



Dear Parents,

Clearly I cannot explain the whole ethos behind Courtauld House in a letter, but below are a few essential pieces of information. As always, if you are not sure about something please ask!

Moving to a new phase of the school or indeed, joining the school, brings new routines and expectations and I thought it would be useful to list some of the key changes that you and your children may experience. One of my key roles as Head of Years 7 and 8 (Courtauld House), alongside Miss Bushby and Miss Knifton (the Assistant Heads of Courtauld House), is to facilitate communication and to enable parents to have a point of contact for Years 7 and 8. We are outside every morning from 8.00am if you wish to speak to us or you can email me (mcs@felsted.org). All the teaching staff emails are at the front of the school calendar and it is the best way to communicate with your child's tutor and teachers in the first instant. We are also fortunate to have Madame Imber in the Courtauld House office every morning until 12.30pm and she can be reached via chadmin@felsted.org or 01371 822696.

Your child's care and happiness is paramount to us and we consider Courtauld House as our own little community within the School. The children are encouraged to become more independent as leaders of the Prep School whilst also being offered plenty of support and encouragement. Their Form Tutor plays an important role in their daily life and all the Courtauld House staff take time to get to know all the pupils as individuals. We very much consider Years 7 and 8 as the beginning of a 5 year journey towards GCSE and the foundations laid here are very important.

For the start of term your child will be paired with academic and Form 'Buddies' from their Year group. This allows them to have a friend and familiar face who can show them the ropes when they come to Courtauld House in September. The first few days are always a rush of new experiences and the 'Buddies' alongside the tutors and teachers, will guide your child through them. It is amazing how quickly it all becomes familiar and for the transition to go smoothly.

The day starts at **8.20am** with Form registration and finishes at **5.55pm** each day, except for Wednesday (**4.00pm**) and Saturday (**2.00pm**). Wednesdays and Saturdays are often our inter school match days and timings may be different. Drop off and pick up are in the same place outside Courtauld House and I would encourage you very much to drop off in the morning - there is an obvious drop off zone outside Courtauld House.

All subjects are taught by subject specific teachers and are all carefully planned and tailored to the abilities and ages of the children. Maths, English and Spanish are set across the Year Group where possible. For the other subjects we stream the pupils and, whilst they cover the same syllabus, the approach differs according to the stream. There is always movement between academic streams and we are flexible in our approach. Lessons are 55 minutes long. There is a morning and afternoon break when drinks and snacks are on offer and lunch is taken

at the Senior School. Break times are mainly spent outside, weather permitting, and the pupils all have access to their Common Room. We also encourage children to carry water bottles.

In addition to the lessons we also run a co-curricular programme on a Monday and Thursday and a huge range of options are available. This will be explained to the pupils at our annual Co-curricular Fayre and opportunities range from drama to sport to art and music to film clubs! Some are run by the School and others by external bodies for which there is a fee. A full list of activities and charges will be sent to you.

The League system allows them to be totally integrated vertically into the School, as well as enabling them to get to know other pupils lower down in the School, as well as providing leadership opportunities. The Leagues not only offer the children a sense of identity and belonging in the School, but also provide plenty of opportunities for healthy Inter-League competition!

'Credit' Cards and 'Fundamentals' Cards are the reward and sanction schemes for Courtauld House alongside Plus and Minus Points. The smiley face system is used in lessons when teachers are able to award green, amber and red faces for the children's effort during the lesson or for a piece of work: because they are awarded for effort or achievement, everyone has an equal chance of gaining them. Plus points are also awarded for good manners, helpfulness, politeness outside of the classroom. Minus points are very rarely given and are a sharp reminder of the correct behaviour that is expected. Receiving a minus point equates to the loss of some break time in detention. The plus points are worth a point each towards the League total so the children are all encouraged to gain as many as possible. The children with the highest number of green smiley faces at the end of each term are rewarded with a gold certificate and a book token. Smiley faces are instantly rewarded and you as parents are able to see these on your child's MIS page.

Children may take up individual music lessons. They come out of their lessons for these and pupils can, and do, learn more than one instrument. There is also the opportunity to join the Chapel Choir, the Young Voices Choir, the orchestra, the jazz band and the steel band to name but a few of the musical opportunities.

The pastoral care of your child is of paramount importance to us. Alongside myself and Miss Bushby and Miss Knifton, all the Courtauld staff feel the responsibility for your child's care. In addition all the Courtauld House pupils have access to the Wellbeing Centre at the Senior School and the Health and Wellbeing room in the Prep School. Here the role of our wonderful medical team 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'.

Finally, I hope that your child has a very happy and successful first year in Courtauld House. If there is anything I can do to ensure this, please do not hesitate to contact me.

Yours sincerely

Mr M. C. Stringer

Head of Years 7 and 8 (Courtauld House) 07581 498929