



May 2021

Dear Parents

I would like to introduce myself as Head of Cloisters. One of my key roles is to facilitate communication and to enable parents to have an immediate point of contact for Years 5 & 6. My e-mail address and those of all the teaching staff are at the front of the school calendar. In the first instance, please go through prepadmin@felsted.org. If there are any urgent problems, please e-mail your child's Form Tutor or arrange to see her/him as stated in the School information pack. If you wish to see someone urgently, Miss Mitchell (Assistant Head of Cloisters) or myself are usually outside the Red Doors from 8.00am every morning. Alternatively, you could see Erika in the Front Office and she will pass any messages on or you may prefer to contact me directly through email pmb@felsted.org.

Your child's care and happiness is paramount to us and the nurturing of the individual child is at the centre of our ethos. Cloisters has an extended family atmosphere: the children are guided and helped along the road as they develop greater independence and slowly take more responsibility for themselves. They have close contact with their Form Tutor who they know is their first port of call if they need anything. They see their Form Tutor at least twice a day during morning and afternoon registration.

We suggest children are in school by 8.15am at the latest, so they can organise themselves for the day. Please drop your child off at the Red Doors (outside the Prep Office) and they will then be able to walk down to the Cloisters entrance. On our Induction Morning or first day of school, your child will be paired with a 'Buddy' from the present Year group. This allows them to have a friend and familiar face who can show them the ropes when they come to Cloisters.

At the end of the school day, children are signed out and can then be collected from the Red Doors by the main car park. You can also drive through and pick them up if they are already waiting. However, I am afraid that you may be asked to move on if they are not ready and waiting for you as I am sure you understand, we need to try and keep the traffic moving.

The day starts at 8.20 am and finishes at 5.45 pm each day, except for Wednesday when school finishes at 3.45pm as this is our Games afternoon. If there are matches, the finish time may vary depending on whether matches are home or away. If children are involved in matches, you will receive this information in an email the day before with all of the arrangements. However, it is always useful to look ahead in the School Calendar which has all of the fixtures and other events for the term.

Saturdays are optional in Cloisters and pupils can choose whether they attend or not. If they choose to attend, they can select from a number of different options/activities that follow their supervised prep session. Saturday school starts at 8.20am and ends at 1.00pm, unless there are matches. You will be asked about whether or not your child wants to attend Saturday in the first week along with what activities they want to do.

Children study a broad curriculum and will be taught in subject specific lessons by subject specialists. This means that they will move around the school during the school day, very similar to life in a secondary school. They are streamed for Maths and English. In all other subjects they are placed into a teaching group which is streamed broadly on the academic ability they have demonstrated so far, but also on their confidence, pace and learning style where possible. They are in these teaching groups for Humanities, Science, Spanish, ICT, Art/DTE, Music and Physical Education. They will also have Games sessions during the week where they are coached in the relevant sport for that term by the sports staff. You can access all of this information along with timetables etc through the school's MIS system. You should already have MIS login information for accessing reports as well as the Parents' handbook, Accelerated Reader and other subject pages by going to the School site address – <https://mis.felsted.essex.sch.uk/>. If you do not have your login details, please contact Erika Taunton on prepadmin@felsted.org.

Your child will also be given a Planner when they start, this will contain their timetable and can be used to write prep, test scores, AR and Athletics passwords and notes.

As with all the pupils in the School, the children have access to the Health & Wellbeing room and can be accompanied there whenever the need arises. The role of the Nurse and Health and Wellbeing Assistants is to help care for the children and look after their medical needs. All medication should be handed to them on the day required. We are not allowed to administer 'homely remedies'. If a child needs to be 'off ex' for any reason or you have any health concerns, the Prep School Medical Centre is your place. They can be contacted by email as it states in the calendar. The Prep School Medical Centre is located near the School Office, so you could always pop in but please sign in at the School Office.

The children mainly play in the area around Cloisters which gives them a feeling of belonging and being safe and secure. There are members of staff on duty at all play times from 8.05 am in the morning. Children who arrive between 7:30am - 8.05am will be supervised in the Library.

During the day there are three main supervised breaks, with refreshments and water fountains available. The children are also encouraged to use their water bottles and eat healthy snacks which are available during morning and afternoon breaks. At lunch time they are supervised and encouraged to try different healthy foods and to eat a good balanced lunch.

On a Tuesday and Friday afternoon and a Saturday morning (if they choose to attend Saturday school), there are well-planned co-curricular activities that the children can opt into on a termly basis. Your child will be asked about their choice of activities during their first

week. There are quite a number to choose from and there are a few which have an extra cost, such as horse riding, tennis and golf, but you will be asked to confirm these choices.

Plus Points and Minus Points are the main reward and sanction scheme for Cloisters. Plus Points are awarded for being a good Felstedian and for efforts in activities and sport, so everyone has an equal chance of gaining them. Extra points may be given for good manners and helpfulness. We also have Form Captains as positions of responsibility and all pupils in Year 5 will get the opportunity to do this. Minus Points are very rarely given but they are a reminder of the correct behaviour that is expected. If a minus point is received, then the child will have a timeout from break. All points contribute to their League total for the term so they are all encouraged to gain as many as possible. In terms of their effort in the classroom, pupils are awarded Green Smiley Faces which they record in their planner each week. These count towards their League's total for the term. There are also red faces given when behaviour or concentration has not been at the correct level. The children with the highest number of Green Smiley Faces at the end of each term are rewarded with a gold certificate and a voucher.

The children should have a water bottle and reading book in their school bags, they will also be issued with a planner. This is a means of communication and we ask you to please check this on a daily basis. Parents are asked to sign this each week. Any confidential information should be emailed to the Tutor and, in return, from the Tutor to you. It would greatly help your child if you encouraged them to read at home each day and, when time allows, listen to them read. School and home working together in partnership helps a child's progress so reading, practising tables and learning weekly spellings with your child is a great assistance. Children have a supervised prep session on a Friday afternoon and Saturday morning, so will not usually need to bring prep home. However, if they do not attend Saturday school, they may have to complete some prep at home (this would not normally be more than an hour in the week).

Children can continue or begin individual music lessons. They come out of their academic lessons and will be expected to make their own way to the Phillips Music Centre. This is part of their growing independence. However, you will receive an email about the lesson at the beginning of each week and the pupils are reminded during registration on the day of their lesson. They will also be provided with a sticker to remind them. LAMDA and LS lessons follow a similar format.

Years 5 and 6 are full members of the School and, as such, are expected to attend school events. Please look through the calendar for Sunday Chapel Services and other events such as Open Day, Sports Day & Speech Days etc. Please contact me if your child is unable to attend for a specific reason.

Please may I give a gentle reminder that all clothing should be named (on the inside) including all footwear, as lost or 'borrowed' clothing causes great distress at this age. A black laundry marker used on the washing label is better than nothing! We ask that no adults enter the children's changing rooms at any time. If your child does lose an item, please report it to your child's tutor.

Finally, I hope that your child has a very happy and successful time in Cloisters. If there is anything we can do to help, please do not hesitate to contact us.

Yours sincerely

Mr P M Bailey
Head of Cloisters