

**To all parents of children who will be in Nursery – Year 3 at King Henry VIII Preparatory School (Swallows Campus)**

1<sup>st</sup> July, 2008.

Dear Parents,

I hope that by now you are beginning to feel confident that you know how the school day for your child will be structured. You can see from the Parents' Handbook (issued two weeks ago) how long lessons will be, times of breaks and so forth. However, we felt you might like a little more detailed information regarding the first few days at the start of next term (Michaelmas Term 2008).

**1. The First Two Days**

**(a) Starting Times**

i. On the first day of term (**Thursday 4<sup>th</sup> September**) children in Nursery to Year 3 should arrive at School at the normal times (as outlined in the Parents' Handbook). Plenty of staff will be available.

Breakfast club will be open from 7.45 a.m. and there will be a member of staff available on the Main (side) Playground for Years 2 and 3 from 8.00 a.m. and on the Reception and Year One (Rear) Playground from 8.15 a.m. onwards. Nursery staff will go to the School Hall to collect Nursery children from 8.15 – 8.30 a.m. after which time the Nursery will be open.

The official start of the School day for Nursery children is 9.00 a.m.  
For Reception and Year One it is 8.50 a.m.  
For Years Two and Three it is 8.40 a.m.

On the first two days of term parking is invariably difficult but then gradually becomes easier. We recommend that parents allow for this by parking in Davenport Road or the Memorial Park care park.

On the first day of term, there will be no P.E. or Swimming. However, Years One and Two will have Games (team sports) in the afternoon, so will need to bring their Games kit.

ii. On **Friday 5<sup>th</sup> September** children will follow their normal timetable for all lessons and homework will be set.

The only classes which will have P.E. on Friday will be 2L (Mrs. Lovell's) and 1By (Miss Busby's). 1C (Mrs. Curran's) will have Swimming in the afternoon, so will need their swimming kit.

On Friday afternoon, Year 3 children will have their first Games lesson of the term so girls will need their Netball kit and boys will need their Rugby kit.

iii. A newsletter will be sent out on Friday 5<sup>th</sup> September which will provide further information about P.E., Swimming and Games lessons the following week.

#### **(b) Arrangements for Breakfast**

Children who are going to attend breakfast at the School can be dropped off from 7.45 a.m. They should make their way to the School Hall where members of staff will supervise them. When they finish breakfast, they will be sent (or escorted) to the appropriate playground. Breakfast will be served between 7.45 and 8.30 a.m. There will be a charge for breakfast which will vary between £1.50 for cereal and juice, up to £2.50 for cereal, juice and something cooked, such as a sausage sandwich. Parents may either send cash into breakfast or breakfast can be invoiced directly to parents. A list of all children who attend will be made and, if children cannot pay at the time, parents will be invoiced. There is no need to book breakfast.

#### **(c) Arrangements for the end of the school day**

Lessons will finish at 3.30 p.m. for children in Nursery, Reception and Year One and at 3.45 p.m. for children in Years 2 and 3.

At 3.30 p.m. children in Nursery can be collected directly from the Nursery Building. Children in Reception and Year One will be brought by their teachers to the front of the Swallows Building and passed directly to parents or their representative. If it is wet weather, children in Reception and Year One can be collected from the Pre-Prep Building.

At 3.45 p.m. children in Years 2 and 3 will be brought by staff onto the Main (side) playground nearest to the Firs. Staff will remain with pupils for about 5 minutes to pass them directly to parents. Thereafter any children not collected by parents or parental representatives will be supervised by the duty member of staff until 4.00 p.m. Children can be collected at any point between 3.45 and 4.00 p.m. If it is wet weather, children will be taken to the Main School Hall and can be collected by parents from the side door leading to the Hall.

Children who are not collected will be taken to After-care.

## **2. Clubs and Activities**

**(a) For the first five days of term there will be no clubs or extra-curricular activities. Clubs for children in Reception to Year 3 will begin on Thursday 11<sup>th</sup> September.**

We shall be sending a copy of our clubs and activities programme out on the first day of term (4<sup>th</sup> September).

(b) The vast majority of clubs and activities will be either at lunchtime or after school. However, a few will be at 8.00 a.m. in the morning. There is a fine choral tradition at King Henry VIII School and we wish all our pupils in Year 3 to participate in this. So at 8.00 a.m. on Wednesday mornings we should like all our Year 3 children in school for Year 3 Choir. We understand that for some parents this might prove very difficult so we would simply ask that you try to bring your child in as soon as possible – the children will probably be very keen.

(c) If a club is run by a member of the King Henry VIII Preparatory School staff, it is free of charge. If it is run by a visiting peripatetic teacher, there will be a charge.

(d) Unfortunately, Nursery age children cannot participate in any clubs, other than ballet, but children from Reception onwards can participate in extra-curricular clubs at lunchtime and after-school. Most after-school clubs for Reception and Year One last from 3.30 – 4.15 p.m. After they have finished, children are taken to the front of the School to be passed directly to parents. Any not collected are transferred to After-care. However, some children in Reception and Year One attend peripatetic teacher run clubs, such as judo and karate, which begin at 4.00 p.m. and run to 5.00 p.m. In this case, children will be taken to After-care for half an hour (free of charge) and then collected from After-care by the peripatetic teacher and taken to the activity. Parents should collect their children from the activity at 5.00 p.m.

After-school clubs for children in Years 2 and 3 are from 4.00 p.m. until 5.00 p.m. When these are over, staff will bring participants to the Main (side) playground and pass children to their parents. Those not collected will be taken to After-care.

### **3. After-care**

(a) Children in Year 3 who would like to do homework after school should opt for After-care, which lasts between 4.00 and 6.00 p.m. A quiet session will be held between 4.00 and 5.00 p.m. When children complete their homework they will be able to do a quiet craft activity or read.

(b) Children in Year 2 can go to After-care from 4.00 – 6.00 p.m.

(c) Between 4.00 and 5.00 p.m. Years 2 and 3 children will be based in classrooms on the ground floor of the Main Swallows building. From 5.00 – 6.00 p.m. all After-care children will be based in the Nursery. Parents should collect their children directly from the location where they are being cared for and need to sign children out.

(d) There is no charge for after-care for children in Years 2 and 3 until 5.00 p.m.. Between 5.00 and 6.00 p.m., After-care is charged for at the rate of £3.00 per 30 minutes or part of a 30 minute period (5.00 – 5.30; 5.30 – 6.00).

Children in Nursery, Reception and Year One are charged for After-care from 3.30 p.m. until 6.00 p.m. (costs are outlined in the Parents' Handbook). After-care closes at 6.00 p.m. Parents who are delayed and who collect later than 6.00 p.m. will incur the emergency overtime costs of the two members of staff who will have to stay (as detailed in the staff handbook).

#### **4. Dates for Parents' Evenings Early Next Term**

You will see from the Michaelmas Term Calendar that there will be two Parents' Evenings in the first full week of the term:

- Reception on Monday 8<sup>th</sup> September at 7.00 p.m.;
- Years 1 and 2 on Thursday 11<sup>th</sup> September at 7.00 p.m.

These parents' evenings are group sessions which will provide an early opportunity for you and other parents to meet your child's class teacher informally but more importantly to be briefed regarding the curriculum your child will be following and various other matters relating to the academic and pastoral aspects of the School. There will, of course, be time for plenty of questions to be answered which might relate to the way the school runs.

#### **5. School Uniform**

##### **(a) The School Uniform Shop**

Uniform is now available from the Foundation Uniform Shop. This is situated at Bablake School, Coundon Road (third entrance on the right as you drive towards the level crossing).

The Shop will have revised opening times throughout the summer to make it easier for parents to buy uniform. It will be open Tuesday, Wednesday, Thursday and Friday each week from 10.00 a.m. until 5.00 p.m. and on Saturdays from 10.00 a.m. until 2.00 p.m. (from Tuesday 8<sup>th</sup> July). This weekend (Saturday 5<sup>th</sup> July) it will be open 10.00 a.m. until 1.00 p.m. Parents are advised to ring the School Shop before going, to book sufficient time for a full uniform fitting. Tel. 02476 271263

##### **(b) Labels on Games kit**

As the new school starts we are particularly keen to ensure that all children's uniform and kit is labelled. It is annoying for parents when children return home without uniform or with the wrong uniform. Items of sports kit are the things lost more than others and we wish to help parents. For this reason it will make it so much easier to ensure that children have their own kit on and not someone else's by mistake, if they have their names sewn onto the outside of their kit. For this reason we have asked parents to buy particular labels and sew them onto the outside of shirts, shorts, skorts and socks.

We are currently at a transition point with regard to uniform, with children having a variety of different kinds of name tags and kit. We originally asked parents to sew name tags on the shirts on the opposite side to that of the School crest. If parents can do this, we would be grateful. If parents would prefer, however, to sew the label on the front hem of the shirt, shorts or skirt, so they can be easily shown by children, this is equally acceptable. I hope you all find time to have a very relaxing break during the next few weeks and on behalf of the staff of the new school I should like to wish you a very pleasant summer. We look forward to welcoming your child to King Henry VIII Preparatory School in September.

Yours sincerely,

Nicholas Lovell  
Headmaster