

**To all parents of children in Years 4 – 6 at King Henry VIII Preparatory School
(Hales Campus)**

1st 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) The Timetable

i. On the first day of term (**Thursday 4th September**) children in Years 4 – 6 will spend an extended time with their form teachers so that they can be given their timetables for the academic Year 2008 - 9, homework timetables, school rules, and so forth. No class will have either P.E. or Games, so there is no need to send in Games kit. There may be some homework set this day but please bear in mind that it will not be a full teaching day.

ii. On **Friday 5th September** children will follow their normal timetable for all lessons and homework will be set. The only classes which will have P.E. will be 6S (Mr. Senyk's) and 6H (Mr. Hall's) so the children in these classes will need their P.E. kit. Year 4 will have their first Games session last lesson on Friday afternoon which will mean that boys will need Rugby kit and Girls will need Netball kit. Please ensure that all kit is named.

(b) Clubs and Activities

i. For the **first two days of term there will be no clubs or extra-curricular activities**. We are enclosing a copy of our clubs and activities programme with this letter so that you can help your child to decide how to structure his/her school week in September and also plan your own week in terms of when you might wish to collect your child.

We should be very grateful if you could complete the form attached and send it back to school with your child on the first day of term. Some clubs have a limit in terms of numbers and we cannot guarantee that having applied for a club your child will automatically be able to participate, but we shall do our best. We hope to send out with your child when he/she returns home on Friday 5th September the activities he/she will be in.

ii. The full programme of clubs and extra-curricular activities will begin on Monday 8th September.

iii. 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 4 to participate in this, so at 8.00 a.m. on Wednesday mornings we should like all our Year 4 children into school for Year 4 Choir. We understand that for some parents this might be 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.

iv. 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.

v. Aftercare, which will run from 4.00 – 6.00 p.m., will be for children who wish to do their homework at school. This will be free of charge until 5.00 p.m.

(c) Arrangements for the start of the school day

Breakfast 7.45 – 8.30 a.m.

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 Senior School Dining Room where a member of staff will supervise them. When they finish breakfast, they will be sent through the Hales Building to the 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 with children or breakfast can be invoiced separately to fees. A list of all children who attend will be made and, if children cannot pay at the time, parents will be invoiced. Children cannot use their Smartcards for breakfast. **There is no need to book breakfast.**

Supervision on the Playground 8.00 – 8.40 a.m.

From 8.00 a.m. there will be a member of staff on the playground at Hales. All children must arrive at School by 8.40 a.m.

At 8.30 until 8.40 a.m. each day staff will be in a meeting led by either the Headmaster or the Deputy Head. Staff are not available to speak with parents prior to the start of the school day, other than in the event of an emergency.

It is likely that for the first few days of term, traffic and parking will be difficult as new parents adjust to an unfamiliar site and systems. We would ask all parents to bear this in mind.

From the first day onwards, all pupils will begin school at the normal time. Parents may drop off their children in the Crescent in front of the Senior School

Hall up to 8.15 a.m. but after that time the Crescent is closed. Between 8.15 and 8.40 parking is available in either Michaelmas Road or Central Six.

(d) Arrangements for the end of the school day

Lessons will finish at 3.40 p.m. At this time children will quickly go to their form rooms and then will be taken onto the Hales playground by their form teachers (or their substitutes if they engaged in a match or another activity). Form teachers are available for brief conversation with parents at the end of the day. Children will be supervised on the playground until 4.00 p.m. Parents can come at any point between 3.40 and 4.00 to collect their children.

If parents want their children to be allowed to walk off the site at the end of the school day – e.g. to walk home – they must complete the form attached.

Those children who have siblings at Swallows can be booked onto the school minibus which will daily take children from Hales to Swallows (but not from Swallows to Hales). For parents to make use of this service they must have either completed the form enclosed with this letter or have contacted one of the receptionists at the Hales Campus by telephone or e-mail. **We cannot take any child on this minibus without specific instructions from a parent.** The minibus should arrive at Swallows at about 3.50 p.m.

At 5.00 p.m. Clubs will finish. Children who have been at clubs and activities (other than after-care) will be brought onto the playground and handed over to parents.

Any children not collected by 5.05 will be taken to After-care. **Please be aware that After-care from 5.00 p.m. onwards will be a service for which we charge £3.00 for every 30 minutes or part of a 30 minute period. Pupils are not permitted to wait for their parents anywhere else in school.**

Instead of going to a club between 4.00 and 5.00 p.m. children may go to After-care where they will do their homework. Beyond 5.00 p.m. if children have completed their homework and do not wish to read, they will be able to play games or do some craft. Parents must collect their children directly from After-care which will be situated on the first floor of the Hales Building, in the Library and another classroom. Parents must sign for their child and write down the time of collection. After-care will finish promptly at 6.00 p.m. Any child not collected by 4.00 p.m. will automatically be taken to After-care but parents are advised to book this service so that adequate staffing can be put in place.

(e) Arrangements for care between 4.00 and 6.00 p.m. on the 4th and 5th September (the first two days of term)

On the first two days of term, before after-school clubs and activities begin, any child not collected at normal going home time (3.40 – 4.00p.m.) will be taken to

After-care (probably based in more classrooms than normal, depending on numbers). Those children who know they will be collected at 5.00 p.m. will be taken onto the playground at this time to be passed over to parents. The others will be kept in After-care until their parents arrive at After-care in the Library to collect them.

Parents who wish to access the Hales Building (to collect their children from After-care) can do so via the side door, for which the code is 2793 (we would ask parents not to pass this code to others outside the school).

(f) In the event of wet weather at the end of the school day

In the event of it raining at the end of the school day (which will prevent staff from passing children to their parents in the playground) children who know they will be collected between 3.40 and 4.00 pm will be brought to the side door of the Hales Building and passed to parents who can wait for them under the Covered Walkway.

2. 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 8th July). This weekend (Saturday 5th 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, skirts 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 shirt fronts (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.

3. Dates for Parents' Evenings Early Next Term

You will see in the Michaelmas Term Calendar that there will be three Parents' Evenings in the first full week of the term: Year 4 on Monday 8th September; Year 5 on Tuesday 9th September and Year 6 on Thursday 11th September. These are group sessions which will provide an early opportunity for you and other parents to meet your child's form 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.

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