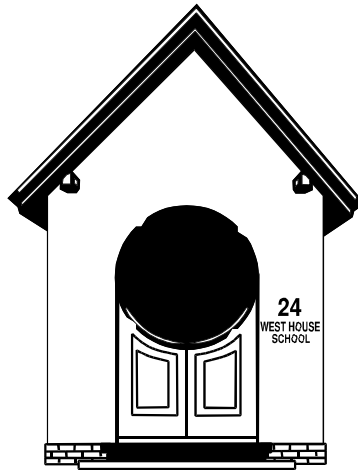


WEST HOUSE SCHOOL



# Information Book

**2011-2012**

**Pre-Prep Department  
Reception – Year 2**

## **INFORMATION FOR PARENTS OF PUPILS IN RECEPTION TO YEAR 2**

### **THE SCHOOL DAY**

Boys in Reception to Year 2 are taught in Woodbourne. The school day starts with Registration at 8.30am and ends at 3.20pm. Please enter and leave by either the side maroon gates, next to Field House, or Field House itself, which is opened at 8.00am. The Early Service operates on the first floor of Field House from 8.00am, after which the children are escorted to Woodbourne to their classrooms at 8.30am. Boys arriving after 8.40am should be brought to the main school entrance where Miss Stevenson will register them before they join their class. **Please do not use the Star Hill entrance to Woodbourne.**

Late Service runs from 3.30pm until 6.00pm with tea provided at 5.00pm. The service operates on a strict ratio basis and parents are advised to book well in advance and termly if possible. If your son stays late occasionally, please inform Mrs. Cockerill. The school will make every effort to accommodate parental requests. However, it is extremely difficult to provide after school care for boys where insufficient notice or no notice has been given.

**Pupils are not permitted to leave the school premises during the school day without the knowledge and permission of the Headmaster or a member of staff.**

### **ILLNESS**

Please complete and return the forms about your son's health as these give the school information about any special medication or care required. Parents whose children require medication on an occasional basis should bring in to school a yellow form indicating dosage, times, etc with the medicine and hand it to Mrs. Cockerill or Miss Stevenson in the school office.

General First Aid needs are dealt with and recorded by school staff who are able to consult Matron if necessary. Children who sustain bumps to the head are monitored carefully for the rest of the day and parents are informed either by telephone or by note, in line with school policy.

If a child becomes ill during the day parents will be contacted by telephone. ***Please supply contact names and telephone numbers of another family member or friend willing to be contacted in an emergency.***

Please let us know if there are any changes made to information during the year.

### **SCHOOL POLICY ON ATTENDANCE**

Please inform the school immediately by e-mail, fax or phone if your child is absent because of ill health or for any other reason. The telephone number is 0121 440 4097. The fax number is 0121 440 5839 and the e-mail address is [secretary@westhouseprep.com](mailto:secretary@westhouseprep.com). **In the event of the school not being informed, the absence will be recorded as unauthorised until such a time as parents notify the school.** Parents will generally be contacted by the school by 10.00am on the day of absence, should no notification have been received.

While the school does not encourage pupils to be taken out during term time, it recognises that occasionally, circumstances arise whereby missing term time is unavoidable. **All requests for term time leave of absence should be addressed in writing to the Headmaster.** Each request will be given due consideration in light of individual circumstances and it is a statutory requirement for these to be acknowledged.

### **UNIFORM**

Uniform and other necessary items of clothing are detailed on a separate list. If boys need replacement items from the School shop, please send a written note to your son's teacher or telephone with your requirements. Matron will send the items home with your son.

Unless worn as part of religious observance, items of jewellery are prohibited. Again, unless part of religious observance, hair should be cut neatly above the shirt collar.

**In line with the Ethos, Aims and Expectations Policy, the school places the highest priority on the appearance of pupils at all times.**

EVERY ITEM OF SCHOOL CLOTHING AND GAMES KIT MUST BE NAMED.

### **EQUIPMENT**

Each boy is given a plastic folder for his reading/homework book which should be brought to school every day. Maroon bags with a handle can be purchased from Matron. No other bags are needed.

Maroon draw string bags for games kit can also be purchased from the school. Boys are not required to bring anything else, unless specifically requested, and should not bring toys, sweets or money to school.

Games kit for Years 1 and 2 is kept in lockers in Duce Hall changing rooms. Football boots are best kept in a plastic carrier bag as they can get very muddy.

### **CURRICULUM AND SYLLABUS**

All pupils receive full access to the requirements of the National Curriculum, with teaching generally pitched well above the basic requirements. Class teachers of parallel forms work closely together in terms of planning, delivery and assessment. From Year 1 boys are taught by subject specialists for Music and PE (with swimming lessons at the University of Birmingham) and in Year 2 boys are taught French by Madame Hawkins.

Details of the school curriculum and the expectations consistent with each Year Group can be accessed via the school website.

### **READING**

Reading is encouraged in a variety of ways throughout the school and your son will follow a graded reading scheme at an appropriate level. A number of different reading schemes are used at West House and form teachers, in liaison with the School SENCO, choose the most suitable for each individual child. Reading accuracy and comprehension are formally assessed twice during the year to ensure that pupils are receiving the necessary input.

#### **Reception**

Reception pupils will be heard to read most days at school and will take their reading books home every afternoon. Please refer to the 'Learning to Read' booklet enclosed herewith.

#### **Year 1**

Year 1 pupils will be heard to read on several days during the week and will take their graded reading books home. Boys will be encouraged to choose a reading book from the classroom to share with parents.

#### **Reading at home for Reception and Year 1**

Reading at home should be an enjoyable, unhurried experience. It is not necessary to hear your child read the whole book and it is often beneficial to re-read pages to improve fluency and promote better understanding. Great emphasis should also be placed on discussing the pictures and stories in the books in order to develop vocabulary and comprehension skills. As your child becomes more familiar with the phonic letter sounds he should also be encouraged

to look at initial sounds and eventually build words for himself. At the end of reading time please note the next page to read and feel free to make comments or note difficulties in the book provided.

Your son will always have access to class library books and may bring these home to share with you.

### **Year 2**

Year 2 pupils will be heard to read during the week and Reading Scheme books will be taken home every day for parents to hear their sons read. At the end of reading time please note the next page to be read and feel free to make any comments you wish or note any difficulties. The quality of reading is more important than the quantity. Great emphasis is placed on reading fluently and with appropriate expression, so there may be occasions when you think it would be a good idea to hear your son read a passage again to help promote these skills. Comprehension skills are also given great importance and time spent asking questions about the passage read is never time wasted. As children's reading skills increase they should be asked increasingly searching questions.

Your son will always have access to class and school library books and will be able to take home a book he has chosen that is at an appropriate level. These are books which parents may enjoy sharing with their child even if they have to give some help. The aim is to extend the range of children's reading.

### **HOMEWORK**

Pupils will be set a small amount of homework designed to develop core skills. This will include the requirement for pupils to read at home. Each week, pupils will be expected to undertake the following tasks at home:

#### **Reception**

Reading – pupils should be heard to read for 10-15 minutes at a time. Parents should make a record of reading sessions in the Reading Record Book.

#### **Year 1**

In addition to regular reading at home, pupils will be set weekly spellings. Generally, these will be designed to develop an understanding of spelling patterns and will centre on high frequency words.

#### **Year 2**

In addition to reading and spellings, pupils will be required to spend some time each week learning tables as directed by the Class Teacher. They will also be set either a maths or English homework.

### **SWIMMING**

Swimming lessons for Years 1 and 2 take place on Tuesday mornings in half termly blocks. Year 2 swim during the first half of each term and Year 1 during the second half. Swimming takes place at the University of Birmingham with the coach leaving West House promptly at 8.40am. **Please ensure that your son arrives in plenty of time to catch the coach.**

### **REPORTING TO PARENTS**

Parents' Consultation Evenings are held in the Autumn and Summer terms and they give parents an opportunity to discuss their child's progress and work with the Form Teachers. Parents can also see the SEN staff if their son receives additional Learning Support.

Parents are welcome to see their son's teacher at other times by mutual arrangement. Additionally, the Woodbourne classrooms are open between 8.30am and 9.10am every Friday morning for informal visits.

Parents receive a written progress report every term. Summary reports are sent at the end of each term for boys in Reception. Boys in Years 1 and 2 are sent summary reports at the end of the Autumn and Spring Terms. A full subject report is sent at the end of the Summer Term.

### **EFFORT CARDS AND STAR CARDS**

Pupils in Years 2 receive an 'Effort Card' and pupils in Year 1 receive a 'Star Card' twice each term. These have been carefully designed by the staff after appropriate consultation with parents from across the school. The aim is to inform pupils of how they are doing in key areas of school life and are presented as an encouragement tool which is easily interpreted by the individual. Further details are sent out with the first card in the Autumn Term.

### **HOUSES, GOOD WORK POINTS (GWPs)**

From Reception, boys are allocated to a House (Persians, Spartans and Trojans) on a random basis unless there is a family or sibling connection with a particular House. GWPs are awarded by staff for a variety of reasons. These include good work, improvement in work, effort, good behaviour, helpfulness etc.

A tally of GWPs is generally kept by the form teacher and forwarded to the school office every two/three weeks so that a running total can be published.

The boy with the most GWPs in Pre-Prep wins the Harding Cup at the end of each term. GWPs not only benefit the individual boy but also count towards their House totals at the end of each term as the House with the most GWPs wins the House Treat. While boys in the Pre-Prep Department do not attend the Treat, they receive appropriate rewards and treats for their accumulated Good Work Points at the end of each term.

House points are also awarded for the various House competitions each term, undertaken by more senior boys. The winner of the Aldren Cup is determined once the results for these competitions have been factored in.

### **POLICY ON PUPIL BEHAVIOUR**

West House School places great emphasis on the general conduct of all pupils. The boys have devised their own Code of Conduct which is regularly monitored and reviewed. The Code of Conduct is formally updated by the Student Council, allowing fresh input from new generations of pupils. It is displayed around the school and the boys are referred to it regularly in assemblies and by form teachers.

However, the Code of Conduct is underpinned by a strict policy on pupil behaviour which is aimed at ensuring continuity of behavioural standards at the school and, above all, enabling progress of all pupils. All staff and pupils are made aware of the policy and it is regularly discussed at whole school staff meetings to ensure that consistency in its application is maintained.

The aim of the policy is to ensure that all pupils gain positive learning, emotional and social experiences while at school. It relates to a framework of expected behaviour both inside and outside the classroom. The policy is designed to raise pupil awareness of the consequences of their own actions, while addressing behavioural issues with appropriate sanctions. The staged approach empowers teaching staff to deal with cases of low level disruption, while members of the Senior Management Team become involved if a pattern of behavioural issues emerges.

Episodes of negative behaviour appearing to be of an intimidating or bullying nature, are immediately referred to the Headmaster who will employ strategies outlined in the Anti-Bullying Policy.

Members of the Senior Management Team are responsible for ensuring that sanctions are consistently applied and carry out an audit of written records on an annual basis.

**The Policy on Pupil Behaviour and the Anti-Bullying Policy are available to view in the School Office or via the website, along with a number of other key policies.**

### **NOTIFICATION ABOUT SCHOOL EVENTS**

A **Diary of Events** is issued at the start of each term and most activities are listed on it. A **Weekly Bulletin** sheet is posted on notice-boards with up-to-date information about each week's events. This is also emailed to parents. Parents will be informed about extra fixtures/outings/events in and out of school as and when they are arranged. Letters giving detailed information about events are sent out regularly and supported by emails and text messages where appropriate.

Please check blazer pockets and book bags periodically for letters and information. Copies of letters are also posted on the notice-board outside the front doors.

**There is an expectation that all pupils attend formal events such as Speech Day (Year 1 onwards), Church Services and Concerts. Where a pupil is unable to attend, a parental request should be made in writing to the Headmaster as far in advance as possible.**

**Term dates** are determined after consultation between the Heads of Edgbaston independent schools and with regard to Birmingham LEA calendar. A sheet listing these dates is issued annually and included in the end of Spring Term report/fee envelope.

### **REWARDS AND PRIZES**

Children may be awarded stickers for good work, helpfulness or good behaviour. Headmaster's Commendations are awarded for examples of outstanding or significantly improved work, and positive behaviour. A commendation prize is awarded at the end of each term to the boy receiving the most commendations.

The following cups are awarded each term to children in Reception to Year 2:

- Sunderland Cup                      for helpfulness
- Manners Cup                          for good manners and good behaviour
- Hayes Cup                              for academic work
- Sharma Effort Cup
- Progress Cup
- Harding Cup                          Good Work Point competition winner
- Joan Humphreys Mask              for Drama & Music (Summer Term)
- Form Prizes                            for Years 1 and 2 (Summer term)

Full details of further rewards and incentives are included in the Policy on Pupil Behaviour, a copy of which can be obtained from the school office.

### **SHUTTLE SERVICE**

The school runs a morning shuttle service from the main car park of Edgbaston High School for Girls. The school minibus arrives at the High School by 7.45am and leaves promptly by 8.00am. It returns to the High School at 8.20am and leaves promptly by 8.35am. The service is available to all pupils from Reception onwards at a cost of 50 pence per trip. Further details are available from the school office.

### **BREAKFAST CLUB**

Breakfast is available from 7.50am to 8.15am in the school Dining Room. Boys in Reception to Year 2 can opt to have breakfast on an informal basis. Parents should bring boys to the main front door where they will be escorted to the Dining Room. Should a cooked breakfast be required, the school office should be notified no later than the end of the previous afternoon. No breakfasts will be served after 8.15am. When they have finished their breakfast, boys will be escorted to Early Service. The cost of breakfast is £2.35 per day and is added to the termly invoice in arrears.

### **EDUCATIONAL VISITS**

Outings are organised throughout the year as appropriate to the curriculum. In addition, speakers and lecturers are invited to the school to enrich the curriculum. Charges for outings and visits are indicated in writing in advance and appear as Arrears on fee invoices.

### **Reception**

Regular out-of-school activities include theatre visits, a visit to Ash End House Farm and an annual outing to a zoo or safari park. Musicians, the "Animal Man" and professional theatre and puppet theatre groups visit regularly.

### **Year 1**

Theatre visits, a visit to Hartlebury Castle Museum and an annual outing to a zoo or another place of interest are regular features of the calendar. Annual visitors include musicians, the "Animal Man" and professional theatre and puppet theatre groups.

### **Year 2**

Typical year visits have included farm visits, theatre visits, the Black Country Museum, Hartlebury Castle Museum, Snibston Discovery Centre, Birmingham Museums and Art Gallery and concerts in Symphony Hall. Visitors invited for Year 2 include musicians, doctors and dentists, the "Animal Man" and professional theatre and puppet theatre groups.

### **BOOKS & WORKBOOKS**

The termly school fees include an amount to cover the cost of most of the textbooks and all of the exercise books which boys use at West House School. Boys are charged for workbooks which they write in as these books cannot be re-used. Charges for books and workbooks appear as Arrears on fee invoices.

### **ADVERSE WEATHER PROCEDURE**

The school never closes early because of bad weather. However, boys may go home early according to circumstances and they may also stay late if conditions make travel difficult. PLEASE DO NOT TELEPHONE the school if you wish to collect your son early when the weather is bad. We will find him when you arrive at school.

If there is a heavy fall of snow overnight we cannot tell you how many members of staff will be able to reach school in the morning and it is not possible to estimate how many boys will arrive. WE ALWAYS OPEN and run a skeleton service with any staff and boys who manage to get through the snow. I would advise that you take your local weather and road conditions into consideration before making a decision to bring your son to school in these circumstances.

PLEASE DO NOT TELEPHONE EARLY IN THE MORNING ENQUIRING WHETHER THE SCHOOL WILL BE OPEN.