



**AVON HOUSE  
PREPARATORY SCHOOL**

# **PREP DEPARTMENT**

## **Parent Pack**

Please read and keep

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Dear Parents,

Welcome to the Prep Department. First of all, we would like to introduce ourselves to you as the teachers in the Prep School. We look forward to getting to know you and your child over the next academic year.

Prep children can arrive at school from 7.45am to attend The Daily Mile that takes place at The Wells every morning. Pupils that arrive at this time are expected to attend The Daily Mile and must wear their trainers. Pupils to arrive via the main school gate. Pupils arriving after 8.10am are supervised in the Prep playground until they are required to line up in their classes as soon as the morning bell is rung at 8.30am. In the event of heavy rain, children will go directly to their classroom from 8.10am, Daily Mile children will go to the School Hall. Please ensure that your child has their school bag with them along with any relevant equipment, sports and musical instruments.

School finishes at 3.40pm each day, apart from Monday when the Prep children stay until 4.15pm.

The children will read in class most days either individually or as part of a group. The children have a Prep Homework Journal; this will be filled in daily to ensure that you know the homework requirements and requires a weekly parental signature. Homework is set every day except Mondays. The Prep Homework Journal should also be used for school/home communication as well as recording the reading pages your child completes. We also would encourage you to record here any extra reading your child does outside of the school allocated reading scheme. Children should their allocated time on homework each evening. In addition to this they should read at home daily. Spelling tests will be on a Friday morning.

From time to time children may be given verbal messages to take home, though we will try to relay more important information via email or letter. These may also be written in their Homework Journals. Please ask your child daily if they have any messages to relay.

Children in the Prep Department have Swimming lessons every fortnight. Please ensure that your child has their correct school regulation swimming kit (including a towel, goggles and school swimming hat) with them on Thursday mornings. If children are well enough to be in school, in accordance with the school's policy they are well enough to swim. The class will have a PE lesson a week and a separate Games lesson and children will need the appropriate kit for both these lessons. PE and Swimming bags will be kept on pegs in the classroom along with Chromebooks which will be kept safely in lockers.

Please ensure that all items of your child's uniform are named clearly and securely.

Your child should have all the equipment on the equipment list, along with a daily fruit snack and could we ask that all items are clearly named. Please check regularly that equipment does not need replacing.

As pupils move into the Prep, we will continue to offer our Reasoning lessons and they will learn an additional language. Pupils in Year 6 will receive both a Geography and History lesson each week and in the Summer Term, will receive transition lessons as part of their curriculum. Keep checking the Parent Portal to see further details of what your child will be covering each term in their class.

If you have any concerns, please feel free to address these directly to your class teacher. We should normally be available to see parents both before and after school. Any major issues can also be discussed by making an appointment with us via the School Office – [office@ahsprep.co.uk](mailto:office@ahsprep.co.uk).

We hope the above information is useful and thank you in advance for your support.  
The Prep Department



## Uniform

### School Uniform Regulations

**Winter/Summer uniform:** All pupils should wear Winter uniform from the 30<sup>th</sup> September until the Easter holidays and Summer uniform from after the Easter holidays. From September to the 30<sup>th</sup> September, pupils have the choice of wearing Summer or Winter uniform.

**Blazers:** All pupils from Year 1 to Year 6 need a school blazer. If children do not have a school blazer they may be excluded from activities, events or educational visits.

**School coats:** The regulation coat must be worn by all pupils. If children do not have a school coat they may be excluded from activities, events or educational visits.

**Shoes:** All pupils from Year 1 to Year 6 wear black shoes with laces or buckle or Velcro fastening, no pumps.

**Jewellery and religious artefacts:** For health and safety reasons, we do not allow any adornments or religious emblems. No items of value should be brought into school. Analogue watches may be worn in the Prep Department, once pupils can tell the time.

**Hair:** Hair accessories are to be kept to a minimum. Hair must be tied back where possible with dark blue or black hair bands and hair ties only. Short hair must be neat and well-groomed, without grooming products.

### Class Uniform List

Your child has a choice of wearing either Uniform A or Uniform B, however we ask that children do not alternate between the two (for example if you choose Uniform A, this has to continue for the duration of the term).

#### Uniform A – Winter and Spring Terms

- \* School Blazer
- \* Royal Blue V-Neck Pullover
- White Shirt, long sleeves
- \* School Tie
- \* Grey Trousers
- Short Grey Socks
- \* Outdoor Coat
- \* Woolly Hat
- Navy or Royal Blue Gloves
- \* Scarf
- \* School bag
- Black Shoes, Velcro/buckle/lace fastening (no pumps)

#### Uniform A – Summer Term

- \* School Blazer
- \* Royal Blue V-Neck Pullover
- White shirt, short sleeves
- \* School Tie
- \* Grey Shorts
- \* Long Grey Socks, royal blue bands
- \* Outdoor Coat\*\*
- Summer Cap (buy from School Office)
- \* School bag
- Black Shoes, Velcro/buckle/lace fastening (no pumps)

*\*Items to be purchased from Forest Casuals*

*\*\*There is a lightweight Regatta jacket available from Forest Casuals for the Summer Term if required*

## Uniform B – Winter and Spring Terms

- \* School Blazer
- \* Royal Blue V-Neck Cardigan
- White Shirt, long sleeves
- \* Grey Tunic
- \* School Tie
- Grey Tights or Long Grey Socks
- \* Outdoor Coat
- \* Woolly Hat
- Navy or royal blue gloves
- \* Scarf
- \* School bag
- Black Shoes, Velcro/buckle/lace fastening  
(no pumps)

## Uniform B – Summer Term

- \* School Blazer
- \* Royal Blue V-Neck Cardigan
- \* Summer Dress
- Short white socks\*\*\*
- \* Outdoor Coat\*\*
- \* Summer Cap (*buy from School Office*)
- \* School bag
- Black Shoes, Velcro/buckle/lace  
fastening (no pumps)

*\*These items are of a regulation design and only obtainable from the official school outfitter:*

Forest Casual and Schoolwear: 144 High Road, Loughton, Essex IG10 4BE  
Tel: 020 8508 2848  
[www.forestcasualwear.co.uk](http://www.forestcasualwear.co.uk)

All items of clothing must be clearly and securely named. Sewn in labels can be ordered from Forest Casual and Schoolwear – style 2, blue writing. Forest Casuals also offer an initialling service on some uniform items.

*\*Items to be purchased from Forest Casuals*

*\*\*There is a lightweight Regatta jacket available from Forest Casuals for the Summer Term if required*

*\*\*\*Long white socks maybe worn with the Summer dress if there is cold weather*

## Sport Uniform List

Below is the required kit list for PE and Games

All kit should be brought to school in the \*Blue AHS PE bag

### PE Kit (every week)

- \* Sports T-Shirt
- \* Sports Shorts
- \* Sports Jacket
- \* Sports Trousers
- \* Base Layer Top
- \* Rain Jacket/Trousers
- White Sports Socks
- Plain White Trainers

### Games Kit (every week)

- \* Sports T-Shirt
- \* Sports Shorts
- \* Sports Jacket
- \* Sports Trousers
- \* Base Layer Top
- \* Rain Jacket and Trousers
- \* Rugby/Football Socks
- Rugby/Football Boots (plastic studs)
- White Trainers
- Gum Shield (already moulded)
- Shin Pads

### Swim Kit (every week)

- \* Navy Blue Swim Trunks / Navy Blue Swim Costume
- Swim Hat (House colour) (*from School Office for £5 cash*)
- Towel
- Goggles
- \* Yellow Swim Bag

### Additional Kit as required:

#### Netball Kit (as applicable)

- \*Navy Netball Skort

#### Cricket Kit (as applicable)

- \* Cricket Whites
- \* Cricket Hat/Blue Cap
- Cricket Equipment (optional)
- White Sports Socks
- White Trainers

## Equipment List

Your child's pencil case needs to be practical and all items contained together to facilitate fitting into their tray.

Each child should have the following items in school at all times:

- 1 small pencil case containing:
  - 4 writing pencils
  - colouring pencils
  - felt tip pens
  - a rubber
  - pencil sharpener which can be emptied daily
  - a large white Pritt Stick
  - Pen licence pen if they have one (please note that if your child has a pen licence they are expected to use pen for all written work)

We request that 'Smiggle' pencil cases and 'smelly' pens and pencils are not used

- Chromebook – to be purchased via Parent Pay. Chromebook must be brought to school each day ready charged
- Regulation school water bottle (new pupils will be given a school water bottle on the first day of term, payment for which should be made via ParentPay).
- Regulation school bag

Every item of equipment must be named and all clothing (including socks) must be named with sewn-in labels.

We would like your child to bring a **small** fruit or vegetable snack to have mid-morning. We suggest apple, carrot batons or dried fruit. Please do not send in soft fruits as these become rather unappetising by mid-morning. These snacks need to be put into a named small plastic pot, which they can keep in the fruit snack box.

We will not provide fruit snacks for those children who have forgotten to bring them in.

When a packed lunch is required (for example when on an educational visit), we recommend packing a fruit snack plus a healthy lunch. Lunch suggestions include a sandwich / pasta pot / salad bowl with limited, small, snack accompaniments. Large sharing bags are not permitted. No chocolate or sweets, however a small biscuit bar such as a Penguin / Kit Kat is allowed. A named water bottle is required. No nuts, fizzy drinks or glass bottles.

## Homework Guidance

We believe homework should be set for clearly defined purposes and not for its own sake.

Homework should:

1. Encourage self-discipline and personal organization
2. Create additional time for structured learning
3. Bridge the gap between home and school
4. Allow parents direct involvement in their child's learning

### Responsibilities of Parents

- Establish a quiet, well-lit study area
- Set a regular study time each day according to family commitments
- Use the homework/reading diary as a means of communication between parents and school
- Help child to access any research or to work out an answer – not just do it for them
- Be supportive if the child gets frustrated over a set task
- Contact teacher to explain any difficulties that have arisen over homework
- Incomplete homework will be discussed with the parent

### Responsibilities of Pupil

- Write down homework tasks in homework diary clearly so you can read what to do when you are at home
- Make sure you understand your task before you leave school. Ask the teacher questions if you are unclear what is expected of you
- Set aside a regular study time that suits your after-school plans
- Work in a quiet, well-lit study area
- Work on your own and ask your parents for help in accessing the answer – do not expect them just to do your homework for you
- Produce your best work
- Make sure your homework is done according to the given instructions and completed on time
- Homework is not an optional task and you must hand it in on time
- Incomplete or unsatisfactory homework will be discussed with the pupil and could be returned for completion the following night

Homework Expectations:

- Year 3 & 4 & 5 – 20 minutes on an activity + 10 minutes of reading and spelling
- Year 6 – 30 minutes on an activity + 10 minutes of reading and spelling



## Things You Can Do to Help Your Child Prepare for the 11+

Children do not just get places in Independent Schools based on academic achievement. Of course, exam marks are important, but schools are looking for children who are interesting and well rounded. Here are some non-academic ways that you can help your child prepare, so that they have the best chance of being awarded a place at the school of their choice.

- Does your child do anything outside the classroom? Secondary schools are looking for children who have interests other than academia. Do they have a hobby that they can speak about when interviewed? If not, do they have a passion for something? Is this something that they can pursue outside the classroom?
- Has your child participated in the 'Plume of Feathers' award scheme? This is a great way of incorporating some alternative, problem solving, non-academic activities into their timetable.
- Does your child **read for pleasure?** Do they choose books to read other than those on the reading scheme? Can they read and understand books that appear in other year groups recommended reading list? We will be checking their understanding of the texts by asking them for periodic book reviews on books from the list. Reading for pleasure and being able to discuss what they have read is a really important skill to have.
- Reading for pleasure will also enhance your child's imagination, which will improve their literacy and story writing skills.
- Does your child read things other than story books? Non-fiction, newspapers, periodicals or other 'fact based' literature linked to their interests will further their knowledge and give them more to talk about at an interview.
- Does your child make their best effort with their homework? Homework tasks should always be completed in a timely and careful manner. Teachers will look at homework books when it comes to filling in common entrance forms and if homework is considered to be slapdash, this will be included on the form as inconsistent homework ethic.
- Presentation of work is important. The hope is that by Year 6, all children achieve their pen licences. Please encourage your child to always make their best effort in presenting their homework.
- Does your child know what to expect from an interview? Can they think on their feet? Can they lead a discussion about something that interests them with an adult? Can they engage and hold an adult's attention? Practising quick responses to tricky questions is a great way to prepare your child for an interview.
- We promote the 'Wonderwall' in class, but you can encourage them to take part in this too. Wonderwall questions are designed to make the children think. Encourage them to look at these questions from another angle and craft a different sort of response.
- We aim to watch Newsround daily with the children – knowledge of current affairs and what's going on in the world is crucial. They can also bring in newspaper articles that interest them to share with the rest of the class, as long as they can talk about them.

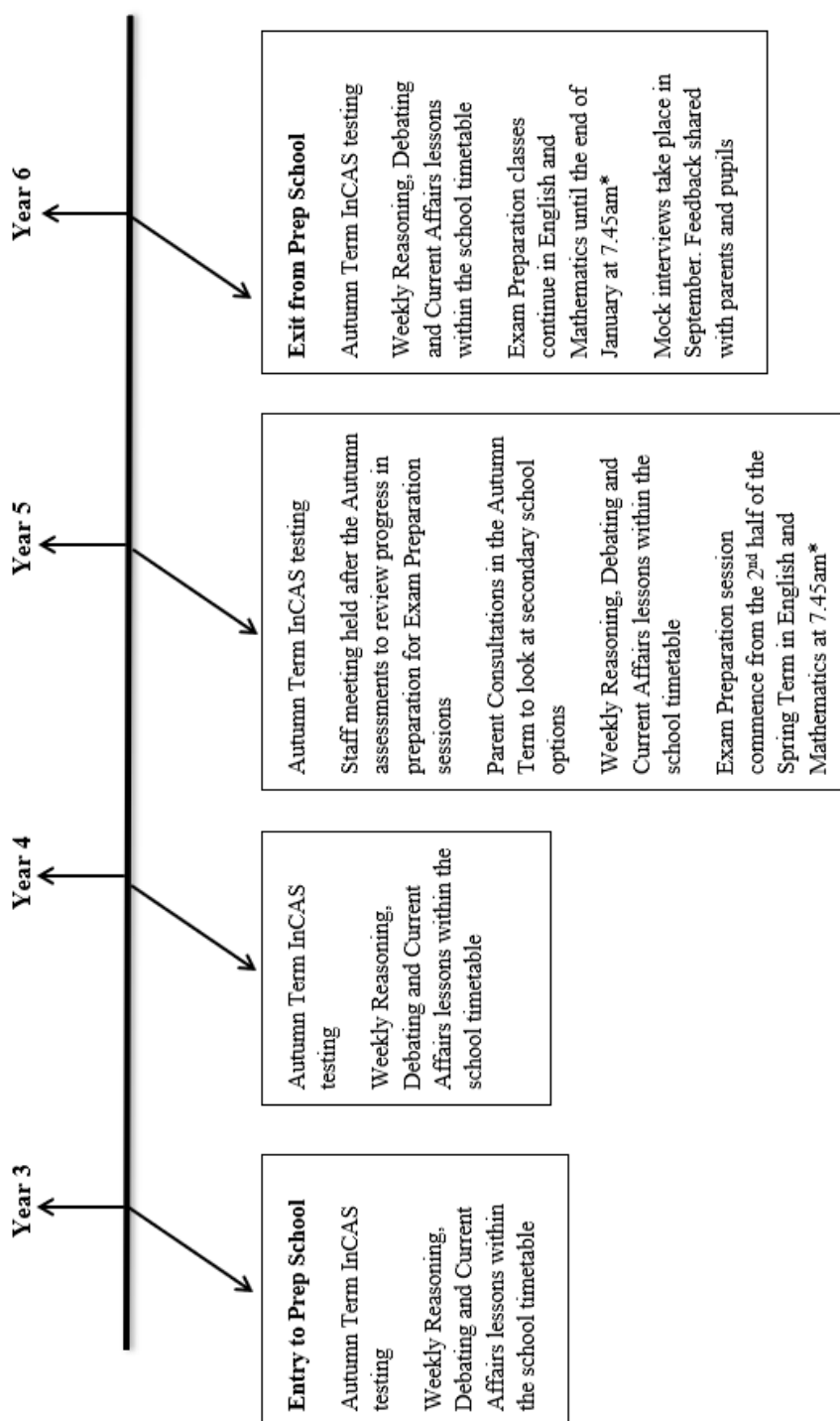


With regards to academia, here are some simple things you can encourage children to do to improve their marks:

- Check over their work (more than once if they have time in an exam).
- Show their working out – marks are often awarded for the correct process even if the final answer is wrong.
- Looking at the weighting of a question to determine how much time to spend on it and how long / detailed their answer should be (a 5 mark question should have more time and detail than a 1 mark question).

This list is not exhaustive, but it designed to give you some extra information and pointers about the 11+ and how to best guide your children for the next academic stage of their lives.

## Timetable for 11+ Preparation



\* The Exam Preparation sessions are aimed solely at providing 11+ examination preparation. If it is your intention to apply solely for state secondary schooling, the study skills classes do not apply as the curriculum at Avon House School provides children with plenty of challenges and opportunities as they study.



## **Sport in the Prep Dept**

Sport is an important and integral part of the curriculum. We have extensive facilities both on grass and all-weather surface pitches at The Woodford Wells Club which we can access directly through the gate in the playground.

Pupils are expected to have full sports kit in school for all sports lessons, clubs and fixtures. All items should be named. It is the responsibility of the children to remember to bring the required kit on the right days. If the necessary kit is not in school, children will not be given sports clothing to wear for these lessons.

If a child is unable to participate in a sports lesson for a particular reason, please notify the School Office in writing. Generally, if a child is well enough to be in school, the staff will consider they are well enough to participate in sports and swimming lessons unless by prior arrangement with the Head Teacher. If your child is unable to swim, for example if they have an injury, this same injury would then also exclude them from sporting activities and after school clubs. A medical note must be sent to the School Office, 24 hours in advance of the lesson, to excuse a pupil from swimming.

### Swimming

Swimming takes place at Loughton Pool every other Thursday morning. Pupils travel to Loughton Pool by coach. Swimming kit (costume, towel, school house swim hat) must be in school for swimming on the day in the yellow AHS school 'swim kit' bag. All pupils should have their own school coat and in cold and inclement weather, the children must bring their school coats. Children without their swimming kit will be given spare school swimming kit to wear if available.

### PE

The children's PE lessons take place across the week and the days on which they require kit can be found on their timetable (timetables are available via the Parent Portal). Programmes of study are set according to the season and the term.

### Games

Friday afternoon sports sessions are held at The Woodford Wells Club. In sunny/hot weather the children must bring their blue baseball caps and school water bottle for all sports sessions.

## **School Hours**

The school year is divided into three terms. The current year's term dates are included in this pack.

The school gates open at 7.45 am and pupils may arrive from this point to attend The Daily Mile. The school operates a meet and greet service from 8.00am for all pupils with senior staff on duty to assist as children arrive. Staff on duty in the playgrounds will ring the bells at 8.30 am ready for children to register in class. The school gate is locked at 8.30 am.

Breakfast Club operates from 7.30 am and at 8.10 am Breakfast Club pupils in Foundation 2 to Year 6 are sent to the correct playground while Foundation 1 pupils go straight to class.

The school day finishes at 3.40 pm for Years 2-6, with the exception of Mondays when the Prep Department (Years 3-6) finishes at 4.15 pm. Children are to be collected from the correct playground. Pupils who are not picked up by 3.40pm will be taken to the library where you will be charged a late collection fee.

Extra-curricular clubs finish promptly at 4.30 pm (apart from Monday which is a 4.15pm finish) at which time children in clubs should be collected from the Prep playground. All children who are uncollected will be taken to the library. The main school gate is locked at 4.30 pm and all parents collecting after this time should use the main school reception door. Siblings collecting pupils must be 14+ years.

## **Wraparound Care Breakfast Club, Tea Timers and Holiday Club**

The school offers a service whereby our staff will take care of children at either end of the school day.

Breakfast Club operates from 7.30 am. Breakfast will have a hot food option as well as cereal, yoghurt, fruit and a drink offering.

Tea Timers is run after school, on-site by our staff who provide a variety of activities until 6.00pm.

Tea Timers is open to all our pupils subject to availability with those booking termly in advance given priority. We will do our best to accommodate occasional users but this may not always be possible due to the restrictions of staff to pupil ratios.

Pupils are taken to Tea Timers after lessons or a club where they are registered and split into age related groups.

Further details for Wraparound Care can be found on the School's website.

Our Holiday Club, which operates during some weeks of school holidays, is open to all children aged 3-11 years and offers a wide range of activities for children to enjoy. Dates and further details can be found on the School's website.



## Assemblies

The School enjoys joining together as a group to share school news, celebrate successes and sing.

The Prep Department have an assembly on Monday mornings. This will be a time to share information and hear a short message with a moral.

We have a whole school assembly every Friday at which visiting speakers are invited to talk to the children on a variety of subjects. During this assembly our weekly awards are presented across the whole school: Kindness; Helpfulness; Resilience; Presentation; Courtesy; Organisation; Perseverance; Exemplary Behaviour. The Weekly Award, Star of the Week and STEM winners are announced in our newsletter The Weekly Flight every Friday.

On occasion, parents are invited to attend assemblies. Parents who attend are asked to stay for the duration of assembly in order to not disrupt the proceedings by leaving.

## House System

Avon House Preparatory School operates a house system throughout the school. All children are assigned to a House on entry, and they usually stay in that House throughout their time at school. House points can be awarded for class work, acts of kindness, helpfulness and general good manners as well as sporting achievements and inter-house competitions etc. Each child has a scroll in their classroom to which their House points are added and they are awarded a Bronze Award certificate in assembly for achieving 25 House points and the subsequent award for each additional set of 25 House points. Each House is led by a member of staff who encourages the children to participate in House events. House meetings are held at regular intervals.

The Houses are named after famous people with a local connection:

Cavell (blue; House Leader Mr J Evans): Edith Cavell (1865-1915) was born in Norfolk. She trained as a nurse and served in the British Red Cross Hospital during the First World War and is famous for helping British soldiers to escape from German-occupied Belgium. Her uncle was Rector of All Saints, Woodford Wells.

Churchill (purple; House Leader Mr J Babra): Winston Churchill (1874-1965) was a Member of Parliament for Wanstead and Woodford, who later became Prime Minister during the Second World War. He was also an officer in the British army, a historian, a writer and an artist.

Morris (yellow; House Leader Mrs S Gleadell): William Morris (1834-1896) was born in Walthamstow and lived in Woodford during his early years. He studied at Oxford University and became a famous designer of wallpapers and fabrics. He also wrote books and poems.

Pankhurst (orange; House Leader Ms A Heath): Emmeline Pankhurst (1858-1928) was born in Manchester. She became famous for leading the suffragette movement, campaigning for votes for women. Her daughter, Sylvia, lived in Woodford Green for many years.

A House Captain from Year 6 is selected each year by the staff and children in the relevant House.

## Chromebooks

From Year 3-6, pupils will be expected to bring in a fully charged Chromebook to be used as a tool to help in their learning. Throughout the Prep, the Chromebook is used for research, presenting, assignments and to access online learning tools.

On the first day of term, pupils will be given the code to join their specific Google Classroom page, where they will find the work that has been set for them. This page will also act as a communication tool, in addition to the journal, for teachers to let you know of any announcements that are pertinent to your class.

On the Parent Portal, you will find a guide to using the Google Classroom and we would like you to practice using this application with your class. In particular, pupils should be confident in doing the following actions on their Chromebook:

- Opening new google docs or slides
- Inserting images and tests into documents or slides
- Turning in assignments
- Posting comments on the class stream
- Recording videos
- Scanning QR codes
- Being familiar with the keyboard layout, in particular the use of punctuation

Pupils will be expected to sign a document relating to the safe use of technology and to know where to find their log in details for the programmes we use in school (Prep Journal).

## Character Education in the Prep

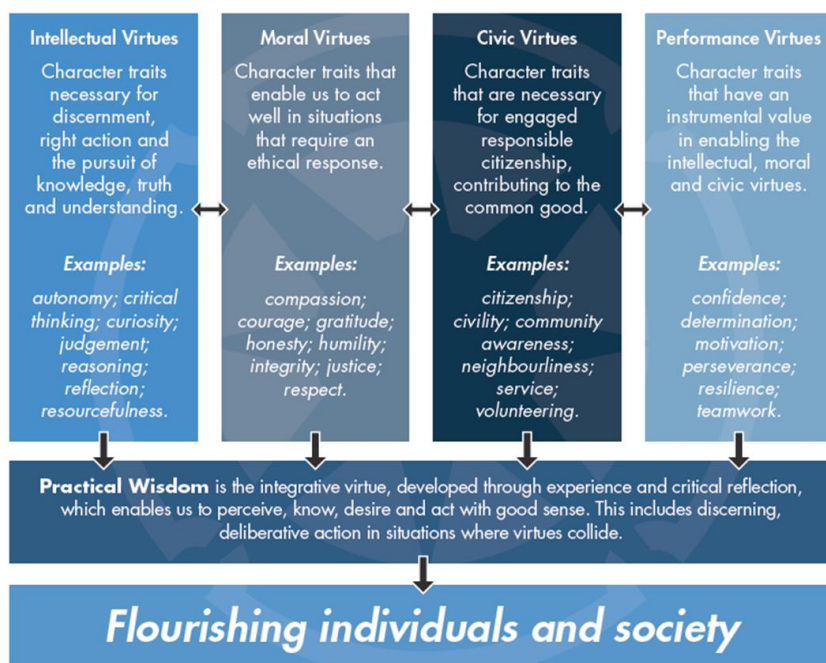
At Avon House, we define Character Education as:

“...the deliberate effort to teach virtues. Virtues are objectively good human qualities. They are good for the individual and the whole human community.”

(Lickona, 1997, p.65)

Character Education implements the “Jubilee Centre – Building Blocks for Character” model which brings together different virtues traits into four building blocks (Intellectual, Moral, Civic and Performance Virtues) alongside the ability to practice Practical Wisdom to build an individual character that will flourish.





By ensuring that our Curriculum and Extra-curricular activities allow pupils to experience and understand virtues in each of the four building blocks, we are encouraging our pupils to have a more balanced approach to their own character development and to identify how their choices can affect the development of those around them.

The foundation of any work on character and values is our emotions and pupils are given opportunities at registration time to express how they are feeling. Using the feeling matrix below, they can use the feelings matrix below to then identify what changes they need to make in order to feel a different emotion.

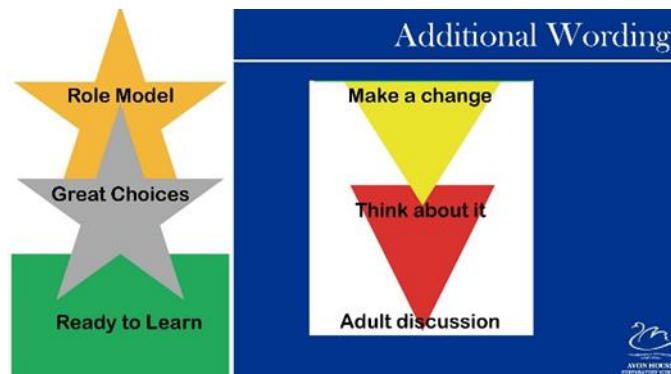
Angry	Worried	Panicked	Happy	Excited	Optimistic	High Energy
Frightened	Concerned	Apprehensive	Motivated	Focused	enthusiastic	
Irritated	Restless	Stressed	Energised	Hopeful	Upbeat	
Sad	Tired	Pessimistic	Calm	Relaxed	Mellow	Low Energy
Disappointed	Hopeless	Discouraged	Satisfied	Peaceful	Tranquil	
Drained	Miserable	Alienated	Balanced	Thoughtful	Secure	
Don't Feel Good			Feel Good			



## Behaviour Management and Reward Systems

The pupils discuss and agree their class charter as a set of behaviour guidance for the year with their class teacher as they enter their new class and this is displayed in their classroom.

The pupils are encouraged to behave in line with their class rules with praise and rewards used to promote this. We have a behaviour system named ‘Going for Gold’.



Each class displays a chart made up of gold, silver, green, yellow and red card on their wall. The pupil starts the day on the green panel. For an achievement or if the pupil’s behaviour is positive the pupil’s icon will be moved up the chart to silver and so on. At the end of the day Prep pupils will receive one house point for silver and two for being moved to gold. If however a pupil’s behaviour is not in line with the class charter they will be given a verbal warning. If the behaviour continues then they will be placed on yellow and then onto red. For pupils placed on yellow or red, a card will be given to them which will go to lessons that are taught by specialist staff. Prep pupils will miss the following morning break with timeout on ‘The Wall.’ At the end of each day the pupils’ names will be reset on green.

At the end of each week, one pupil from each class will be chosen by their class teacher as the ‘Star of the Week’ and will receive a special certificate detailing the reason. We also award a STEM star of the week.

In the Prep Department, the “Calm Me Time” card was adopted to encourage pupils to self-regulate their behaviour. In Years 3 & 4, under the guidance of the class teacher, if a pupil is showing distressed behaviour, or if having been moved to Yellow on the behaviour chart, they are in a risk of moving to red, they can have some time out. Pupils will take the card and go out of the classroom with the additional adult and for 2 minutes, use the strategies on the reverse of the card to calm down and then re-engage with the lesson.

In Years 5 & 6, pupils will be encouraged to identify their own need to use the card and will go to a designated space outside of the classroom to use the calming strategies. As previously mentioned, this card will be used if the pupil feels distressed or they are on yellow and need to calm down and re-engage with the lesson. Administering this card will follow a 3-2-1 process: 1 pupil at a time, a pupil may use the card 2 times in a day and no more than 3 days in a week.



## School Policies

You will find a set of school policies on the School's website which will help you to fully understand school procedures. These include:

Avon House Mission Statement  
Anti-Bullying  
Behaviour and Discipline  
Curriculum  
EYFS Settling In and Key Worker  
EYFS to KS1 Transition  
First Aid  
Homework  
Out of Hours Care  
Parent Partnership  
Safeguarding (Child Protection)  
Sex and Relationships  
Sickness and Medication  
Supervision of Pupils  
Teaching and Learning

If you need additional help with policies and procedure please contact the Head Teacher or Deputy Head.

## School Clubs

The school offers a number of extra-curricular activities which run before school, after school and at lunchtime.

Application forms are sent home in the previous term. We endeavour to make sure that all children are included in the extra-curricular programme should they wish to be and so clubs are not allocated on a first come, first served basis. In the case of sports clubs, priority is given to those pupils who play in school teams i.e. netball, tag rugby etc...

This is a list of clubs that are offered. Not all clubs are available across all age groups and pupils in Foundation 1 do not start clubs until the Spring Term. Some clubs are only offered in specific terms and will be notified at the appropriate time via the extra-curricular clubs system.

Art for Art's Sake	ICT Explorers
Bat, Bowl, Catch	Karate
Board Games	Lego Club
Coding	Mile Before School
Computing	Mindfulness
Construction Crew	Mini Tennis
Cookery	One Planet
Cricket Squad	Origami
Cross Country	Petite Painters
Dance	Puppet Story Telling
Drawing	Rounders
Film Club	Sewing Bees
Football	Strings Club
Gardening	Squash 57
Girls' Cricket	Table Tennis Coaching at WWC
Girls; Football	Tennis at WWC
Hama Beads	Warhammer

## School Communication

The school operates an open-door policy allowing parents to meet with staff outside of the normal parent consultations.

If you need to speak to a member of staff regarding anything to do with your child there are several ways you can communicate with school. You can call the School Office, email or required a face to face meeting. The School Office will process your request within 48 hours however if this is a matter of a serious nature then please tell the School Office and the class teacher will respond that day. If you would prefer to speak to a senior member of staff this should be done via the School Office and you will receive a response within 48 hours.

Please be aware that it is not always possible for staff to talk to you at the end of the day unless by appointment as they have after school activities to attend.

## Staff List

**Head Teacher** Mrs A Campbell  
**Deputy Head** Mr G Biston

**School Governors** Mr M Barrett (Chair)  
Mr J Blake Mrs F Cookson Miss K Lovejoy Mr D Malyon

### Department Heads

<b>Prep</b> Mr J Manning	<b>Pre-Prep</b> Mrs R Telling	<b>Early Years</b> Mrs P Tant	<b>STEM</b> Mrs N Hooley	<b>English</b> Ms H Grant
<b>Humanities</b> Mr J Babra	<b>Languages</b> Miss F Whitestone	<b>RPS</b> Mrs P Hussein	<b>Music &amp; Drama</b> Mr D Reed	<b>Sport</b> Mr M Thornley Mrs S Gleadell

<b>Class</b>	<b>Teacher</b>	<b>Class</b>	<b>Teacher</b>
F1 Puffins	Mrs R Buhorah	F2 Mallards	Mrs M Palmer
F2 Kingfishers	Mrs P Tant	Year 1 Pelicans	Miss R Saharoy
Year 1 Cranes	Miss M Bettany	Year 2 Herons	Miss A Neal
Year 2 Flamingos	Mrs R Telling	Year 3NH	Mrs N Hooley
Year 3KY	Miss K Youngman	Year 4PH	Mrs P Hussein
Year 4FW	Miss F Whitestone	Year 5JB	Mr J Babra
Year 5KI	Miss K Ioakim	Year 6JM	Mr J Manning
Year 6HG	Mrs H Grant		

<b>Class</b>	<b>Support Staff</b>
F1 Puffins	Mrs R Lord
F2 Kingfishers & Mallards:	Mrs P Kalsi & Mrs F Alvi
Year 1 & Year 2:	Mrs N Monehen, Ms A Heath, Miss L Westmaas, Mrs J Chambers
Year 3 & Year 4:	Miss S Young, Mrs R Sehdev, Mrs A Pool
Year 5 & Year 6:	Miss A Feeney, Mr J Evans, Miss J Dade

### Specialist Staff

<b>Inclusion Lead</b>	Miss J Lewis
<b>Art/Design Technology</b>	Mrs E Mistry
<b>Computing</b>	Mr G Biston
<b>Spanish</b>	Mrs V Gagliano Styczynski
<b>School Counsellor</b>	Mrs N Ramasamy
<b>Music (Peripatetic)</b>	Mr W Alexander, Mr S Brooker, Mr D Cook, Mrs O Paliy, Miss M Smith, Mr D Storey
<b>Sport</b>	Mr J Evans
<b>Swimming</b>	Miss C Beckett, Mr P Norris, Miss C Russell

<b>School Bursar</b>	Mrs Z Mughal
<b>HR and Head's PA</b>	Miss J White
<b>Admissions and Marketing</b>	Miss V Barrett
<b>School Secretary</b>	Miss M Diedrick
<b>Welfare Administrator</b>	Mrs R Spelman
<b>Accountants</b>	Messrs. Pawley & Malyon-Salisbury House, EC2M SSQ



## **TERM DATES 2024-2025**

### **AUTUMN TERM 2024**

Commence: Wednesday 4<sup>th</sup> September

Half-Term: Monday 21<sup>st</sup> October – Friday 1<sup>st</sup> November

End of Term: Friday 13<sup>th</sup> December at 1.30pm (F1-Year 5)  
Year 6 Study Skills Session until 2.30pm

### **SPRING TERM 2025**

Commence: Tuesday 7<sup>th</sup> January

Half-Term: Monday 17<sup>th</sup> – 21<sup>st</sup> February

End of Term: Friday 28<sup>th</sup> March at 1.30pm

### **SUMMER TERM 2025**

Commence: Tuesday 22<sup>nd</sup> April

Half-Term: Monday 26<sup>th</sup> May – Friday 30<sup>th</sup> May

End of Term: Friday 4<sup>th</sup> July at 2.30pm

# Appendix:

## Recommended Reading List for Years 3 and 4

*Seriously Silly series* Allen Ahlberg  
*Arabel's Raven* Joan Aiken  
*Fudge Series* Judy Bloom  
*Jake Cake series* Michael Broad  
*Rescuing Dad, How to Train Your Parents, My Friend's a Werewolf* Pete Johnson  
*Vald the Drac series* Ann Jungman  
*Mammoth Academy series* Neal Layton  
*Captain Underpants series* Dav Pilkey  
*Dirtie Bertie series* David Roberts  
*Horrid Henry series* Francesca Simon  
*Charlie Small series* Charlie Small  
*Mr Gum series* Andy Stanton  
*My Brother's Famous Bottom, One Hundred Mile an Hour Dog series, Let's do the Pharoah, Krazy Cow, My Mum's Going to Explode* Jeremy Strong  
*Pongwiffy series* Kaye Umansky  
*Jeremy James series* David Henry Wilson  
*Eddie Dickens Trilogy, Fall of Fergal* Philip Ardagh  
*Harry the Poisonous Centipede series* Lynn Reid Banks  
*Vernon Bright series* Steve Barlow/Steve Skidmore  
*Astrosaurs series* Steve Cole  
*Spy Dog series* Andrew Cope  
*Just William* Richmal Crompton  
*Little Wolf* Ian Whybrow  
*Beast Quest* Adam Blade  
*Secret Seven, Adventure stories* Enid Blyton  
*Cows in Action* Steve Cole  
*GRK series* Joshua Doder  
*Emil and the Detectives* Erich Kastner  
*Turbulent Term of Tyke Tiler* Gene Kemp  
*Judy Moody* Megan McDonald  
*Ottoline and the Yellow Cat* Chris Riddell  
*Earth Giant* Melvyn Burgess  
*Angels Unlimited* Annie Dalton  
*The Spiderwick Chronicles* Tony Diterlizzi  
*Groosom Grange* Anthony Horowitz  
*The Owl Tree* Jenny Nimmo  
*Dakota of the White Flats, Kasper in the Glitter, Mercedes Ice, Scribbleboy* Phillip Ridley  
*Grizzly Tales Nasty Little Beasts* James Rix  
*Ms Wiz series* Terence Blackman  
*Faraway Tree, Wishing Chair* Enid Blyton  
*Flat Stanley* Jeff Brown  
*My Secret Unicorn* Linda Chapman  
*Storm* Kevin Crossly-Holland  
*The Strongest Girl in the World, The Boy Who Could fly, The Invisible Boy, The Smallest Girl Ever* Sally Gardner  
*Tiara Club* Vivian French  
*Pirate Brother, Bug Brother* Pete Johnson  
*Rainbow Magic* Daisy Meadows  
*The Worst Witch* Jill Murphy  
*The Enchanted Horse* Magdalen Nabb  
*The Fairy series* Gwyneth Rees  
*Araminta Spook series* Angie Sage

*Hugo Pepper* Paul Stewart  
*Gobolino the Witch's Cat* Ursula Moray Williams  
*Woof, It Was a Dark and Stormy Night, Ten in a Bed, Giant Baby* Allan Ahlberg  
*Fantastic Mr Fox, Charlie and the Chocolate Factory, Charlie and the Great Glass Elevator, James and the Giant Peach, The BFG* Roald Dahl  
*Bill's New Frock, How to Write Really Badly* Anne Fine  
*Toro, Toro, Farm Boy, Kensuke's Kingdom, Wreck of Zanzibar* Michael Morpurgo  
*Sleepovers, Cilffhanger, The Lottie Project, Double Act* Jacqueline Wilson  
*Milly Molly Mandy* J. L. Brisley  
*Lizzie Dripping* Helen Cresswell  
*The Iron Man* Ted Hughes  
*Finn Family Moomintroll* Tove Jansson  
*Stig of the Dump* Clive King  
*Pippi Longstocking* Astrid Lindgren  
*Mrs Pepperpot* Alf Proysen  
*Charlotte's Web* E. B. White  
*The Diary of a Medieval Squire/ A Young Elizabethan Actor* Moira Butterfield  
*The Revolting Rabbits* Susan Gates  
*The Time Travelling Cat* Julia Jarman  
*Tom's Private War* G. Leeson  
*Daisy May* Jean Ure  
*Trouble at the Mill* Philip Wooderson  
*Orchard Book of Aesop's Fables*  
*Mad Myths* Steve Barlow  
*Tales of the Early World* Ted Hughes  
*Sinbad the Sailor, Greek Myths for Young Children, Adventures of Robin Hood* Marcia Williams  
*Secret Friends*, Elizabeth Laird  
*The Julian Stories*, Ann Cameron  
*Too Small Tola*, Atinuke  
*Empire's End : A Roman Story*, Leila Rasheed  
*The Time of Green Magic*, Hilary McKay  
*Miami Jackson Gets it Straight*, Patricia and Frederick McKissack  
*Son of the Circus : A Victorian Story*, E.L.Norry  
*The Village that Vanished*, Ann Grifalconi  
*Sam Wu Is Not Afraid of the Dark*, Katie and Kevin Tsang

## Year 5 Recommended Reading List

Water Wings  
 The Diddakoi  
 Stormbreaker  
 Walter and Me  
 Mister Monday  
 Aquila  
 Harry and the Wrinklies  
 The Story of Tracy Beaker  
 Double Act  
 Northern Lights  
 A Christmas Carol  
 Dragon Rider  
 Journey To Jo'burg  
 Journey to the River Sea  
 The Owl Service  
 Pig Heart Boy  
 Tom's Midnight Garden  
 Watership Down  
 The Wizard of Earthsea  
 Wolves of Willoughby Chase  
 Where the Red Fern Grows  
 Little Women  
 The Secret Garden  
 Artemis Fowl  
 The Wind in the Willows  
 Anne of Green Gables  
 Black Beauty  
 Holes  
 Vicky Angel  
 The Other Side of Truth  
 Harry Potter series  
 Jane Eyre  
 The Railway Children  
 Robinson Crusoe  
 Treasure Island  
 Celeste's Harlem Renaissance  
 The Watsons Go to Birmingham  
 No Ballet Shoes in Syria  
 The Afterwards  
 The Faraway Truth  
 Rubbish Town Hero

Morris Gleitzman  
 Rumer Godden  
 Anthony Horowitz  
 Michael Morpurgo  
 Garth Nix  
 Andrew Norris  
 Alan Temperley  
 Jacqueline Wilson  
 Jacqueline Wilson  
 Philip Pullman  
 Charles Dickens (abridged)  
 Cornelia Funke  
 Beverly Naidoo  
 Eva Ibbotson  
 Alan Garner  
 Malorie Blackman  
 Philippa Pearce  
 Richard Adams  
 Ursula K Le Guin  
 Joan Aiken  
 Wilson Rawls  
 Louisa May Alcott  
 Frances Hodgson-Burnett  
 Eoin Colfer  
 Kenneth Grahame  
 L M Montgomery  
 Anna Sewell  
 Louis Sachar  
 Jacqueline Wilson  
 Beverley Naidoo  
 J K Rowling  
 Charlotte Bronte  
 E Nesbit  
 Daniel Defoe  
 R L Stevenson  
 Eleanora Tate  
 Christopher Paul Curtis  
 Catherine Bruton  
 AF Harold  
 Janae Marks  
 Nicola Davies





## Year 6 Recommended Reading List

Carrie's War  
When Hitler Stole Pink Rabbit  
Forgotten Voices of the Second World War  
The Diamond of Drury Lane  
Framed  
Homecoming  
Noughts and Crosses  
Knife Edge  
Private Peaceful  
The Secret Diary of Adrian Mole Aged 13  $\frac{3}{4}$   
Treasure Island  
Mortal Engines  
Clockwork  
Ghost  
Dragon Keeper  
The Curious Incident of the Dog in the Night-Time  
Peter Pan  
Wizard of Oz  
Robinson Crusoe  
Oliver Twist  
Brown Girl Dreaming  
Jungle Book  
The Railway Children  
The Borrowers  
The Adventures of Huckleberry Finn  
Alex Rider series  
Welcome to Nowhere  
My Story series  
Anne Frank: The Diary of a Young Girl  
Boy Overboard  
Sabriel  
Goodnight Mr Tom  
Asha and the Spirit Bird  
The Un-Forgotten Coat  
How High the Moon  
Windrush Child  
Now or Never: A Dunkirk Story

Nina Bawden  
  
Judith Kerr  
Max Arthur  
Julia Golding  
Frank Cottrell Boyce  
Cynthia Voigt  
Malorie Blackman  
Malorie Blackman  
Michael Morpurgo  
Sue Townsend  
  
Robert Louis Stevenson  
Philip Reeve  
Philip Pullman  
Jason Reynolds  
Carole Wilkinson  
Mark Haddon  
J M Barrie  
F Baum  
Daniel Defoe  
Charles Dickens  
Jacqueline Woodson  
Rudyard Kipling  
E Nesbit  
M Norton  
Mark Twain  
Anthony Horowitz  
Elizabeth Laird  
Various authors  
Ed. Otto H Frank  
Morris Gleitzman  
Garth Nix  
Michelle Magorian  
Jasbinder Bilan  
Frank Cottrell-Boyce  
Karyn Parsons  
Benjamin Zephaniah  
Bai Rai