



Leehurst Swan School

SALISBURY

Welcome to our Prep School



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	-	8.40	Registration
8.40	-	9.15	Period 1
9.15	-	9.50	Period 2
9.50	-	10.25	Period 3
10.25	-	10.50	Break
10.50	-	11.25	Period 4
11.25	-	12.00	Period 5
12.00	-	12.30	Lunch
12.30	-	1.00	Activities/Playtime
1.00	-	1.35	Period 6
1.35	-	2.10	Period 7
2.10	-	2.45	Period 8
2.45	-	3.20	Period 9
3.20	-	3.40	Form time

Assemblies: Mondays and Fridays

Before School Care 7.00-8.00 (charged at £5.50)

Homework Club 3.45 – 4.30 (no charge)

After School Care 4.30 – 6.00 (charged 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 the zone. Parking is available onsite in two car parks. Please may we ask that parents do not park on the reservoir site which is the staff car park. Campbell Road can be congested during the morning drop off and parents of older prep children may wish to drop off on St Mark's Avenue from where pupils can walk into the back of the Centenary building.

For pupils in Year 5 and 6, a letter is required if your child has your permission to walk home alone or with other pupils, or to walk to the bus station etc. Pupils in Reception to Year 4 may not leave the premises unaccompanied.

After School Care

The school provides After School Care as a service. This is intended to be used for the children of 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.

Between 3.45 and 4.30pm; children are expected to work quietly on their homework tasks, supported by the member of staff on duty. Those staying beyond 4.30pm are provided with a snack and drink. They may then engage in a range of activities until they are collected. When the weather is fine, this includes a period of time outside.

Bicycles

Children are permitted to bring bicycles onto school premises, but the school does not accept responsibility for any loss or damage. Children must wear cycling helmets when cycling to and from school. They may wear tracksuit bottoms while cycling. Cycling proficiency "Bikeability" courses are arranged for pupils during Year 6 which are run by Wiltshire Council.

Absences

If your child is ill or unable to attend school for any other reason, please email reception@leehurstswan.org.uk or ring school reception as soon after 8.00 am as possible. We must receive a letter in school following any absence. Emails are acceptable.

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 important to let us know if anything may have happened at home or in school that has caused upset for your child so that we can keep an eye on the situation and be prepared if your child is distressed for any reason.

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.

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 – they will recover more quickly at home and it avoids spreading infections in the class. If your child has had sickness or diarrhoea, they should return to school 48 hours after the last episode. Pupils with very contagious ailments such as impetigo should be kept away from school until they have recovered. Please see first aid policy on school website.

Coronavirus

- **We ask that pupils do not attend school if they or a member of their household, has any symptoms of coronavirus;**
- We have employed our cleaning team for longer hours to minimise the risk of transmitting the virus on frequently touched surfaces such as door handles, handrails, table tops, play equipment and toys;
- All staff at the school will be promoting regular hand washing, for 20 seconds with running water and soap or use of sanitiser, and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach;
- Additional hand sanitiser, wipes and cleaning products are available in each area where lessons are being hosted and in frequently used communal areas;

Medicines

If medicine needs to be administered during school hours, the school must be informed in writing. 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.

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 encouraged to bring tap water to school in a named, reusable water bottle. Water bottles may be kept on pupils' desks to drink during lessons. 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.

Children may bring in treats to share with their class during special occasions, such as birthdays and class parties. You will be asked to share any medical/dietary requirements for your child at the beginning of each school year.

Toys

Please do not send children to school with expensive or precious toys as we cannot accept responsibility for them. Reception and Year 1 pupils participate in weekly 'Show and Tell' sessions; please advise the teacher if an item must be stowed away especially safely for the remainder of the day.

Confiscated Items

Any property confiscated by a member of staff will be kept by the class teacher or Head of Prep and will be returned at the end of the school day.

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.

Mobile Telephones

Mobile telephones are allowed in school; however, they must be handed in to your child's form teacher at the beginning of the school day, so they can be safely looked after for the day. They are to be used to contact parents after school hours if necessary and not to be used at break times. Telephone calls can be made from the telephone in Reception.

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.



Uniform

Please see the uniform list to check requirements depending on your child's age; a copy of this list is available on the school 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. Pupils who are persistently not wearing the correct uniform will receive a minor demerit following a warning.

A second-hand uniform sale is held at various FOLS (Friends of Leehurst Swan) events during the school year. During the summer months it is advisable that children have a sunhat for playtimes available from school (burgundy PE hat). The second-hand uniform shop is open on Thursday mornings (term time) between 8.30 and 9.30am.

Please ensure your children have a named school art apron to be left in school for art lessons during the school day.

School Bags

A bag with shoulder straps which is large enough to hold an A4 file is ideal. School sports bags are required for all Key Stage 2 pupils and can be purchased from the school uniform shop. Draw-string bags are best for swimming.

Leehurst Swan 'non-spill' water bottles are available to purchase at a cost of £1.50.

PE Kit

Please see the kit list, available on the school website, to check requirements depending on your child's age. Please make sure **all** PE kit is clearly marked with the child's name.

Please note: Health & Safety - Mouth Guards

For contact sports and certain games e.g. hockey and rugby, mouth guards should be worn. The PE Department regularly organises a professional fitting of mouth guards for KS2 pupils, which is recommended.



Stationery Requirements

The School provides all stationery requirements for the Reception class and Year 1.

For all other year groups, a pencil case should be brought into school and should contain:

- a handwriting or fountain pen with washable blue cartridges
- HB writing pencil(s)
- a rubber
- coloured pencils
- 15 or 30cm ruler

Your child may wish to bring the following optional items into school:

- a Collins Pocket English Dictionary
- a Collins Pocket Thesaurus
- a geometry set (Year 6)
- a calculator

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.

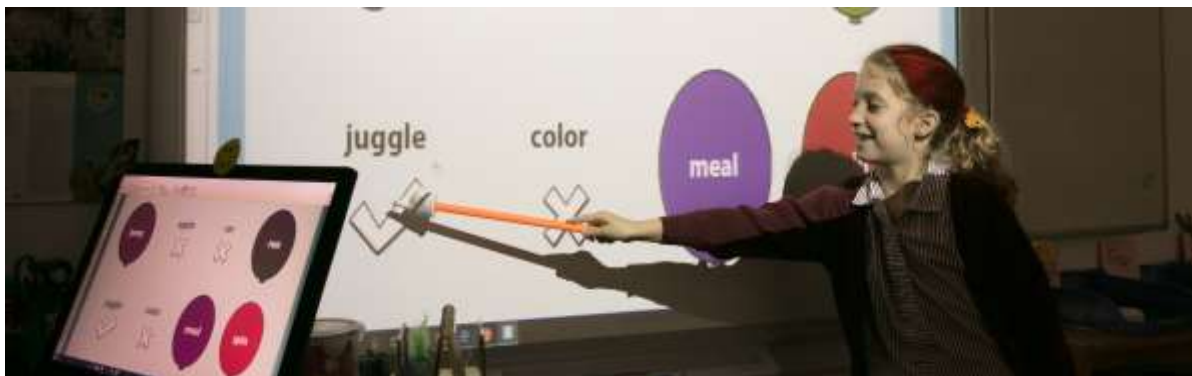
Prime Areas

- 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 enjoy French, swimming, Forest School, workshops and cooking. They have ICT, music, PE and games with specialist teachers.



Key Stage 1

Children in Years 1 and 2 follow the National Curriculum with enriched opportunities. They have daily sessions in English and mathematics and other core lessons which are taught by their form teachers. Phonics is embedded within English lessons. Specialist teachers teach ICT, French, art, music and PE.



Key Stage 2

Children in Years 3 to 6 follow the National Curriculum with enriched opportunities. Form teachers predominantly teach English and mathematics. Some lessons are taught by specialist teachers. These include:

Art & design
Geography
ICT
PE/games
RE
Languages

Science
History
Music
PSHE (Personal, Social, Health Education)
Swimming

In Year 1 to Year 4, French lessons are delivered weekly. In Year 5 and 6, pupils are taught French, German and Spanish, delivered by specialist language teachers.

PSHE

We use a scheme of work entitled Jigsaw to deliver our PSHE curriculum, which follows the statutory government guidelines and links with the National Curriculum. RSE (Relationships and Sex Education) is included in this during the summer term, and more information is provided to parents at that time.

Forest School

Every Leehurst Swan pupil has timetabled Forest School lessons throughout the academic year. For Reception and Year 1, lessons are timetabled weekly, both on and off site. For pupils in Year 2 to 4, sessions are delivered on a termly block rotation. Pupils in Year 5 and 6 attend sessions once each term throughout the academic year.

Our Forest School provision provides nurturing, positive outdoor learning experiences to support our children's well-being and personal development. Children learn about the natural environment, how to handle risks and how to use their own initiative to solve problems and co-operate with others. Children have the opportunity to explore, play, learn boundaries of behaviour, and develop skills such as creativity, problem solving, collaboration and communication.

All our activities are carried out in a safe and controlled environment and the activities that our pupils participate in depend on their age, ability and experience. Examples of Forest School activities include:

- Woodland management
- Environmental exploration
- Nature exploration
- Building dens and other structures
- Fire lighting and cooking
- Games and invitations for imaginative play and discovery
- Natural crafts
- Using tools
- Scavenger hunts and adventure
- Seasonal celebrations
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We have our own Forest School garden on site, though a short journey may be made for off-site learning, led by our teacher in school with specialist training as a Forest School leader.





11+ Preparation

We believe that every individual in our care should be provided with the opportunity to engage with the 11+ process and thus consider a grammar school secondary education. As such, we are proud to offer 11+ familiarisation sessions to all of our Prep pupils.

Pupils in Year 3, 4 and 5 can take part in optional 11+ preparations sessions during an activities period, which throughout Year 5 extends beyond the school day. In Years 3 and 4, preparation will focus on core maths and English skills to secure the fundamentals.

At Leehurst Swan, we keep a close eye on those engaging with the 11+ process and carefully monitor their wellbeing, alongside their progress. We work in partnership with parents and feedback any concerns to ensure that every child is fully supported. To find out more about 11+ preparation at Leehurst Swan School, please visit our school website.

Homework

This is an important part of your child's education and aids the learning process. Expectations for different year groups will be explained by your child's form teacher during the September parent welcome meetings.

Homework should be done in a quiet place when 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. If it is impossible for homework to be done on a particular night a letter must be sent to the relevant teacher with an explanation. A balance should always be struck between schoolwork and outside activities. Supervised Prep is available at school from 3.45 to 4.30pm in After School Care which is free of charge.

Learning Support

If your child needs some extra help this will be provided by our learning support team. We offer one-to-one support in and out of the classroom, as well as booster sessions, with timetable adjustments carried out for the benefit of the individual pupil.

Extra-Curricular Activities

Staff offer a number of activities which take place at lunchtime or after school. These include drama, gardening and wildlife, art and craft, choir, orchestra and chess. Activities vary throughout the year and are offered to different year groups. Concerts and performances, workshops and projects are organised throughout the school year.

An outside coach may supervise activities such as fencing, gymnastic, Lego (robotics) club and self-defence at an extra charge.



Prep 'socials' are organised by form teachers and take place each term. These provide an opportunity for pupils to interact and bond with one another.

Music Tuition

Instrumental lessons are available and are charged for as an addition to the School Fees account. Letters to parents are sent out annually and are to be returned to the school office. Tuition may take place during lesson times. It is the pupil's responsibility to catch up on any classwork that is missed. No-fee taster sessions are encouraged.



Along with the rest of pupil's property, musical instruments are not covered by the school's insurance and parents must make their own arrangements. If a school instrument is loaned to a pupil, parents are liable for loss or damage whilst it is in their child's possession. Musical instruments must be clearly named and, whilst in school, should be kept in the music store, as advised by the music teaching team.

School Trips and Residential Visits

School trips are arranged throughout the year. You will be asked to complete forms for these activities. Uniform is usually worn unless otherwise stated. Local visits within Salisbury are also arranged and a single consent letter, signed when a pupil starts, covers these.

A two night residential trip is planned for Year 4 and 5 in the autumn term and a five day residential trip is arranged for all Year 6 pupils in the summer term. These visits are encouraged as they help to build team spirit, problem-solving and social skills.



Assessments

Reception Swans

Reception sit BASE test on computers, guided by a member of staff in a 1:1 situation. This test takes place twice a year - once in Autumn and again in early Summer to enable staff to assess progress. Each child's level of development is assessed against the early learning goals as set out in the EYFS statutory framework using Tapestry on-line learning journals. Parents have free access to all developmental records about their child.

The following link provides more information about the EYFS statutory framework:
https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Year 1 teachers are given a copy of the Tapestry Profile report together with a short commentary on each child's skills and abilities in relation to the three key characteristics of effective learning. The EYFS Tapestry profile is shared with parents.

Years 1 to 6 NFER (National Foundation for Educational Research)

Year 1 sit NFER tests in reading and mathematics in the Summer term. Year 2 sit NFER Reading and mathematics in the Autumn term only, as there is currently no summer test from NFER.

Pupils from Year 3 to 5 sit NFER papers twice a year - in the Autumn and Summer terms in reading, grammar and punctuation, and mathematics, which are teacher marked and standardised for age. This helps staff identify areas of strength and weakness. These are paper tests rather than computer-based.

Pupils in Year 6 sit NFER in the Autumn term in mathematics, reading, grammar and punctuation. NFER also offers spelling assessments, which are sat three times a year, in Autumn, Spring and Summer terms. These also provide us with standardised scores.

Year 1, 2, 3, 5 and 6 INCAS (CEM University of Durham)

In addition, Years 1, 3 and 5 sit INCAS computer-based tests in the Autumn term. 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 and feeds into our through-school tracking.

Year 2 sit INCAS in the Summer term as a measure of progress at the end of Key Stage 1. Year 6 sit INCAS tests in the Summer term as a measure of progress and attainment at the end of their time in the Prep/Key Stage 2.

Reporting to Parents

Reports are sent out twice a year, in February and July. Parents' evenings are held in the Autumn and Summer terms.

End of year reports contain standardised scores for core subjects and a summative comment by the subject teachers, form teacher and Headmaster. For children joining during the school year a short report is following a period of settling in.

Pastoral Care

We pride ourselves on delivering excellent pastoral care for all our pupils, recognising and celebrating individual achievement and success, both in and out of school. Each year pupils may apply to join the Pupil Leadership Team, who work collaboratively to represent their fellow peers. In Year 6 pupils may apply for the role of Head Boy and Head Girl and Sports Captain, alongside deputy and other prefect roles.

We encourage all our pupils to participate in the Mini or Junior Duke Award; an opportunity for them to complete a series of challenges each year, resulting in a certificate and badge upon completion.

We uphold a robust rewards and sanctions system, and staff issue merits for positive behaviour and achievement, and minor and major demerits for infringements of our behaviour policy.

Pupils in Reception and Year 1 are awarded a certificate for every 50 'dojo' points they earn, though together the pupils in the class also work towards a class treat. Pupils in Year 2 to Year 6 receive a bronze star badge after collecting 100 merits, a silver star badge at 200 merits and a gold star badge at 300 merits, alongside a postcard home.

Staff are very accommodating, and parents are welcome to speak with any of our teachers should the need arise. If you have any problems or queries, we encourage you to discuss them with us and ask that you please arrange a convenient time to do so, such as before morning school or at the end of the school day. A prior appointment is advisable. A list of staff and their corresponding email addresses can be found on our school website.

In Reception and Year 1 there is daily communication with parents during pick-up and drop-off. If it is deemed an urgent matter, Ms Jasmine Veratau will call to inform the parent(s) of child(ren) affected.

To discuss any pastoral or academic issue, you may also get in touch with Mrs Christina Oldham, Head of the Prep School (c.oldham@leehurstswan.org.uk).

Headmaster's Tea, Welcome Meetings and Parent Workshops

Headmaster's Teas are held once a year for parents of pupils in each year group and we welcome your comments and suggestions at these times.

A Welcome Meeting is hosted by your child's form teacher at the beginning of every academic year.

Parent Workshops are held at various times throughout the year.

Policies and Procedures

All school policies and procedures are available on our website. Parents may also request a hard copy.

More information about the school can be found on the Leehurst Swan website: www.leehurstswan.org.uk. This includes the school calendar, term dates, correspondence, photographs and information about upcoming 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.

The password is **Constable** (Capital C) to pass through this portal.

All pupils have access to a Microsoft Teams account which is shared with parents at the beginning of the academic year.