whether it is safe to get to school. There is no need to telephone the School as we will be open and if your child does not arrive we will assume that it is because of the weather conditions. What is taught on 'snow days' will depend on which children arrive and which facilities can be used; children will spend their time productively on such days. Snow day activities can be found on the School's intranet and can be accessed according to the child's year.

SOCIAL EVENTS

Parents should check the termly calendar for events. Those events for Stewart House families are highlighted in teal in the calendar.

STAFF DEVELOPMENT

Teachers and Learning Assistants receive relevant training through INSET training, courses, staff meetings, monitoring as well as access to DfE and other relevant documentation.

SUN PROTECTION

All Stewart House pupils must possess a school legionnaires hat which is available from the Tailor's Shop. In hot weather, parents are asked to apply sunscreen to their children before school, which can be topped up as necessary during the day. Children may bring sunscreen to school for their own use.

SWIMMING

Learning to swim is an essential life skill. Swimming is also a curriculum subject, therefore, all children should attend the weekly swimming lessons planned throughout the school year, and must only miss these lessons in exceptional circumstances. Parents should inform their child's class teacher for the reason to miss swimming in writing.

TEACHING & LEARNING

Teachers aim to differentiate their teaching to incorporate the needs of each individual. Specific target setting encourages pupil progress. Pupils are carefully tracked to ensure progress in line with ability.

TOYS

We do not allow toys from home as these can easily become lost or broken and cause unnecessary upset.

TRANSITION FROM ONE KEY STAGE TO ANOTHER

Children attend induction mornings and experience taster days to ensure a happy transition. Further relevant information is shared during the Summer term. Parents are invited to information meetings in the Autumn term.

UNIFORM & SCHOOL SHOP

The School Tailor's Shop (sited next to the Hunt Theatre in the Senior School grounds) supplies the uniform and most items on the clothing list. Items marked * **must** be purchased from the shop but suitable department store alternatives are acceptable in other cases.

Parents can book appointments during the summer holidays with Mrs Susan Ogburn, the Tailor's Shop manager by email at tailors@felsted.org or telephone +44 (0)1371 822636 and these can be diarised weeks in advance. We ask you **not** to visit the shop without an appointment during peak periods, especially at the beginning of each term, as staff may not be able to provide you with their undivided attention.

Opening hours during term time are:

Monday 8.30am – 5.00pm

Tuesday 1.15pm – 5.00pm

Wednesday 8.30am – 5.00pm

Thursday 1.15pm – 5.00pm

Friday 1.15pm – 5.00pm

The book bags have concealed name 'windows' for security/child protection reasons. This makes it difficult to quickly identify individuals' bags in class. Could you please sew a name tape on to the top of the handle. This will enable staff to pick out individual bags when they are in a box in the classroom, and while the child is carrying the bag the name will be hidden. Key rings also help the children identify their bookbag. Children are allowed one keyring.

VISITORS & VISITS

The children will take part in relevant educational visits and have visitors to support topics planned in medium term planning. This is vital to provide the children with of a variety of first hand experiences and places.

The children will also walk around the wider school site, its grounds and the local environment to gain a greater understanding of where they live and areas that are important to them. This will then be used as a stimulus to their small world and role-play.

WORSHIP

Collective worship should 'in some sense reflect something special or separate from ordinary school activities and it should be concerned with reverence or veneration paid to a divine being or power.' (Department for Education (DfE) Circular 1/94). The majority of acts of worship in any one term must be 'wholly or mainly of a broadly Christian character' (DFE Circular 1/94) and should support the delivery of the Collective Worship Policy. The act of worship should:

- Respect the integrity and dignity of children and staff; be appropriate to the needs

- and interests of the children.
- Be clearly distinguished from the everyday activity of the School.
 - Be inclusive so that everyone can both contribute to it and gain from it and participate in it, if this is appropriate.
 - Offer the time for reverence, reflection, contemplation and prayer.
 - Provide a context to consider moral, ethical, social and cultural issues.
 - Help children develop thoughtful and extended responses to key questions.
 - Enables children to explore a variety of forms of worship.
 - Illuminates, celebrates and commemorates what has meaning, value and purpose for individuals, the School and the wider community.
 - Celebrates difference and diversity.

Collective Worship – how and when it takes place

- Stewart House collective worship is held in Stewart House Hall, in addition to a whole school service every term in the School Chapel.
- Parents and guardians have the right to withdraw their children from collective worship.
- The act of worship takes different forms including song, prayers, talks, readings, sketches, games, mime and any other ideas and provide opportunities for pupils, members of staff and parents as well as outside agencies to participate.

This policy applies to the whole school and the Early Years Foundation Stage.

YEAR REPRESENTATIVES

The School is very fortunate to have parents in each year group who have offered to be Year Representatives. The Year Representatives are sent contact details of parents in the relative year groups and contact all new parents and invite them to social gatherings throughout the year. A list of year representatives can be found in the front of the termly calendar.