



Leehurst Swan School  
S A L I S B U R Y

# Welcome to Pre-Prep



This booklet is designed to help your child to settle into the school and to give you information about the school day and school regulations. If you have any further queries, please do not hesitate to contact us.

## **School Times**

7.00 - 8.00	Breakfast Club and Before School Care
8.00 - 8.30	School drop off time
8.30 - 8.45	Registration
8.45 - 9.20	Period 1
9.20 - 9.55	Period 2
9.55 - 10.20	Break
10.20 - 10.55	Period 3
10.55 - 11.30	Period 4
11.30 - 12.05	Period 5
12.05 - 12.40	Lunch
12.40 - 1.10	Play
1.10 - 1.15	Registration
1.15 - 1.50	Period 6
1.50 - 2.25	Period 7
2.25 - 3.00	Period 8
3.00 - 3.35	Optional after school activities

Before School Care      7.00-8.00 (charged at £5.50)  
8.00 - 8.30 (no charge)

After School Care      3.45 – 6.00 (charged from 3.45 – 6.00 at £2.50 per  
half hour)

## **Dropping off and Collecting**

Parents are welcome to drop off and collect children using the drop off zone outside the Walker Hall but must not park in this zone. Parking is available onsite in two car parks. Please may we ask that parents do not park on the reservoir site. Campbell Road can be congested during the morning drop off and parents of older prep children may wish to drop off on St Marks Avenue from where pupils can walk into the back of the Centenary building.

## **Curriculum**

### **Foundation Stage**

This is now a recognised statutory stage that precedes Key Stage One. It starts at birth and ends at the end of the Reception year. It is important because it gives children a secure foundation for later learning. There are seven main areas of young children's learning and development. Early Learning Goals set high expectations for the end of the foundation stage but expectations that are achievable and are exceeded for children who have followed a relevant curriculum

### **Prime Areas**

- 1 Personal, social and emotional development
- 2 Physical development
- 3 Communication and language

### **Specific Areas**

- 4 Literacy
- 5 Mathematics
- 6 Understanding of the world
- 7 Expressive Arts and Design

The children also enjoy French, Pottery, Swimming and Forest School Workshops and Cooking. They have ICT, Music, Gym and Games and Creative Dance lessons in the main school and taught by specialist teachers.

We have our own Forest School Garden where children attend their weekly workshops.

Parents have free access to all developmental records about their child. Parents will automatically be sent copies of the EYFS summative report at the end of every term and are encouraged to look at and help to provide evidence of your child's learning and development in the interactive learning diaries as frequently as possible. The EYFS profile will be issued at the end of the reception year.

## **Key Stage 1**

Children in Years 1 and 2 follow the National Curriculum with enriched opportunities. They have daily sessions in literacy and numeracy and other core lessons which are taught by their form teachers. Specialist teachers teach ICT, French, Art, Music and PE.

## **Learning Support**

If your child needs some extra help this can be provided by extra lessons with our learning support staff, which will incur an additional cost. Booster lessons are also run by our learning support staff during the school day at no extra charge.

## **Absences**

If your child is ill or unable to attend school for any other reason, please email or ring school as soon after 8.00am as possible. We must receive written notice in school following any absence.

Information regarding medical or other appointments should be given to the form teacher before any appointment.

Please let us know if you are going away and your child is staying with friends or relatives so that we have the relevant contact numbers.

Please also let us know if someone else is bringing your child to school or collecting them from school.

It is also very important to let us know if there has been an upset at home or in school so that we can keep an eye on the situation and be prepared if your child is distressed for any reason.

## **After School Care**

The school provides After School Care till 6.00pm. This is intended to be used for working parents, who have to pick up their children after the normal school day, or for parents who, for some other reason, have to leave their children for longer than the normal school day. It is **not** intended to be used by the children as a social occasion. Children staying to After School Care **must** obey the normal school rules.

## **Food and Drink**

Hot lunches are available in school for an additional charge of £3.50. These lunches are brought into school using fresh local ingredients. Please see the school website or contact the school for further information on this service.

In warm weather packed lunches with an ice pack will help keep food cool and fresh. Pupils may have a snack at break-time. Pupils are not allowed to bring fizzy carbonated drinks into school (including carbonated water) for breaks, lunch or any other occasions. Pupils may bring cartons of non-fizzy soft drinks as well as their water bottles for break time/lunch time. 'Official' water bottles are allowed on desks in lessons and should contain water only. The Leehurst Swan 'non-spill' water bottles are available to purchase at a cost of £1.50.

Please do not send children to school with expensive toys as we cannot accept responsibility for them.

## **Confiscated Items**

Any property confiscated by a member of staff will be kept by the child's form teacher and will be returned at the end of term.

## **Dogs**

Dogs are not allowed on school premises in the interests of Health & Safety.

## **Extra-curricular Activities**

Professional coaches take Football, Gymnastics and Tennis sessions for which an extra charge is made.



## **Illness or Accidents at School**

We must have up-to-date contact numbers in case of illness or accident at school. If you change numbers, please remember to let us know. If we are unable to contact you, we will rely on the advice of the first aider, your family doctor or the hospital.

Please do not send children to school if they are ill – this will avoid spreading infections and they will recover more quickly at home. Pupils with very contagious ailments such as impetigo should be kept away from school until it has been treated and they are recovered.

## **Examinations/Tests**

Pupils in Year 1 to 5 are tested in the summer term using NFER papers in English and Mathematics. In addition, Vernon spelling and Edinburgh Reading tests are used to assess spelling and reading ages each year. These scores are reported to parents twice a year.

## **InCAS - Interactive Computerised Assessment System**

INCAS (on line testing from Durham University) computer-based tests are used to test pupils up to Year 6. INCAS is a nationally standardised assessment that helps to identify and diagnose learning needs. It helps measure pupils' progress in key developmental areas including Mathematics and English.

Staff will use the data as usual to inform teaching and learning, track pupil progress and set targets. The data will enable us to highlight specific achievements and/or weaknesses, identify underachievement so that we can put in place further support where necessary and ensure we are stretching and challenging all pupils. The data collected on your child will be used to inform parents about pupils' progress and to highlight any areas of concern.

## **Medicines**

If medicine needs to be administered during school hours; the medicine must be brought to school in its original container, clearly labelled with the pupil's name, class and instructions for administration. A 'Schools Request to Administer Medication' form, kept in Reception, or downloaded from the website must be fully completed by a parent/guardian. Inhalers may be carried by pupils but must be clearly labelled with their name and class. If your child is allergic to any substance or any medication, which has side effects, the school must be informed.

## **Headmasters' Tea**

These are held once a year for each year group and we welcome your comments and suggestions at these times.

## **Holidays**

We would be grateful if parents would, as far as possible, book family holidays during school holiday periods. It is better for the children if they are taught in the classroom at the same time as their peers. Permission should be requested in advance from the Headmaster before taking holidays in term time.

## **Homework**

Please set aside a time to share your child's reading book.

Make appropriate comments or just initial in the comments section of the Reading Record Book to show that you have read with your child. Please use this book as a means for communication with your child's teacher or key person

Homework should be done in a quiet place where the children can be free from distractions. If your child is experiencing difficulties with homework it is vital that you talk to their form teacher.

## **Lost Property**

It is inevitable that some items of clothing or equipment may be lost from time to time, so they must be clearly marked with the child's name. **Please check regularly that the names are clearly visible.**

## **Money in School**

It is sometimes necessary for money to be sent into school. This should be sent in an envelope clearly marked with your child's name and form and given to the Form Teacher.



## **Pastoral Care**

Parents are welcome in school at any time. If you have any problems or queries please feel free to discuss them with us. If you wish to see your child's form teacher, please choose a convenient time such as before morning school or at the end of the school day. A prior appointment is normally advised.

Parents Welcome Meetings are held at the beginning of each term for all to attend for induction and update talks.

For issues that are not necessarily appropriate for the form teacher please contact Mrs Saxon, the Key Stage 1 Co-ordinator.



## **Reporting to Parents**

Reports are sent out in February and July. Parents' Evenings are held in Autumn and Spring Terms. Children who join during the school year receive a short report after the first month.

## **School Trips**

School trips are arranged throughout the year. You will be asked to complete forms for these activities. Uniform is always worn.

## School Bags

A back-pack or draw string bag is best for carrying swimming things.

## Stationery Requirements

The School provides all stationery requirements for the Reception Class and Year 1. Parents of Year 2 pupils will be sent a list of stationery requirements at the beginning of the Autumn Term.

## Uniform

DJ Uniforms are the school's online provider of uniform.

Please see the uniform list to check requirements depending on your child's age. (A copy of this list is available on the website). The school aims to ensure that all pupils take a pride in their appearance and we hope that we can rely on parents' support. Correct uniform must be worn at all times and **sensible** shoes are essential for safety. A second-hand uniform shop is run by Friends of Leehurst Swan (FOLS) and is open on Thursday mornings (term time) between 8.30-9.30am and at various FOLS events during the school year. During the summer months children should wear school sun hats at playtime and during P.E. lessons. A burgundy PE hat is available for purchase from school.

## PE Kit

Please see the kit list to check requirements depending on your child's age.

Please make sure **all** PE kit is clearly marked with the child's name.

## Policies and Procedures

All school policies and procedures are available on our website including Child Protection (safeguarding) and the complaints procedure. Parents may also ask for a hard copy.

More information about the school can be found on the Leehurst Swan web site: [www.leehurstswan.org.uk](http://www.leehurstswan.org.uk) this includes the school calendar, term dates, correspondence, photographs and information about recent events. You may also wish to gain access to the safeguarding (child protection) policies and other information provided for parents. To view this information on the website, please click on the heading marked "Parents" and use the email address [parents@leehurstswan.org.uk](mailto:parents@leehurstswan.org.uk). The pass word is **Constable** to pass through this portal.

