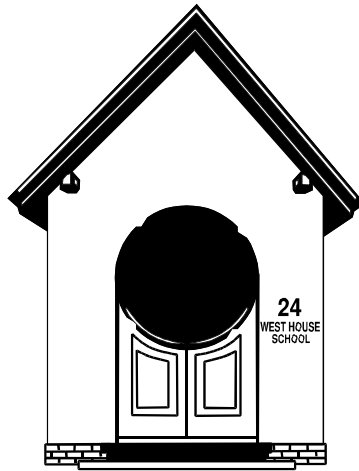


WEST HOUSE SCHOOL



# Information Book

**2011-2012**

**Prep Department  
Years 3 - 6**

## INFORMATION FOR PUPILS IN YEARS 3 TO 6 AND THEIR PARENTS

### THE SCHOOL DAY

Boys may arrive at school from 7.50am onwards, entering the school by the main front door (No. 24). Boys should not ring the front door bell before 8.00am.

In dry weather pupils may play outside in the main playground until 8.30am when they go to their classrooms for Registration. If it is wet, they go to the school hall or to their classrooms, as advised.

The first bell is rung at 8.30am and boys are registered in their classrooms. Pupils must arrive by 8.40am or they will be recorded as being late in the School Register. Late arrivals must register at the school office immediately on arrival at school.

### **Years 3 to 6 finish at 4.10pm.**

Pupils in Years 5 and 6 leave school by the main front door at all times, unless advised otherwise.

Pupils in Years 3 and 4 should be collected from the large red gates in Elvetham Road up until 4.20pm, after which they should be collected from the main front door.

A Homework session runs from 4.15pm until 5.00pm after which Tea is available. Anyone not collected by 4.20pm joins the Homework session. **Under no circumstances are boys allowed to wait on the pavement to be collected beyond 4.20pm.**

**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.

General First Aid needs are dealt with and recorded by school staff and Matron. Children who sustain bumps to the head are monitored carefully for the rest of the day and parents may be informed as a precaution, 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.

### ATTENDANCE

Please inform the school immediately by letter 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). The school office must be informed on any occasion when your son is absent or the absence will be recorded as unauthorised. Should contact not be made by 10.00am, Miss Stevenson will telephone to confirm the reason for absence. **All requests for term time leave of absence, including family holidays, should be addressed in writing to the Headmaster.** It is a statutory requirement for these to be acknowledged, otherwise the absence will be recorded as unauthorised.

### UNIFORM

Uniform and other necessary items are detailed on a separate list. If boys need replacement items from the School shop, please send a written note or telephone your requirements. Matron will send the items home with your son. A reminder about the games kit needed for the Summer Term is included with the Spring Term report. The required uniform list also appears in the Student Planner.

EVERY ITEM OF SCHOOL CLOTHING, GAMES KIT AND EQUIPMENT MUST BE NAMED. This includes watches. Expensive watches and pens should not be brought to school. 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.**

### **CURRICULUM AND SYLLABUS**

Pupils generally follow the National Curriculum, but are provided with more extensive learning opportunities. They are also appropriately prepared for transfer to leading selective schools at 11+. Please refer to the Curriculum and Syllabus booklet and the school website for your son's specific year group for further details.

### **HOMEWORK POLICY FOR BOYS IN PREP**

Parental help and support of West House School's Homework Policy will greatly benefit your son.

Your son's homework obligations for each evening are clearly listed on the school notice boards. Homework in one subject will be set each evening. Generally, no pupil is expected to spend longer than 30 minutes on a task. However, staff may occasionally set homework that requires greater input, for which pupils will be given an appropriate length of time.

**Completion of homework within a deadline is a valuable learning skill.** Pupils who persistently fail to meet deadlines will be expected to catch up on missed work during break times and games sessions and, occasionally, in a Headmaster's Detention. In keeping with our target of raising standards of presentation, poorly presented homework will also be repeated. Please inform the appropriate teacher if your son regularly spends too much (or, indeed, too little) time on a homework topic.

Do discuss homework with your son both before and after completion. You are the person most likely to detect any concerns he may have on the matter. Assist your son, but do not do the work for him. We need to assess the progress of pupils, not parents!

Homework is occasionally not set:

- If the class misses the lesson during which homework is set e.g. the class is out of school on a visit or outing
- If the member of staff is absent from school
- For the last few days of term

Completed homework may be left in the pigeon holes outside the Staff Room. Homework should not be handed in to the school office. Boys may print homework at school with the specific permission of the member of staff setting the work. However, homework will not be printed in the school office.

Pupils are also expected to extend their reading at home. All boys from Pre-School to Year 5 follow the school reading schemes until they become confident independent readers, at which point they progress to the recommended reading lists. Further details of the reading schemes and how reading is monitored are circulated by the English department.

### **EXAMINATIONS and ASSESSMENT**

Formal examinations take place in November and May. These are internal assessments and cover the core curriculum. Standardised tests are used where appropriate (e.g. GL Assessments). Outside the core curriculum, individual departments are responsible for the assessment of pupils. The school places great emphasis on ongoing, formative assessment and currently makes use of Performance Indicators in Primary Schools (PIPS) and the Interactive Computerised Assessment System (InCAS).

### **REPORTING TO PARENTS**

Parents' Consultation Evenings for all year groups are held during the school year to give parents an opportunity to discuss their son's progress and work with the different subject teachers. Parents will also be able to see the SEN staff if their son is receiving additional Learning Support.

These meetings are usually held in the school hall. Parents are provided with a list of their sons' subject teachers on arrival. The names of members of staff are displayed on their tables in the school hall. There is usually no appointment system for these meetings.

Parents also receive full subject reports in December and July and a summary report in March/April. The **Effort Card** is completed at least twice each term and this also provides a written record of progress. Please see the separate Effort Card letter for details.

### **HOUSES, GOOD WORK POINTS (GWPs) AND THE HOUSE TREAT**

Boys are allocated to a House (Persians, Spartans and Trojans) from Reception 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.

Boys are given a weekly Good Work Point card on which to record their Good Work Points. Individuals are responsible for the safekeeping of their card which is collected in on Friday lunchtimes every 2/3 weeks. GWPs are added up and the running total published so boys can see how well their House is doing. Parents are encouraged to monitor their son's tally of GWPs.

The boy with the most GWPs wins the Hulme 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. Boys in the winning House are eligible to attend the Treat with a lesser number of GWPs than boys from the other House. The number of GWPs needed for boys to qualify varies from term to term, depending on the average number of GWPs gained by boys in the winning House. Boys who have received three or more lunchtime detentions during the term are not eligible for the House Treat.

House points are also awarded for the various House Competitions each term. 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 tutors.

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 and via the school 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, e.g. match fixtures and music lesson days. 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 school bags periodically for letters and information. Copies of letters are also posted on the notice-board outside the main front door.

**There is an expectation that all pupils attend formal events such as Speech Day, 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.

#### **BOOKS AND 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. However, there is a charge for a small number of textbooks which boys use over many terms, e.g. their French textbooks. Boys are also charged for English, Maths and VR workbooks which they write in, as these books cannot be re-used. Charges for books appear as Arrears on fee invoices.

Boys will be charged the replacement cost of Library and text books which they lose or damage.

**STATIONERY**

Boys are expected to provide their own pen, pencils, ruler, rubber, coloured pencils and felt pens etc. However, the school carries a small stock of items which will be provided during lessons if necessary.

**CUPS AND PRIZES**

The school rewards honest effort as well as attainment. The following termly prizes and cups are awarded to a pupil in every class:

- Effort prize – based on Effort card marks
- Language prize
- Mathematics prize
- Science prize
- Humanities prize

These cups are awarded each term

- Hulme cup to the boy with the most GWPs
- Progress cup

Annual academic cups and prizes are presented at Speech Day and Prize Giving, together with cups and prizes awarded after the Music and Public Speaking Competitions. Other annual awards include:

- Pound Cup awarded for all-round contribution to school life
- Martineau Cup awarded for good citizenship
- Achievement Cups

While cups cannot be taken home, parents have the option to have their son's name engraved on the cup and to order a replica.

**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 Dining Room. Boys can opt to have breakfast on an informal basis, by signing up as they go in. However, 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. The cost of breakfast is £2.35 per day and is added to the termly invoice in arrears.

**TEA AND LATE SERVICE**

Tea is available at 5.00pm each day. Boys wishing to stay for Tea should inform Miss Stevenson in the school office as soon as they arrive at school. The cost of teas is included in the Late Service charge of £6.85 for the hour or the part hour between 5.00pm and 6.00pm. Parents who collect their children after 5.00pm will be asked to sign a collection timesheet. The Late Service finishes at 6pm.

The Late Service arrangements may not apply on evenings when there are school events such as Parents' Evenings, Concerts, and Arts Festivals etc. On such occasions boys are supervised by members of staff, and there is no charge for this service.

### **EDUCATIONAL VISITS**

Visits are organised throughout the year to enrich the curriculum. They include outings to the theatre and to concerts at Symphony Hall, visits to the Black Country Museum, local art galleries, Shugborough, Warwick, Stratford and Legoland. The choirs take part in choral days and festivals periodically. Visitors are invited to school for drama and music workshops and master classes, wildlife demonstrations, History and Geography workshops. Charges for visits and outings 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 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 work 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.

### **VALUABLES**

Boys must not bring articles of value to school and money should only be brought in as advised by members of staff. No money transactions or expensive “swaps” are allowed on the school premises between the boys. Articles of value that are brought to school for good reason must be handed in to staff or the school office for safekeeping. The school accepts no responsibility for items of value which are not handed to an authorised member of staff.

### **TUCK**

The school actively promotes healthy eating. Boys may only bring dried or fresh fruit and vegetables and cereal bars to school. Under no circumstances should crisps, chocolate, sweets or nuts be brought in during a routine school day. Water or juice is also permitted. However, no glass bottles or cans are allowed. Milk, squash, water and fruit is provided by the school at break times. Parents are also strongly advised not to send in birthday cakes, etc.

### **MUSICAL INSTRUMENTS**

Musical instruments that are brought on music lesson or orchestra rehearsal days should be stored in the Music Tuition Rooms in Field House. West House School cannot be responsible for damage or loss if instruments are left anywhere else.

### **SCHOOL SPORTS TEAMS**

Boys represent the school at U11, U10, U9 and occasionally U8 in the following sports:

- Football
- Cricket
- Basketball (U11 and U10 only)
- Rugby
- Athletics

The team lists are posted on the Sports' notice board outside the staff room and the time for collecting boys after the fixture will be stated. Details of matches also appear on the plasma screen in Reception. The PE Department adopts a policy of selecting competitive teams that

encourage as many pupils to take part as possible. Members of the department will attempt to select each boy who wants to take part for at least one fixture each term. However, the weather and subsequent cancellations of matches can impact this policy.

Most cricket matches start at 2.30pm and are scheduled to last until 6pm. All pupils are required to stay until the scheduled finish time. There are occasions when both sides are out quickly and the games finish early. Bad weather may also have an impact on how long a game lasts. It is not possible to predict in advance whether boys will be ready for collection before the time stated on the team list. However, where possible the school will text parents in the event of early/late finishes and short notice cancellations.

### **SWIMMING**

All Year Groups have swimming lessons at the University of Birmingham pool. The charge for swimming lessons appears on the fee invoice in arrears. Swimming lessons for Years 3 and 4 begin at 9am on Fridays, so please make sure that boys arrive at school by 8.30am so they are in time to travel to the pool.

### **LOST PROPERTY**

Matron returns named sports kit to lockers in the changing rooms and named uniform and other items to boys' lockers in Big School. Unnamed items of sports kit are displayed in the changing rooms for boys to recognise and claim. Other unnamed items of uniform are displayed on the shelf by the door in Matron's room. At the end of every half term and end of term Matron shows unclaimed items of sports kit and uniform to all boys. Property such as inexpensive pens, pencils, rulers, recorders and small toys is taken to the school office for safekeeping. Lost spectacles and expensive pens are displayed in Assembly if they have not already been claimed.