



St Hugh's
School

Woodhall Spa

Pre-Prep Handbook Contents

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Welcome

Welcome to St Hugh's Pre-Prep Department.

This information booklet is published every year for all parents and we hope you will find it a useful source of information. Please take the time to read it and keep it for future reference.

“St Hugh's School aims to provide a happy, well ordered and caring environment in which its' pupils can develop intellectually, emotionally and socially in readiness for life.”

In partnership with you and your child, we are confident we are able to achieve this within the caring environment of the Pre-Prep classes.

The Curriculum

In addition to the emphasis upon Numeracy and Literacy, children in our department are offered a full and varied curriculum. Although expectations are high, an atmosphere of fun and enhanced staff ratios ensure personal input and success. Our curriculum is structured to meet individual learning styles. Subjects include Numeracy, Literacy, Science, Humanities (Geography, History and RE), Music, Art, DT, ICT, PE, French and PSHE (Physical, Social and Health Education).

Individual Music Lessons

The school has a strong team of peripatetic music teachers overseen by the school's Director of Music. All pupils in the Summer term of Year 2 will be given the opportunity to learn both the violin and the recorder; both instruments provided by the school.

Examinations

Pupils are formally assessed throughout the Year for Reading, Spelling, Writing and Numeracy. We try to keep all assessments as low key as possible and within class time to minimise any possible anxiety and stress, which tests can create even for young children. Informal continuous teacher assessments are made for each class based lessons.

Visits and Visitors

You are advised in advance of any outings to support learning, the cost of which is included in termly fees. Some outings may require an extension to the normal school day, any meals necessary will be provided by the school.

There is also a busy schedule of visitors to the Pre-Prep department during assemblies or subject specific lessons.

Pre-Prep Staff

Our qualified, friendly teaching staff have a wealth of experience and work hard to create a family environment that brings out the best in all children.

Our Pre-Prep team comprises:

Year One Teacher:

Mrs Rachel Bennett – MSc in Profound and Complex Learning Disabilities, BSc (Hons), PGCE.

I joined the staff of St Hugh's in 2015 but my two children have been here since 2013. Our Pre-Prep department is a happy, fun loving place to work! Each day is a new journey of discovery. In KS1, our children are learning to become confident learners, successful individuals, effective contributors and responsible citizens.

Year 2 Teacher

Mrs Louise Pocklington –B.Sc. (Hons), P.G.C.E.

I am looking forward to spending the next two terms with Yr 2 children. I enjoy taking part in a broad range of activities from playing sport to being the secretary for the Parents Association. I look forward to working with the children at St Hugh's and helping them achieves their potential.

Classroom Assistants:

Mrs Julie Hillsmith - Year 2

Mrs Eva Yates - Year 1

The School Day

Arrival

The school day begins at 8.30am and finishes at 3.30pm. Registration is at 8.30am but you are able to leave your child in the appropriate classroom from 8.15am, provided the class teacher is there. The end of the day is 3.30pm and unless travelling home on the school minibus. The children will be handed over to you personally at the Cricket Pavilion (except on Exeat Fridays and ends of term where you can collect them from their classroom). Within the cloakroom your child will have a named coat peg for personal items.

Please Note: We require permission before allowing anyone other than parents to collect children from the school at any time. Therefore, parents must inform staff if their child is being collected by someone other than themselves. This can be a note in their reading record book or a call to the school office.

Before School - In order to help working parents, children can be booked in for Breakfast. Please take them to the Dining Room and hand over to a member of staff for 7.45am. There is a charge for this facility and bookings must be made in advance.

Timetable

The weekly timetable is available on the information board outside the classroom.

Mealtimes and snacks

Mid-morning and mid-afternoon all children are offered a drink of water and a healthy snack (such as fresh or dried fruit) provided by the school.

Lunch is provided for all pupils and it is a formal meal where there is plenty of choice. Children may choose a salad bar option or either of the two meat dishes or a fish dish. A vegetarian dish is also available. Children are encouraged to have two vegetables with their meal. Fresh fruit is always an alternative or extra option for pudding. Pupils sit at tables with a member of staff where we encourage good table manners. Should your child have any specific dietary requirements, please inform the school office, to update medical forms.

Rewards System

It is important to have in place a system of rewards, which help promote a positive attitude to work and to citizenship. There are weekly Assemblies where academic and citizenship achievements are given recognition. Certificates for effort or exceptional work, which have been awarded in a particular week's Assembly will be displayed in each child's achievement book and on the class parent's information board for that week. Parents will be invited to participate in class assemblies on occasion.

Effort Golds

These are awarded by staff for any academic work, which is considered worthy of reward. Any child reaching 10 or any multiple of 10 Golds will be presented with a certificate in the Pre-Prep Assembly.

WOW (Weekly Outstanding Work) Certificate

Awarded during Assembly, for a particular outstanding piece of work, in any area of the curriculum.

Merit Certificates

These are awarded by the Class Teacher or Subject Teachers for any aspect of a pupil's work or behaviour, which is particularly worthy of praise.

Headmaster's Commendation Certificates

These are available for pupils who show consistently high levels of effort in all subjects. They are awarded at the final Assembly of term.

Homework

Pupils in this department will take home reading daily. Those in Year 1 will have additional weekly spellings and alternate, optional Numeracy and Literacy homework. Pupils in Year 2 will have weekly spellings, and optional Numeracy and Literacy homework. No homework will be set to complete over Half Term, Christmas, Easter and Summer holidays.

Toys

Children may bring in one small toy to school for timetabled Golden Time sessions which occur weekly. If travelling between home and school in the minibus or on class trips, children are allowed to bring an MP3 or gaming toy to use on the journeys, if the class teacher is in agreement. Obviously all personal possessions must be clearly named. Any loss/damage is solely the responsibility of the child.

Security

The safety and security of your children is of utmost importance. There are coded locks into the Pre-Prep classrooms and any visitors wear easily identifiable badges.

Discipline

The school has expectations of behaviour and consequences when pupils fall short of these. It is important for pupils and staff to know that there is a structured discipline system, which will be applied fairly and will be appropriate to the situation. The following shows examples of problems that may arise and possible sanctions for staff to use. It is not comprehensive but is designed to be a reference. The professional judgment of the individual member of staff in any situation will always be of paramount importance. Often a clear verbal reminder of the current way to behave is all that will be necessary.

Class Based Procedure

Minor Misdemeanours - dealt with on the spot by the teacher at the time: All but the most trivial must be recorded by the Class Teacher.

Available Sanctions include:

- a firm 'talking to'
- removal of individual pupil to front of class/desk on their own
- withdrawal of privilege (e.g. not being allowed to join in game in order to complete work).
- Loss of Golden Time using a visual bead counting system.

A behaviour chart or similar may be drawn up, to be signed by the teacher after each session where difficulties have arisen. This will be done in consultation with parents i.e. sent home on a daily basis.

Communication

Key Information about St Hugh's

At the end of each term you will receive a calendar for the following term and the School will keep you up to date with school activities on an ongoing basis by email. You will be asked to complete a form with your key contact information to enable us to do this. In addition to this, you will be emailed a half termly letter from the department detailing topics to be covered, important dates, visits and other information.

The school produces a regular newsletter called 'The Recorder', which can be emailed to you directly or viewed on the school website. Please also use the school website to access regular news updates and key information at www.st-hughs.lincs.sch.uk.

Your Child's Progress

Each child will be given a daily Reading Record book. Please use this to share any comments and feedback on their school day or small issues. If you have anything you wish to discuss face to face, your child's Class Teacher is happy to see you at the end of the day. We ask that you make an appointment to do this by writing a note in your child's Reading Record book.

Alternatively, you may email the class teacher but please allow up to 72 hours for a response. The email addresses are: lpocklington@st-hughs.lincs.sch.uk and rbennett@st-hughs.lincs.sch.uk.

Towards the end of term, you will receive a written report, demonstrating your child's progress. This is followed a week later by an opportunity to discuss this in more detail with the Class Teacher at a Parent's Afternoon session.

Parents are invited to attend various events throughout the year, including the Nativity play, Sport's Day, child development discussions and relevant assemblies. There are also times where parents are invited to spend time in the classroom and observe their children in the learning environment.

Social Communication

Parent's Association

This group was formed to promote closer links between parents and school and to raise funds for the benefit of children in the school. The P.A. has a notice board situated in the West Corridor where events are publicised and new recruits are always welcome.

Parent Forum

There is an open invitation to all parents to participate in the Parent/Staff Forum. The Forum discusses a range of issues and offers opinions. Although not a decision making body, the Forum has the opportunity to influence decisions through an open dialogue. The Forum is held twice a term and agenda items are suggested by the parents as well as the school. It is a genuine attempt to seek the views of parents and develop a stronger partnership, by improving understanding through communication.

Forum meetings are led by the Deputy Head, with the Head of Pastoral Care. Other members of staff may be in attendance depending on the issues that are to be discussed.

Uniform

Pupils are expected to wear their uniform with pride. Uniform must be worn to and from school. The Headmaster's wife is in charge of the on-site Uniform Shop and the shop is open Monday, Tuesday, Thursday and Friday mornings between 8:15 and 8:45am and Wednesday afternoons between 2pm and 4pm. The Headmaster's wife also runs the PA second hand Uniform shop where she will sell on your behalf, previously worn items of uniform. A third of the selling price goes to the PA fund. All clothing must be laundered, priced and labelled. A suggested price list is available from the School Office.

Main Uniform

Boys

White Shirt - long or short sleeved
School Jumper
Tie
Grey Shorts
Knee Length Grey socks
Black Shoes (preferably Velcro)
Navy School Coat
School Book Bag
School Summer Cap
School Winter Hat

Girls

White Blouse - long or short sleeved
School Cardigan
Tie
School Pinafore
Navy Tights or knee length socks
Black shoes (preferably with velcro or buckle)
Navy School Coat
School Book Bag
School Summer Cap/Winter Hat

Summer Term

School Summer Dress
School Cardigan
Plain white ankle socks

N.B. Summer Uniform is worn after the first Exeat of the Summer Term and may be worn until half term in the Autumn Term.

Games Clothing

School Sweatshirt

Red Jogging Trousers

Trainers (preferably Velcro)

Sports Hall Plimsolls (must have non marking soles and preferably be elasticated)

White School Polo Shirt

White Gym Shorts

White Ankle Socks

School Swimming Costume or Trunks

Swimming Caps are provided by the school but your children may have their own if preferred.

Swimming Goggles

Towel (with a strong loop sewn on the middle of the long side please)

School Gym Bag

Notes:

- All clothing, including underwear, must be clearly marked with a woven name tape (e.g. Cash's)
- All footwear should also be clearly marked with either Clark's/Cash's stick in shoe labels, a glue in woven tape or a waterproof pen. Any name tapes purchased through www.easy2name.com will raise 20% of the total bill for the school. The school code for this is 'sthughsln10'.
- All items brought into school need to be named.
- Girls with long hair should neatly tie it back using Hairbands, scrunchies or slides, which should be plain red, navy, white or tortoiseshell.
- Jewellery is not permitted, except for girls with pierced ears who may wear small, plain, gold ear studs.

Promoting Positive Behaviour

We try to have as few rules as possible in the belief that we are all members of a community in which we should show respect for each other. The following code of conduct is provided for all new pupils and parents.

Pupil's Code of Conduct

Towards Others

As a member of the community of St Hugh's, I will do my best to:

- Make St Hugh's a happy place where everyone matters
- Remember that I should be kind, helpful and a good example.
- Accept that though I cannot like everyone I should not be unkind or rude to anyone.
- Understand that we are not all the same and accept all our differences (beliefs, family background, physical appearance, abilities).
- Respect the right of others to work and play without interference.
- To respect other people's property.
- Respect other people's opinions.

For myself

I will try to:

- Give my best effort, even when I do not like something or find it difficult.
- Admit to my mistakes, put them right and learn from them.
- Be honest
- Be respectful

Towards each pupil

As a school we will do our best to:

- Provide for you a happy and secure place in which to work and play
- Listen to and respect your problems whether work or personal ones and to try and sort them out.
- Be patient when you find work difficult.
- Praise you when you have tried your best.
- Help you learn from your mistakes through guidance and understanding.
- Take seriously your views and respect your feelings.
- Provide you with many opportunities to develop and succeed.
- Help you manage your learning.
- Help you take responsibility for yourself.

Towards Parents

We will do our best to:

- Care for your child as an important individual within the school community
- Promote your child's self confidence, social awareness and growing independence and maturity.
- Identify your child's strengths and weaknesses; to foster the former and improve the latter.
- Recognise and praise good work, good effort and good conduct from your child.
- Ensure that any sanctions given to your child are fair, reasonable and worthwhile and that the reason for it has been understood.
- Provide your child with opportunities for self fulfillment and success.
- Be available when you have any problem you wish to discuss.
- Inform you promptly if problem with your child occurs.
- Be professional at all times.

What we would like of parents

Your role in the education of your child remains of crucial importance. The best learning is the result of home and school working together. We need your support to:

- Provide your child with the optimum conditions for learning by avoiding time out of term unless essential.
- Come and see us promptly if you are not happy with any school matter.
- Support us on school policy and in the areas of behaviour and dress.
- Let us know immediately if anything happens at home that may affect your child at school.
- Try to help your child understand that we have to consider everybody's interests and to cope with any disappointments positively.

Thus building a partnership involving you, your child and the school.

Fees*

Pre-prep Fees (effective from September 2015):
£2,639 - per term (inclusive of all meals and trips)

* Fees are subject to annual review

A full term's notice in writing is required before the removal of a child from the setting.

Drinks bottles are provided by the school at the cost of £2.

Transport

St Hugh's offers a number of minibus services across the County to bring children into school. Please contact the office for additional information about routes and prices.

Stay and Play

The **Stay and Play** facility is available to all children in School, by prior arrangement using the termly booking form. Activities take place within the Nursery building and are run by a mixture of EYFS and Pre-Prep staff.

To minimise any possible upset or confusion, please ensure that your child is collected on time. If there is any change to their usual routine, please inform the staff who will then be able to reassure your child.

	Stay and Play	
Session One	3.30 --- 4.40	£6.40
Session Two	4.40 --- 5.20 (including a cooked meal served in the dining room)	£5.85
Both Sessions		£11.15
Breakfast Club	7.45	£5.30

N.B. The Stay and Play facility will not run on any Exeat Fridays (weekends where all school children take leave), or Fridays prior to half term breaks. Places booked will be charged for, regardless of illness or outings involving an extension to the school day.

Term dates

The School Term dates are:

Spring Term 2016: 5th January to 24th March

(Half Term: Friday 12th to Sunday 21st February)

Summer Term 2016: 18th April to 9th July

(Half Term: Friday 27th May—Sunday 5th June)

Autumn Term 2016: 5th September to 16th December

(Half Term: Friday 14th October to Sunday 30th October)

Spring Term 2017: 9th January to 29th March

(Half Term: Friday 10th to Sunday 19th February)

Summer Term 2017: 19th April to 8th July

(Half Term: Friday 26th May to Sunday 4th June)

Policies and procedures

Absence

If your child is unable to attend school for any reason, in the first instance, please phone the School Office between 8.30 and 8.50am.

Please do not send your child to school if they have had sickness/diarrhoea within the previous 48 hours, are unwell, have a temperature, or have a contagious complaint.

Our school holidays are sufficiently long for it to be unnecessary for children to miss school to go on holiday. Please do try and keep to set holidays - they are publicised well in advance. Absences do disrupt a child's routine, whilst other children naturally think the absence is 'unfair'. Permission for absence due a 'special occasion' should be sought, in writing, from the Headmaster well in advance.

If the child is being looked after by another person, please advise the class teacher of these arrangements in case of an emergency. Also a change of routine may unsettle your child and if we are aware of a change in circumstances, we will be able to offer any additional support required.

Medical Information

Medical forms are issued to you annually to ensure we hold up to date information about your child. Please inform the school office if any amendments need to be made at a later date in the academic year.

We recognise that there may be times when children require medication during their time here at School. The matrons are happy to dispense over the counter medicines and prescribed medication for pupils. Any medication brought into school must be in the original container, and clearly marked with the pupil's name and dosage instructions, as well as a reason for the medication. It should be handed straight to the matron on duty (or the school office). The medication will be stored appropriately and returned to the child's parent/guardian when the child is collected. A record is kept for each child indicating the time and dosage of each medicine administered.

If your child has a 'toileting' accident, the Class Teacher will take charge of cleaning them and dressing them in clean clothes as required. Clothes will be returned at the end of the day in a sealed, plastic bag. Please ensure any clothes borrowed from school are laundered and returned as soon as possible.

Key Policies such as Education Needs, Safeguarding & Equal Opportunities policies are displayed in the setting. All other department documentation is readily available to parents upon request.

In case of Emergency

It is vital that the School has up to date information of telephone numbers in case of an emergency. Please notify the school office as soon as possible of any changes to address or mobile, home or work telephone numbers.

Complaints Procedure

We hope you will be very happy with St. Hugh's, but if ever you have any concerns you wish to raise, please contact the school. Parents are always welcome to discuss any worries with us and we believe that through open dialogue many concerns can be addressed and resolved very easily. In the first instance this dialogue will usually be with the Pre-Prep Staff but the Headmaster will always take any issue seriously if you feel you need to raise it directly with him.

It is hoped that most complaints and concerns will be resolved quickly and informally. A copy of the complaints policy is available from the school office. In the unlikely event that we are unable to resolve your complaint or you are unhappy with the outcome, you may wish to contact Ofsted Midlands Regional

Office at Building C, Cumberland Place, Park Row, Nottingham NG1 7ZS Tel: 08456 014772 or the Independent Schools Inspectorate: CAP House, 9-12 Long Lane, London EC1A 9HA, 020 7600 0100.

Inspections

The Headmaster is a member of IAPS (The independent Association of Preparatory Schools) and as such Years 1 and 2 are inspected by the ISI (Independent Schools Inspectorate) at least every six years. Reports regarding inspections are displayed on the school website and are available by parents from the School Office on request.

Full details of all school policies and procedures can be found on the school website and from the school office.

Governors and Staff

Governors

Chairman - Mr Mark Harrison, Mrs K Addison, Mrs H Betty, Mr C Burch, Mr N Cudmore, Mr D Harvey, Mr M.Johnson, Mr L Mason, Mr A Willoughby, Mr S Herring, Mr S Dewhurst, Gp Cpt Stringer, Mr K Phillips, Mr J Merritt, Mrs L Reynolds.

Headmaster

Mr C A Ward - Headmaster B.Ed

Mr M Vella - Deputy Head B.Ed Hons

Pre-Prep Teachers and Support Staff

Year 1 - Mrs R Bennett, MSc PGCE, supported by Mrs E Yates

Year 2 - Mrs L Pocklington, Bed, supported by Mrs J. Hillsmith

Subject Teachers

Miss B Blore, Science BSc PGCE Science)

Mr P Wingham, PE, Bed Hons PE, GTC certificate

Mme M Clayton, French, PGCE, Cert in Special Needs- Dyslexia, Licence Anglais

Mr G Sinnott, I.C.T. Director of Studies BSc- (Econ) Hons; GCE MBCS

Mr S Hardacre, Head of Music BA Hons.

Mrs K Felton, Swimming BA Hons

Special Needs

Mrs K Cook-James, SENCo, BA Ed (Hons), Adv Dip SEN

Mrs S Bromiley, Mrs O Read - Independent Special Needs Consultants.

School Support Team

Mrs L Malvern, School Matron

Mrs C Yule, Finance & Administration

Mr L Wilson, Catering Manager

Ms P Rege, Administration

Mrs H Pepper, Secretary

Mrs J Shirley, Secretary

Mr D Broadbent, Caretaker, Minibus Driver

Mr R Sanderson, Minibus Driver

Mr A Nutt, Minibus Driver

Mr L Wells, Handyman/Minibus Driver

Contacting the school

St Hugh's School
Cromwell Avenue
Woodhall Spa
Lincolnshire
LN10 6TQ

Headmaster: Mr Chris Ward

Telephone: 01526 352169 (Main Office)
01526 351523 (Early Years Dept.)
01526 351524 (**Emergency Out of Hours**)

Email: office@st-hughs.lincs.sch.uk

Website: www.st-hughs.lincs.sch.uk

