



KING HENRY VIII PREPARATORY SCHOOL



Parents' Handbook
(For parents of pupils aged 3 - 5)

Nursery and Reception
2011-2012

Parents' Handbook: Nursery & Reception 2011-2012



Dear Parent,

The aim of this booklet is to give you a detailed insight into the way the School runs and, more particularly, the routines that exist in the Nursery and Reception year groups so that you will have a good idea of what to expect when your child joins us.

In these first years of schooling, our aim is to ensure that each child makes a wonderful start to his or her education and feels confident and secure in new surroundings. From this point we start to build the educational foundations which should lead to success as your son or daughter progresses through the School.

Having read this booklet, you may find that you have particular questions you would like us to answer. Please feel free to telephone my Head of Nursery, Mrs. Piercy, the Head of Early Years (Nursery & Reception) Mrs. McKenzie, or me, so that we can talk things over with you.

There will also be a Curriculum and Information evening in September, just after term begins, for Reception Parents.

Yours sincerely,

A handwritten signature in blue ink that reads 'Nicholas Lovell'.

Nicholas Lovell
Headmaster

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STAFF

Management Team

- Headmaster Mr. N.M. Lovell, B.A. (Hons) P.G.C.E.
 - Deputy Head (Pastoral & Swallows Campus) Miss C. Soan, G.Mus, P.G.C.E.
 - Deputy Head (Academic & Hales Campus) Mrs. H. Higginson, B.Sc.(Hons), M.A.
 - Director of Studies Mr. S. Dhaliwal B.Ed, MSc.
 - Head of Early Years (Nursery & Reception) Mrs. L. McKenzie, B.Ed.
 - Head of Nursery Mrs B.A. Piercy, B.T.E.C. Dip.
- Headmaster's P.A. Mrs. L. Batson
School Administrator Mr. A. Shaw

Teachers of children in Nursery & Reception

- Mrs. L. McKenzie, B.Ed. Nursery teacher
Mrs. E. Curran, B.Ed. (Hons) Reception teacher
Miss R. Busby, B.Ed. Reception teacher
Mrs. C. Ferguson, B.A. Reception teacher
Miss S. Skarlatos B.A., P.G.C.E. Reception teacher
Mr J Brown B.Ed. (Hons) Music
Mr. L. Langkilde Head of Boys' Games
Miss K. Wozencroft HND, B.Ed Head of Girls' Games
Mrs. H. Mellor B.Ed. Director of Sport

Nursery nurses & Reception classroom assistants

- Miss L. Adams, BTEC Nursery Nurse
Miss D. Cook, N.V.Q. 3 Reception classroom assistant
Mrs J. McDonagh, N.V.Q.3 A.D.C.E. Reception classroom assistant
Mrs. E. O'Mahoney N.N.E.B. Nursery Nurse
Mrs. B. A. Piercy B.T.E.C. Dip. Head of Nursery
Miss J. Rothwell, N.N.E.B., Mont. Dip. Nursery Nurse
Miss C. Godleigh, N.V.Q.3 Medical Assistant

Learning Support

- Miss G. Beck B.Ed (Hons) Head of Learning Support

Play Club and After Care Manager

- Mrs. N. Cagribay, B.Tech. Nat. Dip Playclub & After-care manager
Miss S. Suleman, N.V.Q.3 Playclub & After-care assistant

Swallows Campus Administrative Team

- Receptionists: Mrs. G. Barge
Mrs. D. Parker

Staff e-mail addresses may be found on the School website:
www.khps.co.uk



THE SCHOOL DAY: NURSERY (children aged 3 – 4)

7.45 a.m. Breakfast club

8.15 a.m. A member of Nursery staff goes to School Hall (Swallows Campus) to care for children who do not wish to take breakfast but need early care.

8.30 a.m. Nursery opens. Registration.

9.30—10.15 a.m. Focused group activities based on pre-reading, writing and numeracy skills, including outdoor play and activities

10.15 a.m. Milk and snack time

10.30 a.m. Story

10.45 a.m. Topic related activities (6 areas of learning and independent learning).

11.30 a.m. Singing

11.45 a.m. Lunch (for those who are staying)

12.00 noon Morning session ends

LUNCH

Rest and free play – circle time – outdoor play

1.30 p.m. Afternoon session registration. Circle time.

Topic related activities (6 areas of learning and independent learning).

3.00 p.m. Story time and singing

3.15 p.m. Independent play and collection

3.30 p.m. Nursery day ends.

3.30 p.m. After-care based in the Nursery

6.00 p.m. End of the School Day



THE SCHOOL DAY: RECEPTION (Children aged 4 – 5)

7.45 a.m. Breakfast Club.

8.15 a.m. Children welcomed onto the playground.

8.50 a.m. Morning registration (start of Reception day)

9.00 a.m. 1st morning session

10.05 a.m. Assembly

10.25 a.m. Mid-morning break – outdoor play (weather permitting)

10.45 a.m. 2nd morning session

12.15-1.15 p.m. Lunch break with outdoor play (weather permitting).

1.15 p.m. 1st afternoon session

2.45 p.m. Afternoon break.

3.00 p.m. 2nd afternoon session

3.30 p.m. Reception day ends

3.30 p.m. After-care based in the Early Years Centre for Reception children. Start of after-school activities

4.15 p.m. End of Reception activities, children either taken to parents or to After-care

4.00 - 5.00 p.m. Some after-school clubs, run by peripatetic staff, are available to Reception children. Children will be taken to these and at the end collected by parents or taken to after-care

6.00 p.m. End of the School Day



DELIVERY AND COLLECTION OF CHILDREN

Nursery

Parents should escort their children to the Nursery Department by 9.00 a.m. Access to the Nursery is via a buzzer system, as the main door is always locked. We ask that parents help their children with their coats and then sign them in and out at the beginning and end of each session.

From 7.45 to 8.15 a.m. Breakfast Club runs in the School Hall and only children who will be eating breakfast should attend this session. From 8.15 until 8.30 a.m. children may be taken to the School Hall (even if they are not going to take breakfast) where they will be supervised (free of charge). Children arriving from 8.30 a.m. should be taken directly to the Nursery.

Parents need to collect their children from the Nursery itself at the end of the day. We have to be notified, in writing where possible, if anyone other than the named person will be collecting your child. For these occasions we operate a 'Password' system.

An unofficial one-way traffic system operates in The Firs (the lane leading to the School, off the Kenilworth Road) during drop off and collection times, as a courtesy to the residents. We ask all parents to adhere to this system in order to encourage a smooth flow of traffic.

The Nursery morning session formally starts at 9.00 a.m. but supervision is available in the Nursery from 8.30 a.m. All children must be in school by 9.00 a.m. so that they can gain the maximum benefit from all the activities. The Afternoon sessions start at 1.30 p.m.

Reception

The official start of the Reception Day is 8.50 a.m. Pupils who do not take breakfast may arrive from 8.15 a.m. for free pre-school care. Parents should take their children to the Reception Entrance of the Early Years Centre where a member of staff will be on duty. Each child's bag and coat will be placed on their peg and the children will then be escorted, by the parent, to the playground where another member of staff will be on duty.

Parents are asked to ensure that their children arrive at school on time. If for some reason a child is late, he/she should be taken to the School Office in the Main Building and a member of staff will be sent to collect the child from the office. It is essential that this procedure is followed as all attendance registers are kept in the School Office and for fire and security reasons the School must be absolutely sure which children are on site.

At the end of the school day (3.30 p.m.) all pupils who are not staying for after-care will be taken to the front of the school to be personally passed to parents or the person nominated to collect each child.



PRE AND AFTER-SCHOOL CARE, HOLIDAY PLAYCLUB

During term time, pre-school care is available from 7.45 a.m. (breakfast club); after-school care is available until 6.00 p.m. daily. Both are charged for but the School aims to make costs as reasonable as possible. During School holidays, the school operates a Holiday Play Club between the hours of 8.30 a.m. and 5.30 p.m. The children have great fun taking part in a wide variety of activities. There is an additional charge for this service.

HOME/SCHOOL PARTNERSHIP

Communication between parents and staff plays an important part in helping each child make good progress. Members of staff are available at the end of the day, if you wish to discuss any matter regarding your child. Alternatively, you can make an appointment to see a particular member of staff. There are parents' evenings at least twice each year, when members of staff are available to speak with parents. There are also three reports each academic year. Every Friday a school newsletter, *Sagitta*, is sent home. This provides current news and advises about forthcoming events. It is also possible to gain a quick response to questions by e-mailing the school. However, staff are not available at the start of the school day as they need to set up their lessons, attend a daily briefing with the headmaster and work with children.

We should also appreciate it if staff could be informed if there are any significant changes in your child's life or routine. If your child is upset when left at school, a quick goodbye is always best. Experience has shown that the parent's distress usually lasts longer than the child's! If you are worried, however, a telephone call will normally reassure you.

THE HOME-SCHOOL DIARY – Nursery

This book will enable parents, who do not bring or collect their children, to make contact with the Nursery staff or teachers, to communicate any information they feel staff should know on a daily basis. It will also be used by staff to keep parents informed.

PARENTS' EVENINGS

Each academic year there are two main parents' evenings when all parents can meet individually with members of staff to discuss progress. These meetings are in the Michaelmas and Lent terms. Parents may also seek a meeting with staff at any time during the academic year.

GROUP AND CLASS SIZES

In the Nursery children generally work in groups of 8, each child being individually assigned to a Nursery Nurse (or teacher) who is their 'key person'. In Reception children are placed in classes of no more than 16. In Reception the class teacher is the key person for each child.



THE CURRICULUM

What do the children in Nursery and Reception do?

The Nursery and Reception classes have a specific curriculum which follows the Early Years Foundation Stage Framework. This is carefully planned and monitored by well qualified and experienced staff. The Foundation Stage curriculum is set by the government and inspected by the Independent Schools Inspectorate.

The curriculum offered in Nursery is less formal than for the rest of the School and much of it is delivered through independent activities and games, some of it child initiated. Within the structure of their curriculum, children are able to develop their own ideas, initiatives and skills. At this stage, young children are developing physically at a rapid rate and it is essential to provide them with plenty of opportunities for developing their co-ordination skills and involvement in physical play. The staff will also support children in their first steps towards reading, writing and numeracy. All children are carefully observed and their progress is recorded and reported to parents.

In Reception the style of teaching becomes more formal and there is a greater emphasis on literacy and numeracy, with children being expected to be able to work in a traditional manner for at least the first part of the day and able to concentrate on the tasks they have been set. The teachers' expectations of each child will be based on his or her ability, so that lessons and tasks are tailored to children's stages of development, as well as being enjoyable and fun.

There are plenty of opportunities for children to develop creatively, physically and socially. Many opportunities are planned to develop confidence and autonomy, including the ability to persist in problem solving and to learn from mistakes. The development of language is given high priority to enable understanding of increasingly complex ideas, and to shape the developing powers of thinking and feeling. The curriculum also involves the development of each child as a sociable and co-operative person who is ready to play a part in the school community.

Each half term in the Foundation Stage (both Nursery and Reception), themes are followed which give opportunities for learning in the six areas of the curriculum. These six areas are:

- Personal, social and emotional
- Communication, language and literacy
- Mathematical
- Knowledge and understanding of the world
- Physical
- Creative



The curriculum is carefully planned to ensure progression and continuity of skills in the six areas of learning over the two or three years of the Foundation Stage. By the end of the Reception year it is hoped that most children will have begun to access the Key Stage One curriculum.

Reading in the Foundation Stage

Nursery and Reception use The Oxford Reading Tree as the core reading scheme, which is continued into Years One and Year Two. However, other reading schemes are also used to broaden children's reading experience, as well as 'big books' to read stories to the children and worksheets to familiarise the children with the characters and story-lines. We start children on a formal reading scheme when we feel they are ready and motivated, have grasped the concept of phonic sounds, recognise the letters of the alphabet and can sight read the first two sets of 'jelly' words. Prior to children in Nursery starting reading scheme books, they can take books home to share with their parents, borrowed from the Nursery Lending Library.

During Reception, high frequency words are introduced, called the 'Jelly Word' system. The children will take home Jelly Words each week and reading books 3 times a week, increasing to 4 as they become more confident.

Nursery Curriculum Themes

Michaelmas 1	Michaelmas 2	Lent 1	Lent 2	Summer 1	Summer 2
All about us	Materials, shape and colour	People who help us	Minibeasts and dinosaurs	Water	Favourite characters

Reception Curriculum Themes

Michaelmas 1	Michaelmas 2	Lent 1	Lent 2	Summer 1	Summer 2
Ourselves	Around the world	Transport	Growing and change	Fairy tales	Out and about



Play

Play is a fundamental part of the Nursery curriculum and an aspect of the Reception year curriculum. Infants' play in school is carefully observed and led. Properly supervised, organised and resourced play will promote the following important aspects of development.

It will help children to:

- become creative and imaginative;
- work alongside or co-operate with other children;
- communicate;
- investigate and discover;
- express feelings;
- extend their experiences in a safe environment;
- care for others;
- develop and express new ideas;
- explore;
- develop concentration;
- learn;
- share;
- make sense of the world;
- practise and develop skills;
- take risks;
- learn self control;
- be happy;
- understand the need for rules.

Our overall aims and expectations of children in the Nursery and Reception years

In these years it is our aim is to enable and encourage each child in our care to reach his or her potential within a caring, happy, secure and familiar environment. We provide a broad curriculum in order to begin encouraging a range of talents and we attempt to lay the important learning foundations necessary for future academic success at King Henry VIII School.



Uniform

NURSERY UNIFORM

Michaelmas and Lent Terms

Boys and Girls

Navy blue sweat shirt
Navy blue jogging trousers
Navy blue polo shirt
Grey socks
Black shoes
Black ribbed woollen hat with KHPS crest

School book carrier (navy blue)

N.B. All coats should be plain black. During the winter months, pupils may also wear a plain navy blue or black scarf and gloves.

Summer Term

Boys

Mid grey shorts
Navy blue polo shirt
Navy blue sweat shirt
Grey socks
Black shoes or sandals
Navy blue school sunhat (available from school office)

School book carrier (navy blue)

Girls

Blue patterned school summer dress
Navy blue sweat shirt or cardigan
White ankle length socks
Black or blue sandals or shoes
Navy school sunhat (available from school office)

School book carrier (navy blue)

P.E. Kit

Boys and Girls

White polo shirt
White cotton shorts
White short socks
Plain white trainers or black pumps (preferably Velcro)

School PE drawstring bag (navy blue)

N.B. It is very important that all items of uniform are named. Name tags on the P.E. kit should be sewn on the outside of shorts and shirts (on the chest or hem, right side).

Boys' hair should be above collar height. Girls' hair, of shoulder length or longer, should be tied back with black or blue hair fastenings. Children are expected to be neat and tidy when they arrive at School each morning. No items of jewellery may be worn other than for religious reasons and permission must be gained for such things from the Headmaster.

N.B. Shoes should preferably have Velcro fastenings. Wellingtons should be brought in during the winter months to enable outdoor play in wet or snowy weather.



RECEPTION UNIFORM

BOYS' UNIFORM

RECEPTION
<p>Boys' Winter Uniform Navy blue blazer with crest Navy blue jumper with red stripe White long-sleeved shirt Navy blue tie with red & yellow stripe Mid grey trousers Grey socks Black shoes (lace or Velcro) Black coat Black ribbed woollen hat with KHPS crest</p> <p>School book carrier (navy blue)</p>

RECEPTION
<p>Boys' Summer Uniform Navy blue blazer with crest Navy blue jumper with red stripe White short-sleeved shirt Navy blue tie with red & yellow stripe Mid grey trousers or shorts Grey long socks Black shoes (lace or Velcro) Navy Sunhat (available from school office)</p> <p>School book carrier (navy blue)</p>

BOYS' KIT

RECEPTION
<p>Boys' Games Kit: Striped, reversible navy blue and grey rugby jersey with school crest Navy blue cotton shorts Long navy blue socks Pair of outdoor black trainers Navy blue jogging bottoms Grey sweatshirt with school crest (optional)</p> <p>Boys' P.E. Kit: White polo shirt White cotton shorts White socks White trainers or black pumps (preferably Velcro)</p> <p>Boys' swimming kit: Black swimming trunks Swimming hat (black) Towel (named)</p> <p>2 x School Drawstring PE bags (navy blue) (1 for swimming) Large Drawstring Games Bag (black or blue)</p>

GIRLS' UNIFORM

RECEPTION
<p>Girls' Winter Uniform: Navy blue blazer with crest Navy blue jumper with red stripe White revere-neck shirt Navy blue (with yellow and red) kilt Navy blue socks or tights (cotton or wool) Black shoes (lace or Velcro) Black coat Black ribbed woollen hat with KHPS crest</p> <p>School book carrier (navy blue)</p>

RECEPTION
<p>Girls' Summer Uniform: Navy blue blazer with crest Navy blue jumper with red stripe Summer dress White short socks Black shoes (lace or Velcro) Navy Sunhat (available from school office)</p> <p>School book carrier (navy blue),</p>

GIRLS' KIT

RECEPTION
<p>Girls' Games Kit: Navy blue polo shirt with school crest Navy blue cotton shorts Long navy blue socks Pair of outdoor black trainers Grey sweatshirt with school crest Navy blue jogging bottoms</p> <p>Girls' P.E. Kit: White polo shirt White cotton shorts White socks White trainers or black pumps (preferably Velcro)</p> <p>Girls' swimming kit: Black swimming costume Swimming hat (black) Towel (named)</p> <p>2 x School Drawstring PE bags (navy blue) (1 for swimming) Large Drawstring Games Bag (black or blue)</p>

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All items of uniform and kit are available from the Coventry School Foundation Uniform Shop at Bablake School – Telephone 024 7627 1263.

Open: Thursday & Friday: 10:00a.m. – 12 noon; 1:00p.m. – 5:30p.m.,

N.B. All coats should be plain black. During the winter months, pupils may also wear a plain navy blue or black scarf and gloves..

Saturday: 10:00a.m. – 1:30p.m.

(Summer Holiday Opening hours: Tuesday - Friday 10:00a.m. - 5:00p.m., Saturday 10:00a.m. - 2:00p.m.)

OTHER USEFUL INFORMATION

Notification of Absence

If your child is away from school due to illness, we should be grateful if you would notify the School before 9.30 a.m. You can telephone the Main School on 024 76271307; you can e-mail swallows@khps.co.uk; or e-mail an individual member of staff. The School operates a first morning contact policy whereby a member of the administrative staff will contact a parent whose child is not present in school but from whom the School has not heard.

If you wish to apply for leave of absence for your child during term time, please write to the Headmaster. From Reception onwards, School is compulsory by law and any leave must be agreed by the Headmaster. The School enjoys longer holidays than maintained schools, therefore parents are requested not to apply to take their children on holiday during term time.

Work for Children Who are Absent

Sometimes a child has to miss several days of school for a reason beyond the parents' control. This might be because of illness or family problems. In this case, the parent might apply for some reading or work which may be done at home. However, if a child misses school because parents have been granted special leave of absence for a voluntary activity, work will not be supplied as it is felt that this absence is a choice made by parents, therefore staff workload should not be increased for this.

Medical and Dental Appointments

For any emergency appointments, we would request a telephone call to the School Office to inform staff that a child will be absent or late. For any pre-booked appointments we would again request notification in writing that a child is going to be absent/late/collected early.



Accidents

In our Nursery and Reception, many of our teachers and nursery nurses staff are qualified in First Aid. In the event of a serious accident or illness, we shall contact you immediately and, if necessary, take your child to hospital. If a child has an accident whilst at School, the incident will be recorded on an accident form.

Illness

If your child has sickness and/or diarrhoea, they should remain at home for 48 hours after the last bout. This is to ensure the well being of all the children in the class and to enable the Staff to give full attention to all the children in their care. We appreciate your support and co-operation in this matter. We also request that parents do not send their children to School during the time they are on a course of antibiotics unless they have been advised that they may do so by a medical practitioner. If your child is going to be absent from School due to illness, it is always appreciated if you contact us as soon as possible to let us know.

Background Information, Dietary Requirements, Medical Issues & Allergies

You will be requested to complete a form with information about the above upon entry into the School. The information held on this form is strictly confidential, and essential to ensure continuity of care of your child.

Medicines

If you would like staff to administer prescribed medicines, the container must have a label from a chemist with the child's name and the required dosage. Please hand this directly to a member of the Early Years staff each day and collect the container at the end of every session/day. You should also include a completed form giving permission for staff to administer medicines, giving full details of the medicine, dosage, and child's details. This may be downloaded from the School website or collected from reception.

Inhalers and Epipens

Emergency medicines for children with allergies and asthma are stored with the reception staff at each site for use at any time. Parents must provide the appropriate medication and complete an individual health care plan (available from reception). Any concerns may be discussed with the School Nurse 02476271199.

The Toilet

We expect that when children come to School they will be able to go to the toilet on their own. If your child does have an accident, we shall provide him/her with clean clothing. Please wash these garments and return them to School to be used again. Donations of spare clothing are always gratefully received.

Food and drinks

In Nursery, children have milk mid-morning, and we offer the option of a portion of fruit at a small extra cost, charged on a termly basis. If parents do not wish the

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School to provide morning fruit they can opt to provide this for themselves.

In Reception, the School can also provide a portion of fruit each morning break but parents can opt to provide a snack such as fruit or a healthy snack bar. Milk is provided free of charge each day. If children stay for a long day, including after-care, it is sometimes advisable to send in a small snack to be eaten after 4.00 p.m.

The School pursues a healthy eating policy and therefore no child may eat sweets, crisps or chocolate during the school day and soft drinks such as squash and pop are not allowed. Nuts are not allowed on school premises because of children with nut allergies.

Children in Nursery have the option of staying to school lunch. In Reception all children have school lunch. A choice of meals is provided each day and the menu sent home to parents weekly. Water is provided to accompany lunch and drinking water is available in most classrooms.

Birthday Treats

If you wish, on your child's birthday, you may send in chocolate treats (but not sweets) for the other children in the class or year group. These will be given out at home time. Unfortunately, we cannot accept cakes or other similar items, especially those containing nuts, due to so many children having allergies.

IMPORTANT FORMAL MATTERS

Withdrawing a Pupil from the School

Notice of the intention by parents to withdraw a pupil must be given in writing to the Headmaster, no later than the first day of the term at the end of which the pupil is to be withdrawn, thus giving the required one full term's notice. Failure to do this will incur payment of fees for an additional term.

Personal Accident Insurance

The School takes out Personal Accident Insurance on behalf of all its pupils. The cover operates 24 hours a day, 365 days a year, in and out of school. The cost is compulsory and is included in the termly bill. Full particulars of this insurance, of exclusions and so forth may be obtained from the School Administrator.

* * *

When embarking on private education, parents set out in partnership with the School, to provide the very best start in life for their children. The School has high expectations and hopes that parents will support these fully. In these days of shifting standards, it is important that King Henry VIII Preparatory School seeks not to reflect society's standards, but to set its own.



SOME EXPLANATION OF TERMS AND ABBREVIATIONS

As with all institutions, schools have various terms and abbreviations, some of which need little explanation and some of which are only understandable when explained. The situation is further complicated by the fact that independent schools now use a mish-mash of terms from the maintained sector and from their own traditions.

Maintained and Independent

In this country, schools are either funded by the government or are funded by fees paid directly to them by parents. Those funded by the government are called 'maintained schools' and are inspected by Ofsted. Those which charge parents directly for their services are independent schools, sometimes known as 'private' schools. Independent schools are inspected by the Independent Schools' Inspectorate (ISI). The first two/three years of education are known as The Foundation Stage, Early Years or simply Nursery and Reception.

Year groups

Nursery: children aged 3 – 4 years of age.

Reception: children aged 4 – 5 years of age – the first compulsory age of education

Year One: children aged 5 – 6

Year Two: children aged 6 – 7

Year Three: children aged 7 – 8

Year Four: children aged 8 – 9

Years Five: children aged 9 – 10

Year Six: children aged 10 – 11

Remember that when teachers start talking about 'years' they may also mean from 1st September until July. For teachers the start of a new year is not in January!

Infants and Juniors

In the past, children of primary school age (4 – 11) were split into two distinct groups: those aged 4 – 7 were known as infants, and those aged 7 – 11 were known as juniors. Children who were too young to attend a primary school attended a Nursery School.

Early Years

You will often hear the term 'Early Years'. This is a relatively new description of the provision for education and care of children aged 0 – 5 years of age.

IAPS, HMC, ISA, SHMIS etc.

All boards of governors of reputable independent schools will insist that the Headmaster/Headmistress is a member of a professional organisation. The Headmaster or Headmistress will only be allowed to become a member, and remain a member, if the inspection carried out by ISI (Independent Schools Inspectorate) shows that the school they run meets the high standards required by their professional body. The more prestigious the organisation, the higher the standards expected at inspection. The most prestigious organisations for senior schools are the HMC (Headmasters' Conference) for boys' and co-ed schools, and the GSA (Girls' School Association) for girls' schools. The most prestigious organisation for independ-



ent junior schools is the IAPS, the Independent Association of Preparatory Schools. The Headmaster of King Henry VIII Preparatory School is a member of the IAPS. The Headmaster of King Henry VIII School is a member of HMC.

This is just the tip of the iceberg but perhaps provides a starting point for parents who have had nothing to do with schools since they left their own!

Concerns & Complaints

From time to time things happen in schools which lead to parents feeling they wish to complain or they need to express a concern. It is important that parents feel assured that the School tries very hard to do a good job but inevitably from time to time things can go wrong, mistakes can be made or parents simply need more information. If parents do not contact us on these occasions, the School may not know that something has gone wrong and a parent is left dissatisfied. We therefore treat all concerns and complaints in a positive manner and if something has gone wrong we see it as a chance to improve procedure or rectify matters. The School realises that parents do not wish to complain and therefore when a complaint is made it is dealt with quickly and taken seriously.

Parents can take concerns and complaints directly to the member of staff concerned or, if they feel they need to contact a more senior member of staff, they should approach the Head of Early Years or Deputy Head.

Coventry School Foundation has a Complaints Policy and this can be obtained on request or from the School's website. There is also an Ofsted telephone number and contact details for the Independent Schools Inspectorate. Further details regarding complaints may be found on the School's website: www.khps.co.uk.

Child Protection

The School's designated Child Protection Officer is Miss Caroline Soan; Mrs. Lesley McKenzie is the Child Protection Officer for Early Years. Please approach one of these teachers if you have any concerns about child protection. You may also request a copy of the School's Child Protection Policy directly from the School or this may be downloaded from the website (www.khps.co.uk).

The School aims to help parents to understand that it has a responsibility for the welfare of all pupils and in some cases has to refer to social services when acting in the best interests of a child.



The Structure of the Academic Year

The academic year is presently divided into three terms: Michaelmas (autumn), Lent (spring) and Summer. At the end of each term are holidays: Christmas, Easter and Summer. Each term is divided into two halves and separated by a holiday of either one or two weeks (half term).

The main dates for the academic year 2011 – 2012 are:

Michaelmas Term

Starts: Mon. 5th September, 2011

Half Term:
17th October – 28th October, 2011

Finish: Fri. 16th December, 2011

Lent Term

Starts: Thur. 5th January, 2012

Half Term:
13th – 17th February, 2012

Finish: Wed. 4th April, 2012

Summer Term

Starts: Thu. 26th April, 2012

Bank Holiday: Mon. 7th May, 2012

Half Term:
4th – 8th June, 2012

Finish: Thu. 5th July, 2012

These dates correspond with those of King Henry VIII Senior School.



Fees

School fees are charged in advance and are sent out to parents during the school holidays, prior to the start of each term. There are three fee invoices per academic year. The Preparatory School's fees include the teaching of all subjects and all school meals in Reception to Year 3. Traditionally the Coventry School Foundation has offered parents high quality education and facilities at reasonable rates.

In addition to the basic fees, you will be charged for any after-school care your child might have received in the preceding term. The only other costs you will incur during your child's time at the School will be for some items of stationery (ink pens etc.), uniform, school trips and any extra-curricular professional coaching or teaching you may choose for your child.

Fees may be paid by cheque, debit or credit cards or debit transfer over the internet (quoting pupil's reference from the fees invoice). However, credit card payments incur a 1.85% charge. Fees must be paid in advance by the first day of term or a £50 penalty is added to the invoice. For further information regarding direct debit payments, please contact either the School Secretary or the Foundation Office.

Fees for academic year 2011-2012

Nursery (3 – 4 year olds)

Morning session (9.00 – 11.45): £22.00

Morning plus lunch (9.00 – 1.30): £30.65

Full day (9.00 – 3.30): £37.75

Reception, Years 1 & 2 (4 – 7 years olds): £ 2,414 per term (including lunch)

Charges for care before school care (ages 3–11):

Breakfast 7.45–8.30 a.m. £1.50 — £2.50 daily (according to what is eaten)

From 8.15 a.m. daily, care is available free of charge on the School playground

Charges for after school care (Nursery, Reception, Year 1)

Until 4.30 p.m. £1.50 per session or part of

For every additional half hour (or part thereof) add £1.30

Charges for after school care (Year 3, Year 4, Year 5 & Year 6)

Free until 5.00 p.m.

5.00–5.30 p.m. £3.10

5.30–6.00 p.m. £3.10

(N.B. a charge of £5.15 is made for every 5 minutes beyond 6.00 p.m.)

Charges for Holiday Activities and Playclubs

8.30 - 4.30 p.m: £21.00

8.30 - 5.30 p.m.: £25.00





The House System

All children are placed into a 'house' when they enter the School. The house system provides friendly competition in sports and other contests. The system is used to give the children an opportunity to compete with each other as well as to contribute positively to the many different areas of school life.

When children enter the School they are placed in one of the four school houses. These are:

- Greenwich (Green)
- Windsor (Blue)
- Hampton (Yellow)
- Richmond (Red) House

The School houses are named after the palaces of King Henry VIII.



School Rules

- Pupils and parents are expected to support the School Ethos.
- All pupils should strive for success and make the most of the educational opportunities available and take pride in all they do.
- Pupils should act with consideration and courtesy to others. Unkind behaviour will not be tolerated.
- School Uniform should be worn as specified in the Parents' Handbook (including games, PE and swimming kit) and pupils should take pride in their appearance.
- Dangerous items should not be brought into school.
- Chewing gum is not permitted in school and sweets, chocolate, fizzy drinks and nuts may not be consumed as 'snacks'.
- If pupils need to bring a 'mobile phone' into school, it must be handed in to Reception for safe keeping before 8.50am.
- Pupils may not wear jewellery, (except small plain ear studs) make up, nail varnish or hair gel.
- Girls' hair should always be neat and tidy and kept away from the face, it should be tied back with a plain black or navy band.
- Boys' hair should be short and cut to a respectable length, no longer than collar length.
- In the event of a child's absence, parents are asked to inform the school on the first day before 9.30am. Permission for any authorised absence from school should be made in writing to the Headmaster.
- Pupils should arrive at school in time for Registration at 8.40am or 8.50am according to their year group. Late arrivals should report to Reception to sign in.
- Pupils should aim to arrive at all lessons on time.
- Pupils may not leave the school premises unless a message has been sent to the school detailing time and date. Pupils must be signed in and out at Reception by their parents.
- Pupils are expected to play a full role in keeping the school a safe and healthy community, be responsible for their own possessions and respect the belongings of others.
- If pupils are ill in school they should tell their teacher who will refer them to the school office/school nurse. Children who have been 'sick' should not return to school for at least 24 hours.
- Valuable items including money should not be brought to school; however, if this is unavoidable they should be left at Reception for safe keeping.
- The school must be informed in writing if any child is to use public transport or walk on their own to and from school.



Reward and Discipline

The emphasis in our Reward and Discipline Policy is very much on reward and praise. Encouragement and expressions of approval are used whenever possible and a positive attitude is adopted to behaviour and discipline. At King Henry VIII Preparatory School we believe that emphasising positive behaviour tends to marginalise bad behaviour and decreases the number of misdemeanours. A well-managed, orderly environment in school will help children to react in a positive way. Children of this age are keen to do well and have a natural and unbounded enthusiasm for all that we offer. We aim to foster and encourage these qualities and believe that effective discipline ultimately comes from settled, happy and fulfilled children operating within an atmosphere in which the quality of personal relationships is very high.

Reward

Pupils are praised and rewarded for good behaviour and hard work in a variety of ways.

- Teachers send pupils to each other for praise.
- Teachers congratulate children publicly and privately.
- Teachers give children in Reception specific rewards: *Stars*.
- Children are awarded certificates in assembly for gaining a specific number of Stars.
- Efforts and Achievements in School are acknowledged in assembly and the School Newsletter *Sagitta*.
- Children may sometimes be given privileges e.g. a reward at the end of the week for good behaviour.
- Headmaster's commendations are given in assembly for outstanding work or contribution to School life.
- All classes in Reception are visited each week by the Headmaster who gives nominated children *Special Mention Stars* and *Star of the Week*.



Discipline

From time to time children will test boundaries or need to learn how to behave appropriately towards others. Long experience has shown that a clear disciplinary structure and high expectations of behaviour lead to the school being a happy, calm and safe environment. However, when working with young infants we are well aware that their understanding of such matters is developing. Any discipline which is applied is done so gently and calmly and with this knowledge in mind.

Disciplinary Measures: Nursery & Reception (ages 3—5)

1. Verbal warning issued for minor misdemeanours, first offence.
2. Second verbal warning issued for repeated offence.
3. Loss of privilege issued for third minor offence/offences, single serious offence.
4. Meeting with Head of Early Years for consistent poor behaviour.
5. Meeting with parents to discuss behaviour if not improving.
6. Home/school behaviour book, monitoring— all positive and negative behaviour recorded.
7. Referral to Assistant Head for continued poor behaviour and inability to respond to requests for good behaviour or major incident
8. Meeting between parents and Headmaster to discuss possible outcomes and strategies to improve behaviour.
9. Temporary exclusion
10. Permanent exclusion

Further details regarding Rewards and Sanctions, as well as school discipline and exclusions may be obtained from the School website.



Where to find additional information

Parents have free access to developmental records kept on their children (for example their EYFS profiles). However, a written request must be made for personal files on children and the School must take into account data protection rules when disclosing records that refer to third parties.

Further information about the School and its policies may be found on its website (khps.co.uk) or may be obtained from the School's Reception at the Swallows Campus.

The following policies may be viewed:

- The Curriculum Policy
- The Policy for Child Protection
- Coventry School Foundation Complaints Policy
- The Health and Safety Policy on School Trips
- Behaviour Policy
- Coventry School Foundation Exclusions Policy
- Anti-Bullying Policy
- Information about Academic Performance
- Equal Opportunities
- Admissions Policy
- First Aid and Medical Policy & Medical Permission Form
- Missing child late collection procedure

Chairman of Governors of Coventry School Foundation

Mr. B. Connor, Coventry School Foundation, Queen's House, Queen's Road, Coventry CV1 3EG. 02476271300

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