



**Micklefield School**



**PARENT HANDBOOK**  
**Academic Year 2021-22**

## Message from the Headmaster

Dear Parents,

A very warm welcome to Micklefield School.

We are pleased that you have chosen to place your child within the Micklefield family and we look forward to working in partnership with you to provide the very best education for your child.

At Micklefield we pride ourselves on providing a nurturing family friendly environment that offers high quality tailored education and dedicated pastoral care.

We aim to make education a success for all pupils by offering a breadth of opportunities, where each child is encouraged to develop their potential while becoming confident, responsible and independent members of our community.

We hope that your child will be happy here and that the information contained in this handbook is useful and that it answers some of the many questions that may arise.

Working together and establishing a strong home-school partnership will ensure your child has a positive and successful time at Micklefield School. As the Headmaster, I fully understand the importance of effective communication with parents, never forgetting that we all want the best for each and every child.

Our staff will always welcome the opportunity to talk to you if you have a query, and your child's class teacher should be your first port of call should you require advice or assistance.

The Parent Portal on our Management Information System and our new weekly newsletter will provide you with the most up-to-date information. Our school website will also support you with any further information you may require.

I look forward to working with you in the year ahead.

Best wishes,

**Mr R M Ardé**  
Headmaster

## Our Values

### Our Values at Micklefield School

- Democracy
- Persistence
- Respect
- Kindness
- Responsibility
- Honesty
- Freedom
- Independence
- Confidence
- Responsibility
- Friendliness

### We aim to achieve our values by promoting the Golden Rules

- Kind and helpful
- Gentle
- Good listeners
- Hardworking
- Honest
- Careful with property
- Treat each other as we would like to be treated

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## General Information

School address:	Micklefield School 10-12 Somers Road Reigate Surrey RH2 9DU
Telephone:	01737 224212
Website:	<a href="http://www.micklefieldschool.co.uk">www.micklefieldschool.co.uk</a>
Email:	<a href="mailto:office@micklefieldschool.co.uk">office@micklefieldschool.co.uk</a>
Admissions:	<a href="mailto:admissions@micklefieldschool.co.uk">admissions@micklefieldschool.co.uk</a>
Bursary & Finance Office:	<a href="mailto:financeoffice@micklefieldschool.co.uk">financeoffice@micklefieldschool.co.uk</a>
Belton House Nursery	<a href="mailto:nursery@micklefieldschool.co.uk">nursery@micklefieldschool.co.uk</a>
Facebook:	<a href="http://www.facebook.com/MicklefieldSchoolReigate">www.facebook.com/MicklefieldSchoolReigate</a>
Chair of Governors	Mrs J M Hamilton c/o Clerk to the Governors Micklefield School 10 Somers Road Reigate Surrey RH2 9DU
Headmaster	Mr Ryan M Ardé
Bursar & Clerk to the Governors	Mr Talha A Khan

## **STAFF 2021/22**

### **HEADMASTER**

Mr R M Ardé BA, NPQH

### **Senior Leadership Team**

Mr G Baguley BA, HDE

Mrs A Duffield BSc (Hons), Dip Ed \*

Mrs F Yarde BA (Hons), PGCE

Mrs B Rayner BA (Hons)

Mr T Khan BA (Hons), MSc, ACCA

Deputy Head & Head of Upper School  
Assistant Head & Head of Lower School  
Director of Studies  
Head of Belton House Nursery  
Bursar & Clerk to the Governors

### **Teaching Staff**

Mr P Avery BA (Hons), QTS

Mrs B Baguley Higher DipEd \*

Mr D Bracken BSc (Hons), QTS

Mrs H Byrne BA (Hons), PGCE

Mrs J Copeman B Ed (Hons)

Mrs N Easton BA (Hons), PGCE

Mrs J Forton BA (Hons), PGCE

Mrs J Gillibrand BA Ed

Mrs L Hiscock BA (Hons) QTS

Mrs B Jackson BA (Hons), PGCE

Miss N Leuchter BSc (Hons), Early Years Specialism PGCE

Miss E Lloyd BA (Hons) QTS

Mr T Mackrell BA (Oxon), PGCE

Miss C Russell BSc (Hons), PGCE

Mrs D Woods BA Ed (Hons)

Mrs C Yardley-Rees B Ed (Hons)

### **Director of Music**

Mrs E Denny BA (Hons)

### **Special Educational Needs Coordinator**

Ms K Earl B Ed (Hons) NASENCo, Adv Cert in SEN, MA

### **Academic Support Staff**

Mrs E Barber NNEB

Mrs F Berry B Ed (Hons)

Mrs K Boxall NVQ3

Mrs S Bull NVQ3

Miss S Dunn B Ed (Hons)

Mrs D Lambourn NVQ3

Mrs K Shepherd BSc (Hons)

Mrs T Warren NVQ3

### **Sports Coaching Staff**

Mrs H Chesterton BA (Hons), Cert Ed

### **Belton House Nursery**

Mrs B Rayner – Head of Nursery BA (Hons)

Mrs K Good – Deputy Head of Nursery BA Early Years

Miss K Estall – Room Leader BTec Childcare Level 3

Miss J Jelley – Nursery Practitioner BA (Hons)

Mrs S Hendon – Nursery Support Staff NVQ3

### **Administrative & Maintenance Staff**

Mrs K Emeny

Mrs S Hartington BA, PGCE

Mrs C James BSc (Hons)

Mrs N Roessler

Mrs K Vines

Mr M White

Marketing Manager  
School Office Administrator  
Assistant Bursar  
School Office Administrator  
School Admissions Officer  
Premises Manager

### **Housekeeping Staff**

Mr A Harvey

Miss L Hebden

Mrs J Hosseiney

Mr D Skinner

Cleaning Supervisor  
Cleaner  
Cleaner  
Cleaner

### **Peripatetic Staff**

Miss S Colchester

Mrs L Dale B Ed (Hons)

Miss Z Eborn GRNCM (Singing)

Mr S James LTCL

Mrs L Lemont GTCL, LTCL, Mus Ed

Mr E Maxwell BA (Hons), DipRCM, LTCL

Mr M Osborn

Mrs K Purves BA QTS Mus (Hons)

Mrs S Shucksmith Cert Ed

Miss J Taft BMus (Hons) PGDip Adv ARCM

Mr C Thompson BA (Hons) MTC

Singing  
Speech and Drama  
Violin  
Guitar  
Clarinet & Piano  
Trumpet  
Percussion  
Piano  
Harp  
Flute  
Singing

### **Playground Supervisors**

Staff on a rota

### **Holroyd Howe Catering Staff**

Mr C Chard

Mr A Walsh

Mrs C Roberts

Mrs L Rose

Mrs K Todd

Chef Manager  
Sous Chef  
General Assistant  
General Assistant  
General Assistant

## Term Dates 2021/22

### Autumn Term 2021

INSET	Friday 3rd September 2021
Term Starts	Monday 6 <sup>th</sup> September 2021
Half Term	Monday 18 <sup>th</sup> October – Friday 29 <sup>th</sup> October 2021
Term Ends	Thursday 16 <sup>th</sup> December 2021
	Lower School 11.45 am
	Upper School 12 noon

### Spring Term 2022

INSET	Friday 7 <sup>th</sup> January 2022
Term Starts	Monday 10 <sup>th</sup> January 2022
Half Term	Monday 14 <sup>th</sup> February – Friday 18 <sup>th</sup> February 2022
Term Ends	Friday 29 <sup>th</sup> March 2022
	Lower School 11.45 am
	Upper School 12 noon

### Summer Term 2022

INSET	Tuesday 19 <sup>th</sup> April 2022
Term Starts	Wednesday 20 <sup>th</sup> April 2022
Half Term	Monday 30 <sup>th</sup> May – Friday 3 <sup>rd</sup> June 2022
Term Ends	Friday 1 <sup>st</sup> July 2022
	Lower School 11.45 am
	Upper School 12 noon



**Please read** this edition of the 2021/22 Parents' Handbook.

We endeavour to make it as useful as possible but as we have three specific areas of the school encompassing Belton House Nursery, Lower School and Upper School with differences in timetabling and the length of the teaching day there is inevitably some duplication of information.

The website is updated regularly to give you news of current events, learning topics, the school calendar and so on.

Older children might benefit from reading the Handbook too!

## **New Pupil Induction**

*Settling into the Nursery Department – Belton House Nursery*

- *Please see Belton House Nursery Information Booklet for further information.*

*Pupil Induction to the Lower and Upper School.*

- *Will be invited for a familiarisation day/session where we will be able to ensure that the child can access the learning within that class and not disrupt the teaching and learning that is taking place.*
- *Will have a “buddy” for the time that they are in school. The peer buddy will have volunteered to take the role and will be your child's companion, amongst others! It is a much-cherished role amongst the children who are always keen to have new friends.*
- *Will experience a “normal” day with us. We do not put on a show to convince families to join us!*
- *Will be invited back to our formal “Swap Over” day if joining a new year group in September so that they will meet their new teacher and see their new classroom.*
- *Will be able to have more than one visit if necessary.*
- *We would expect that children joining us from other settings/schools would have a school report or Learning Journey to show us. We contact the current or previous school or setting to understand the child's needs and strengths.*

## **New Classes and teachers in September.**

- *Once teachers know which class they will have they will liaise with the current form teacher to ensure a smooth handover during a formal Hand Over Meeting. All data is available to them on our Tracking and Assessment system.*
- *Teachers of the younger children will visit their new classes ahead of September so that the children can get to know their new teacher in their own environment.*
- *On Swap Over Day all new pupils and any new staff are invited to join the whole school in a Swap over morning when new classrooms are visited and a fun activity takes place.*
- *Parents' Information Evenings are held during the first week of the academic year so that you can support your child's transition to a new class and so that you can understand the expectations for the year. This excludes year 6 who have their transition meeting during the Summer term of year 5.*

## Arrival at School in the Morning

**Belton House Nursery** children can come into Belton House from 8am where they can be left in the care of the staff if necessary. However, the general arrival time is 8.35am and parents are welcome to come in with the children.

**Reception** children can arrive from 8am if necessary. At the start of the academic year there will be members of staff in the classrooms to welcome them in before school starts so that they don't have to line up in the playground. This will support the children to become familiar with the routine. Once the children are confident about waiting in the playground with the others they too, will line up.

*(Morning activities are prepared for Nursery and Reception children to help them become absorbed and settle in quickly. Please try to avoid prolonged goodbyes as these can be upsetting for you, your child and the other children!)*

*Year 6 children are appointed to help with the Nursery and Reception children and this becomes a very pleasant routine for both parties. You are welcome to ring us during the first few mornings if you need reassurance that all is well.*

**Lower School children in Year groups 1 and 2** can arrive at school from 8am. Entry is through the side gate beside Belton House where a member of staff is on duty to greet the children as they make their way to the Woods Room where they are supervised for quiet reading time. Children need a book in order to read to themselves until 8.20 am when they go out on to the playground for some fresh air before the bell rings at 8.35am.

Lower School children line up in the playground in their classes and are collected by their teachers for the start of the day.

**Upper School** children follow the same arrangements unless they have a peripatetic lesson before school. In this case they come in through the main door to go to their lesson so that we know who is in the building in the event of needing to evacuate the school.

If the weather is inclement the children stay in the Woods Room and are collected by their teachers at the start of the day.

**Please note that the Trim Trail, Belton House's garden and the traversing walls are only to be used during the school day and their use is always to be supervised by staff. Younger siblings are not permitted to use this equipment before or after school.**

### Drop Off queries

Parents who have general queries for the Office are asked to press the entry button and then wait until the door is answered. At busy times there may be a delay but please understand that this is part of our safeguarding protocol.

### Breakfast club

*Breakfast Club will be open for pupils aged 2 and 9 months and upwards between the hours of 7:30am and 8am in Belton House, each day.*

*There is a charge for this which will be added to the end of term bill. (This does not include All year-round Nursery children)*

*Entry is through the main door at Belton House where a member of staff is on duty to greet and welcome children as they make their way to the breakfast area.*

*Children will be served a breakfast comprising of cereals, toast and juice.*

*At 8am, Reception children will be taken to their classrooms and Year 1 and upwards will be escorted to the Woods Room, where they will be supervised by members of staff.*

In order to be compliant with staff ratios, the Breakfast Club will operate on a 'first come, first served' basis, **where children must be booked in (or a session cancelled) at least, by 3:30pm on the previous day.**

## **After School Clubs and Games**

**Lower School** children are offered a range of extra-curricular activities during lunchtimes. These clubs vary for each year group. Letters informing parents of the clubs on offer are sent via the **Parent Portal**. Lower School Clubs do not start until after the October half term so that the children can settle into their new routines. However, clubs run by external providers will normally start at the beginning of each term, except at the start of the Autumn term.

**Upper School** clubs and activities vary from term to term. A list of available clubs is communicated at the beginning of the term via the **Parent Portal** to allow parents to sign their children up for the term.

Clubs are offered during lunch breaks and normally from 3.30pm until 4.30pm. All pupils will be expected to be dressed appropriately for clubs and games. This includes shin pads for football and mouth guards for rugby. Failure to have the correct kit may result in the pupil being excluded from that activity for that day. This is for health and safety reasons. If a pupil is unable to attend, a written note from the parent is required.

Please ensure that you collect your child on time. Parents of any uncollected children will be contacted by the school office; these children will be supervised by SLT.

## **After School Provision**

After School Sessions operate in Belton House Nursery and in our Year 1 downstairs classroom.

### **Belton House Nursery**

*3.00pm - 4.30pm - First session Collection for Belton House Nursery children – Front of Belton House Nursery Parents with Nursery children are asked to email [Belton House Nursery \[nursery@micklefieldschool.co.uk\]\(mailto:nursery@micklefieldschool.co.uk\)](mailto:nursery@micklefieldschool.co.uk)*

### *Lower and Upper School*

*There are two sessions, from 3.30pm – 4.30pm and 4.30pm – 6pm. Children can be booked in for both sessions or just one. Bookings are made via the Parent Portal for children in Reception to Year 6.*

*Please remember places are limited.*

*There is a charge for this which will be added to the end of term bill. However, this excludes all year-round Nursery children.*

*3.30pm - 4.30pm - First session Collection – (Reception, Year 1 and Year 2) – Front of school.*

*4.30pm – 6pm - Second Session Collection (All children, including Belton House Nursery) – Front of Belton House Nursery.*

In order to be compliant with staff ratios, After School Provision will operate on a 'first come, first served' basis, where children will need to be booked in, one week in advance, by 3.30pm on the previous Sunday via the Parent Portal.

Parents with Nursery Children will need to email Belton House Nursery before 12pm the Friday before the week starts.

**Should you need to contact After School Provision during the sessions the number is 07597 974624.**

## **Anti-Bullying**

Micklefield School will not tolerate bullying of any kind. Government guidance defines bullying as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (e.g. being ignored or not spoken to).

Encouraging other people to engage in any of these types of behaviour and deliberately getting other people "into trouble" are also bullying. The school has a rigorous Anti-Bullying Policy which is regularly explained to the pupils.

Micklefield will support all pupils by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

We follow a comprehensive Safeguarding Policy and there are Designated Senior staff with enhanced training in the school. These teachers can be contacted confidentially should the need arise. They are Mr R Ardé, Mr G Baguley (Lead), Mrs A Duffield and Mrs Rayner.

**All matters relating to safeguarding are treated with the utmost confidentiality.**

**Behaviour and Discipline Policy** is on the school website. Other policies are available for your information on the school website and hard copies are available from the school office. These include; Acceptable Use of IT Policy, Admissions, Anti Bullying, Complaints Procedure, Off-Site Visits. English as an Additional Language, Equal Opportunities, First Aid, Health Safety and Welfare, Lost Child, Safeguarding, Settling In and Special Educational Needs.

## **Golden Rules at Micklefield**

- we are kind and helpful
- we are gentle
- we are good listeners
- we are hard working
- we are honest
- we are careful with property
- we treat each other as we like to be treated.

## Bikes (and Scooters)

We are proud to be a BIKE IT school and if your child is able to come to school by bike or scooter please use the cycle racks provided. You will need to provide the means to secure the bike/scooter as these are left at the owner's risk. Children riding to and from school on either a bike or a scooter must wear an appropriate protective helmet. Various 'Bike It' events are held throughout the school year.

## Birthdays

We enjoy celebrating birthdays in our Lower School assemblies. Some children also like to bring a birthday treat to share with their classmates. Small, 'nut-free', individual cakes or biscuits are acceptable. Please do NOT send in large cakes requiring cutting as the staff do not have the facility to do this within the classrooms.

## Breakages

Parents will be expected to pay for any breakages, lost reading books or damage to school property caused through misbehaviour. The latter is a rare event! We use iPads for some of our learning. You will be given a copy of the Acceptable iPad Use Policy for you to sign with or on behalf of your child depending upon their age.

## Care of Property

Please ensure that everything brought and worn to school is clearly named. Articles of value should not be brought to school. Money should only be brought for a specific purpose, e.g. book sale or charity collections, and must be handed in for safe keeping as soon as possible to the Form Teacher. **Lower School children** may bring a small toy for playtime. This will be the owner's responsibility and must fit into a coat or blazer pocket.

Named property will be returned to your child as soon as possible as we have Year 6 monitors to help with this. Property that is not labelled will be displayed in Friday's assembly and/or outside school periodically. If it remains unclaimed it will be given to FOM's second hand uniform sale or a charity if it is not an article of uniform.

**It is imperative that all your child's equipment, kit and uniform are clearly named if we are to help return lost property. Children can be very anxious about missing kit and we would like to be able to return lost articles as soon as possible.**

Year 6 helpers return lost property items as soon as they are found. Unnamed uniform is becoming more and more of a problem. Please ensure that items purchased from the Uniform Sales are labelled with your child's name and not the previous owners!

Parents are advised to insure valuable musical instruments / sport's equipment against loss or damage.

## Collecting children

**Belton House Nursery** children are collected directly from Belton House Nursery. If another adult is to collect your child it is imperative that we know this. We do not hand the children over to strangers. Young children can become distressed if they are uncollected so please ensure that you are on time. Belton House Nursery children should be collected before their siblings in the main school.

**Lower School** children are brought down to the front door in classes to be dismissed from the front of the school at 3.15 pm. However, for those Reception children who do not stay for the full day, they may be collected at 12.30pm (after lunch) from the front of the main school.

Reception children are dismissed first at the end of the day so that they can see their parents more easily. Please wait inside the gates so that we can hand the children over to your care. Children will only be handed to their parents unless there is a note to the contrary in the Home Contact Book. If we are in doubt the child will be brought back into school until we can verify arrangements with you via the contact details you have given us.

Please do not allow your child to run about in front of the school as the older children are in lessons and the noise is a distraction. The mini bus area is cordoned off and the children are not allowed into this area for their own safety.

Children with older brothers and sisters may wait in the Library with a member of staff until they are collected together. This arrangement is known as the **Late Room** and is only operational until 3.40pm. The **Late Room** is for **siblings only** and not for the convenience of collecting children after the end of the school day.

**Upper School** children usually attend clubs, matches, training sessions or Homework Club so their finishing times vary. Whatever the collection time the children will be brought to the main door by the supervising member of staff and handed over to an adult. Year 6 children may walk home unescorted but an 'Authorisation To Walk Home From School' form must be completed and will be held in the Office for checking if there is any doubt.

If dismissal is from the sports field the games staff will supervise the dismissal from the field gate. Uncollected children will be walked back to school and parents will be contacted.

Should your own collection arrangements change or if another named adult is collecting your child, please contact the School Office so that the change can be conveyed to the teaching staff. They are expected to be vigilant when dismissing pupils and may not dismiss your child unless the Office has received your permission for your child to go home with them. A verbal message from the child is not sufficient and cannot be accepted.

In the event of bad weather Clubs will take place in school. **We will always supervise the children until 4.30pm so there is no need to call the Office to ask if Clubs are running.**

**Collection In Emergencies** – if you are unavoidably detained we need a call so that we can reassure your child/children. Depending on the age and circumstances prevailing we will either take your child to After School Provision or Homework Club.

In the event that you are not here to collect after the last session of After School Provision (6pm) a member of the Senior Leadership Team will decide on the best course of action. It is essential that you have given the school not only **all** your own contact details but also the contact details of the person you have nominated to act on your behalf in an emergency.

## Computing

Computing at Micklefield School is embedded into all areas of the curriculum. Children have access to iPads within both Key Stage One and Two to support and enhance their learning experience. Pupils within Year 5 and 6 are each provided with an iPad, to develop a natural flow between their written and digital work.

These iPads are taken home by the pupils for homework tasks and extension activities. These iPads also provide the pupils with an opportunity to further develop their creativity by exploring a wide variety of educational apps including digital art, coding and movie making. This creativity with technology is also supported by a wide variety of extra-curricular activities, including photography, stop-motion animation, 3D design and programming. The Computing curriculum is taught through a combination of both iPad and PC based tasks and activities, enabling our pupils to work confidently and safely with a variety of different technologies.

## Communicating with the School Office

The School Office is normally open from 8am – 4.30pm during term time. Communication can be by telephone or email. To update personal information, please use the Parent Portal.

## Communicating with teaching staff

**Belton House Nursery** parents have direct contact with the Belton House Nursery Staff on arrival and at collection, including further communication via the FAMILY App.

**Lower School** – parents have contact with staff at collection time and can use the Home Contact Book for non-urgent messages so that a mutually convenient appointment can be made to meet, if necessary. Urgent messages should go straight to the School Office.

**Upper School** – staff will be happy to meet to discuss concerns at a mutually convenient time and a meeting request can be written directly to the member of staff concerned using your child's Homework Diary or by contacting the Office and asking for the message to be passed on.

## Concerns about your child

If you have any anxieties about your child's progress or welfare in school, please speak to the member of staff concerned directly in the first instance. If you then feel that you would like to discuss the matter further, please arrange to speak to Mr Baguley for Upper School matters and Mrs Duffield for Lower School. Belton House Nursery parents should speak to Mrs Rayner. If you remain concerned, then please arrange to see Mr Ardé.

## Concerts and plays

We enjoy sharing our concerts and plays with parents and visitors but would ask that you do not bring beverages into the gym. We would also ask that if younger siblings become very noisy that you take them out of the performance so that the children can concentrate on what they are doing. A few minutes of distraction outside can work wonders! We use an on-line ticketing system so that working parents are not disadvantaged.

## Emailing staff

Please use the office email address ([office@micklefieldschool.co.uk](mailto:office@micklefieldschool.co.uk)) to email staff and your emails will be passed on during school hours. The staff have full timetables and are often involved in clubs and school related commitments.



However, staff will do their best to reply at their earliest convenience. It is unreasonable to expect an immediate response from teaching staff. If the matter is urgent please contact the Office.

## Emergencies

Please notify us immediately of any change of address or contact details, for yourselves or for your alternative emergency adult. It is also helpful to know of any circumstances that might affect your child's behaviour or learning in school.

## Emergency closure of the school – bad weather

In the event that we are advised to close the school during (or after) heavy snowfall you will be contacted via our messaging system and a message will also be posted on the website. If you work a long way from school it would be sensible to have an emergency collection strategy with another parent. Please remember that staff are also sent home in these circumstances as many travel long distances to school.

We strive to stay open to avoid disruption to everyone but when advised by the police we post information on the school website or send a message via our messaging system to advise of the school's re opening. **Please don't ring the School Office in these circumstances.** Should the school be closed for a longer period of time the staff will set work for children using our online platform.

## Fingernails

Please ensure that your child's fingernails are kept short for reasons of hygiene and also to protect against accidental scratches during playtime, PE and Games. Nail polish is unacceptable and not part of our uniform code.

## FOM – Friends of Micklefield

Each family automatically becomes a member of FOM on joining the school. While some parents can play a more active part in the association than others, all are welcome. The association exists to support the work of the school by fundraising for important projects that benefit the children. There is a FOM Noticeboard just outside the main door with news of forthcoming events. We appreciate all that FOM do for the children here and hope that you will become involved in whatever way you can.

## Form Assemblies

Periodically you will be invited to join us for a Form assembly. These happen on Tuesdays and each class takes a turn throughout the year. The class will lead the assembly by sharing the work they have been doing or talking about a visit they have made.

This forms part of our Act of Worship so they are not performances and we hope that you will join in when appropriate.

Please understand that we need to let you in to the gym via the rear of the school so that we can count everyone in for Fire Regulations.



## Form Representatives

Each form has a Representative (sometimes two who share the responsibility) who fulfil a social role in bringing parents together and in particular welcoming new parents to the school. Please note that this is their only role and they do not put forward concerns on behalf of their peers since the school encourages parents to discuss any anxiety with the relevant member of staff as soon as possible.

## Hair

Boys' hair should be neatly cut. It must be above the shirt collar and eyebrows. Gel should not be used and extreme hair styles involving shaving are not permitted. If Girls have long hair, this should be tied back with hair bands or scrunchies that should be Micklefield tartan or royal blue. Children (boys or girls) will be offered hair clips to hold back any hair that interferes with their work or causes safety issues in Games, PE and Science.

Please check your child's hair periodically for head lice as we have occasional problems. If head lice are noticed in your child's hair your child will be sent home, pending treatment. Your chemist will advise on the best course of action and children can return to school after treatment.

However, we will at all times respect haircuts regarding religious requests.

## Holidays/Requests for Absence in Term Time

School holiday dates are published well in advance and parents are expected to plan and take their holiday so that they do not disrupt their child's education including the additional commitment to peripatetic lessons, school plays, concerts, sports fixtures and so on.

In **exceptional** circumstances Mr Ardé has the discretion to authorise leave in term time but a written explanation and request is required.

Please note that senior schools ask for feedback on attendance. Each day's holiday is recorded as two absences as registers are taken in the morning and again in the afternoon.

We do not set work for children who have been taken out of school as they will have missed the teaching input.

It should be noted that Mr Ardé can be contacted by Attendance Officers if children are found to be out of school during term time. These contacts are recorded by the authorities. If attendance is too low the local authority will be notified. It is only the Headmaster who can authorise absences.

## Home Contact Book/Homework Diaries

Children in the Lower School have a Home Contact Book and Upper School Children a Homework Diary. Both can be used to communicate with staff. Please check these regularly since staff may have written a message for you.

## Homework

**Reception** children have a range of simple letters, sounds and reading tasks to practise at home. These are designed to support the individual needs of the child and will vary from day to day.

**Year 1 and 2** children have a daily reading task and weekly spelling activities. Occasionally other small tasks are set to enhance work undertaken in the classroom. Both staff and parents record progress using the child's Reading Record Book.

In the **Upper School** the homework set each day will vary according to the year group that your child is in. Presently this is set at 20 minutes for Year 3, 30 minutes for Year 4, 40 minutes for Year 5 (normally one subject) and 1 hour for Year 6 (normally 2 subjects of 30 min duration). All Upper School pupils are expected to write their homework task in the Homework Diary. **This book can also be used as a contact point for parents and staff and should be checked and signed daily.**

## Homework Supervision (Homework Club)

A supervised homework session is available to all Upper School pupils from 3.30pm – 4.30p.m. As with the other clubs on offer, Homework Club must now be booked in advance using Parent Portal every half term.

Children must attend the whole session and will not be released on an ad hoc basis in fairness to all those who are working. Homework Club is not an alternative to After School Club in Belton House Nursery.

## Houses – Cranston, Fonteyn, Somers and Waterlow.

All pupils (and staff!) from Reception to Year 6 are placed in one of four Houses: Cranston, Fonteyn, Somers and Waterlow. House Assemblies take place three times a term. House competitions are keenly fought and a House Trophy is awarded fortnightly to the House with the most House points. Pupils can earn House points both inside and outside the classroom. Effort, good behaviour and achievement can be rewarded with House points. Pupils should do all they can to promote the good name of their House by taking an active interest in all inter-House activities.

## Illness and Absence

In the case of illness, please telephone the school office 01737 224212 between 8:00 and 9.00 a.m. or email on [office@micklefieldschool.co.uk](mailto:office@micklefieldschool.co.uk) so that the electronic register can be maintained. You will need to give the child's name, class and an indication of the illness for our records. If it is an infectious illness we will need to notify parents and staff.

Details of medical appointments can also be emailed. It helps us considerably if we receive this information before school starts so that teaching is not disrupted.

If you have not explained your child's absence you will be contacted so that the Registers can be kept appropriately. They are legal documents and we are required to keep them accurately.

All absences are reported to Mr Ardé so that if attendance is checked by outside authorities he can make an appropriate response and so that attendance records can be kept for future school references.

If your child requires a course of antibiotics to be completed, please arrange the doses so that they do not need to be administered during school time. In cases of sickness and diarrhoea, which are very infectious, **please do not send your child back to school until he/she has been clear of all symptoms for 48 hours.**

If a doctor or dentist appointment is necessary, please inform the School Office in advance so that all relevant teaching staff can be notified.

If your child becomes unwell during school, you will be contacted and arrangements made for your child to be collected. It is imperative that all contact numbers are supplied and updated as necessary. If your Lower School or Upper School child requires access to a routine medication (e.g. asthma medication, EpiPen) this should be sent to school with written instructions where it will be kept securely in the first aid room until administered.

Belton House Nursery children's medication should be given to the staff in the main school office.

## **Jewellery**

Children should not wear jewellery to school other than plain silver or gold stud earrings for those with pierced ears. (However, religious jewellery/Items will be allowed). One pair of stud earrings is permitted in school but they must be removed for PE and Games after the first 6 weeks healing period during which they must be taped for safety reasons. If ears are to be pierced it is advisable to use the summer holidays to allow the healing process to be fully completed.

Appropriate watches may be worn. However, they must not be a distraction for the pupil or the class.

## **Lateness**

All children are expected to be at school for the start of the day at 8.35am. There is a learning activity before Assembly so persistent lateness impacts on teaching and learning. Registers are taken electronically so any child arriving after 8.35am must be signed in to school by an adult and a reason for lateness written into the Late Arrival Record. Mr Ardé will monitor the entries in this record weekly so that persistent lateness, without good reason, can be discussed with him.

## **Lunches**

Children have a cooked meal at lunch time. Food is freshly prepared on the premises and most specific dietary requirements can be catered for with advance notice. Weekly menus are available for information on the school website, and on the school notice boards. If your child has dietary requirements as part of a medical problem please ask to see our chef who will be pleased to help.

## **Medicine**

We ask that, where possible, medication times are arranged so that it is administered at home. Where this is not possible (perhaps with long term medication) please bring the medication to the main office.

The medication should be clearly labelled with your child's full name and class. We cannot administer medicine without written instructions, signed by a parent or carer. Your child will need to come to the School Office when their medication is due. Belton House Nursery children will be brought to the office by a member of Belton House Nursery staff.

If your child has an EpiPen or Asthma inhaler, please ensure that it is up to date and in a clearly labelled bag that can be easily transported to the field or to other activities or used in an emergency.

## **Messaging Service**

Our **Parent Portal** can send text messages to your individual mobile 'phones, record voice messages and send emails direct to your desk top or mobile. We endeavour to use this for important information only.

## **Micklefield Weekly Newsletter**

A school newsletter will be produced weekly during term time providing parents with news and information about school life. This can be accessed via your **Parent Portal**.

## **Mobile Phones**

Year 6 parents who have requested permission for their children to walk to and from school may send in a mobile phone. This must be switched off, named and handed into the School Office for safe keeping during the day.

## **Music at Micklefield**

*Music plays a very important part in life at Micklefield and everyone is encouraged to participate.*

*There are choirs, a String Quartet, String Ensemble, Flute Choir, Wind Ensemble, Guitar Group and Violin Group. Members of the Chamber Choir meet to rehearse regularly. We have a dedicated group of peripatetic musicians teaching singing, piano, flute, oboe, clarinet, saxophone, cello, violin, guitar, drums, marimba, harp, trumpet, cornet and French horn to over 130 children, mostly in the Upper School.*

*Please contact Mrs Denny, our Director of Music, via the Office during school hours, if your child is interested in learning an instrument or having individual singing lessons.*

## **Parent and Toddler Sessions**

*Parents and toddlers are welcome to come to Belton House Nursery for Play and Stay sessions. This is an excellent way to get to know the staff while younger brothers and sisters familiarise themselves with our Nursery setting. There is no charge for these sessions. Please contact the School Office to check availability.*

## **Parent Contact Details**

Please ensure that the contact details you give the Office are correct and are updated when needed. In an **emergency** we need to be able to contact either parent or a nominated person. We strive to use our messaging system for important messages only so please ensure that you read them.

Staff members are sometimes asked for a list of contact details for the whole class by parents. Please be aware that we are unable to pass this information on due to restrictions under the Data Protection Act 2018. Please see our Privacy Policy on the school website.

## **Peripatetic Lessons**

*We are proud to have a large number of Peripatetic staff to enrich the curriculum. They often have commitments beyond Micklefield and therefore their availability can vary from term to term. Depending on the discipline offered, your child may be on a rota system for their individual lessons. This is a fair system and it is not possible to allocate each child a permanent time slot. Please do not ask the peripatetic staff to change their arrangements to accommodate your child since the timing will have been discussed with your child's form teacher in advance.*

*Mrs Denny provides a useful Parent Handbook for children who are undertaking peripatetic music tuition. Mrs Dale provides a similar leaflet for Speech and Drama pupils.*

*Please remember that your contract for these lessons is directly with the peripatetic teacher and not Micklefield School. Any queries must be directed to those teachers.*

## **Safeguarding – policy on website**

*Our safeguarding (child protection) measures are stringent and reviewed regularly in line with current legislation. We remind you that we have a shared responsibility towards protecting all the children in this school. These regulations require that publishing photographs or video clips containing images of other people's children are not permitted on any social media platform without the parent's permission.*

## **Sanctions and Rewards**

*Micklefield disciplinary procedures are positive. Pupils are expected to behave well at all times, both inside and outside the school.*

*Work is regularly brought to Mr Ardé for praise and commendation certificates. The highest points scorers in each House in the Upper and Lower School gain certificates for their efforts. A special Assembly takes place each Friday morning for Upper School and Thursdays for Lower School and Belton House Nursery, where we recognise the successes and achievements of our pupils. House points may be withdrawn for minor misdemeanours. In the Upper School pupils may be placed on a Disciplinary Report Card, which means that the child must report to a teacher at the end of every period for a comment and to have their card signed. (We seldom need these!)*

*We believe that when a misdemeanour occurs it is the act that is unacceptable and not the pupil.*

## **School bags**

*Only one identifying keyring tag is allowed on each bag. Additional keyrings are not necessary, as they are a hazard to other children walking alongside, and will be removed and sent home.*

## Skills Unit

The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs including English as an additional language as well as providing appropriate provision and challenge for highly able pupils. Some children have barriers to learning that mean they have special needs and require particular action by the school.

Children attaining their 7<sup>th</sup> birthday are assessed for Specific Learning Difficulties in the Skills Unit and parents are informed of any results that indicate a need for additional support.

We use a range of strategies that make full use of all available classroom and school resources. The class teacher and SENCO will keep parents informed and draw upon them for additional information. Support from the Skills Unit, if not already offered, will be discussed if the SENCO, teacher and parents feel that the child would benefit from this help.

## Snacks

Belton House Nursery and Lower School children may bring fruit to eat at break time. Children in Upper School may bring in a small light, healthy snack, in a small named container, to eat at morning break. Crisps, chocolate and nuts are not permitted in snack boxes. Milk is available at break time, for Years 1 – 6 and is requested through the Bursar's Office. Please note that a full term's notice is required if you wish to stop your child's milk and this should be done through the Bursar's office. All children are encouraged to have a named bottle of water in school each day. Please do not send juice or squash.

Please note that Micklefield School is a nut free zone and that food brought into school must be free of nuts or nut products.

Unnamed and unclaimed snack boxes will be given to charity.

## Stationery Lists

<i>Year 2 and below</i>	<i>All resources and equipment will be provided by the school</i>
<i>Year 3 and above</i>	<i>Two pencils cases containing:</i> <i>A. Writing pencils, sharpener, eraser, scissors, 15cm clear ruler, glue stick</i> <i>B. Coloured pencils, felt pens, a few gel pens, highlighters</i>  <i>A calculator, a clear 30cm ruler, clipboard</i>

Year 4 and above            Cartridge Pen (and spare cartridges)  
Ink Corrector Pen (not Tippex)  
A calculator, a clear 30cm ruler, clipboard

Year 5 and above            Geometry Set  
Red, blue, green, black Gel pens/Biros for French  
Collins Easy Learning French Dictionary  
A calculator, a clear 30cm ruler, clipboard

## Travel

Parking in front of the school is controlled and you risk a fine if you park your vehicle on the yellow lines outside the school. Cars can be parked a short walk from the school in Somers Road and St Albans Road. If your child travels to school by bicycle or scooter please use the bike racks provided and provide a means of securing your property. Bikes and scooters are left at your own risk.

**Please have regard for the children's and our resident's safety. Do not park across driveways, mount the pavement, park on the pavement or execute 'U' turns outside school.**

## Uniform

The School Uniform lists are further on in this Handbook and are also held by SWOTS, our school uniform supplier in Reigate.

All our Sports kit is now available online via the Akuma Website. A link to this is included in our weekly newsletter.

Summer uniform should be worn from the beginning of the summer term. The changeover to winter uniform is the week we return to school after the October half term. When we have hot summer days the boys are allowed to remove their ties but as this is decided on a daily basis they should wear them to school each day.

It is imperative that each article of uniform is clearly and permanently labelled. Lost property is returned promptly. Unclaimed (and un-named!) property is given to charity. FOM hold pre-owned uniforms sales periodically and give plenty of notice of these events.

## Website

The website contains lots of useful news of Micklefield events which are also automatically uploaded to the school's Facebook page. Parents will also find information about the curriculum, school lunch menus, governance, etc in the 'For Parents' section. Please check the website regularly. Correspondence from school can be found under **For Parents > Correspondence** and then you will be prompted for the password: **Micklefield10**

## Year 6 Privileges

Year 6 children do not wear hats or caps and may walk to and from school unescorted if the Office holds the relevant permission form. Year 6 may bring a mobile 'phone into school if their parents want them to but they must be handed in to the Office at the start of the day and collected at the end. Under no circumstances are they to be kept by the children or used in school. Year 6 girls may choose to wear the kilt with a short-sleeved blouse in the summer or a summer dress.

*Thank you for taking the time to read our Parent Handbook. I hope that you have found this, useful in getting to understand our school. It cannot, of course, answer all your queries so please feel free to ask for further information as you need it.*

**Mr R M Ardé**  
**Headmaster**



## **GIRLS' UNIFORM LIST LOWER SCHOOL**

Regulation uniform (marked with asterisk) should be purchased from:

### **SWOTS**

24 Church Street, Reigate, Surrey, RH2 0AN  
Telephone 01737 243825

- \* Waterproof fleece lined coat with school logo
- \* Navy nylon cagoule with school logo
- \* Navy school winter hat dependant on local stock availability
- \* Blue plaid skirt (school pinafore for Reception girls)
- \* Pale blue blouse
- \* Blue pullover
- \* Summer dress
- \* Blazer with school badge
- \* Boater for summer - dependant on local stock availability
- \* Navy fleece hat (winter only - optional)
- \* School backpack for Years 1 & 2 (smaller version)
- \* Reception backpack (continued from Belton House Nursery)
- \* Navy PE drawstring PE bag
- \* Blue painting overall

Navy gloves or mittens

Navy blue hair band or school scrunchie (if worn)

Black low-heeled buckle or lace up shoes – no slip ons

Navy socks (knee length) or navy tights for Winter

White socks (knee length) for Summer

Small plastic snack box

### **Sports:**

Blue PE shirt

Navy mid layer (jumper)

Shorts

Tracksuit bottoms

Base layer top

Base layer leggings

+ White PE socks

^ Trainers – Velcro fastening

+ Can be purchased anywhere

^ Please make sure that trainers are well-fitted and fasten with Velcro until they have learnt to tie their own laces. Trainers must be predominantly white. Please avoid fashion trainers.

School uniform is compulsory. All articles, including shoes, must be clearly marked with the child's name. Initials are insufficient.

No jewellery may be worn to school except plain silver or gold stud ear-rings. (These are to be removed for any physical activity)

Please note that in cold weather a waterproof fleece lined coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient.

## **GIRLS' UNIFORM LIST UPPER SCHOOL**

Regulation uniform (marked with asterisk) should be purchased from:

### **SWOTS**

24 Church Street, Reigate, Surrey, RH2 0AN  
Telephone 01737 243825

- \* Navy duffle coat or waterproof fleece lined coat with school logo
- \* Navy nylon cagoule with school logo
- \* School winter hat (Years 3 - 5) dependant on local stock availability
- \* Blue plaid skirt
- \* Pale blue blouse
- \* Blue pullover
- \* Summer dress
- \* Blazer with school badge
- \* Boater for summer (Years 3 - 5) dependant on local stock availability
- \* Navy fleece hat (winter only - optional)
- \* School bag (larger version)
- \* Blue wrap round overall

Navy gloves or mittens

Navy hair band or school scrunchie (if worn)

Black low-heeled buckle or lace up shoes – not slip-ons

Navy socks (knee length) or navy tights for winter

White socks for summer

### **Sports:**

Girls games shirt

Blue PE shirt

Navy mid layer (jumper)

Skort

Tracksuit bottoms

Base layer top

Base layer leggings

Navy games socks

Sports bag

Swimming costume

House coloured swim cap

+ White PE socks

^ Trainers – Velcro fastening

^ Football boots – plastic studs

+ Shin pads

+ Boot bag

+ Mouth guard

+ Tennis racquet (Year 6 summer term only – Optional)

+ Hockey stick (optional)

+ Can be purchased anywhere

^ Please make sure that trainers and football boots are well-fitted and fasten with Velcro until they have learnt to tie their own laces. Trainers must be predominantly white. Please avoid fashion trainers

School uniform is compulsory. All articles, including shoes, must be clearly marked with the child's name. Initials are insufficient. No jewellery may be worn to school except plain silver or gold stud ear-rings. (These to be removed for any physical activity).

Please note that in cold weather a waterproof fleece lined coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient.

## **BOYS' UNIFORM LIST LOWER SCHOOL**

Regulation uniform (marked with asterisk) should be purchased from:

### **SWOTS**

24 Church Street, Reigate, Surrey, RH2 0AN  
Telephone 01737 243825

- \* Navy waterproof fleece lined coat with school logo
- \* Navy nylon cagoule with school logo
- \* Pale blue shirt (long sleeved for winter, short sleeved for summer)
- \* School tie
- \* Grey trousers –no external pockets or trimmings
- \* Grey shorts (summer) – no external pockets or trimmings
- \* Blue pullover
- \* Blazer with school badge
- \* Cap with badge
- \* Navy fleece hat (winter only - optional)
- \* School backpack for Years 1 & 2 (smaller version)
- \* Reception backpack (continued from Belton House Nursery)
- \* Navy PE drawstring bag
- \* Blue painting overall

Navy gloves or mittens

Black shoes – laces or Velcro – no slip-ons

Grey socks

Small plastic snack box

### **Sports:**

Blue PE shirt

Navy Mid layer (jumper)

Shorts

Tracksuit bottoms

Base layer top

Base layer leggings

Navy games socks

+ White PE socks

^ Trainers – Velcro fastening

^ Football boots – Velcro fastening, plastic studs (Years 1 & 2 only)

+ Shin pads (Years 1 & 2 only)

+ Boot bag (Years 1 & 2 only)

+ Can be purchased anywhere

^ Please make sure that trainers and football boots are well-fitted and fasten with Velcro until they have learnt to tie their own laces. Trainers must be predominantly white. Please avoid fashion trainers

School uniform is compulsory. All articles, including shoes, must be clearly marked with the child's name. Initials are insufficient.

Please note that in cold weather a waterproof fleece lined coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient.

## **BOYS' UNIFORM LIST UPPER SCHOOL**

Regulation uniform (marked with asterisk) should be purchased from:

### **SWOTS**

24 Church Street, Reigate, Surrey, RH2 0AN  
Telephone 01737 243825

- \* Navy duffle coat or waterproof fleece lined coat with school logo
- \* Navy nylon cagoule with school logo
- \* Pale blue shirt (long sleeved for winter, short sleeved for summer)
- \* School tie
- \* Grey trousers – no external pockets or trimmings
- \* Grey shorts (summer) – no external pockets or trimmings
- \* Blue pullover
- \* Blazer with school badge
- \* Cap with badge (Years 3 - 5)
- \* Navy fleece hat (winter only - optional)
- \* Blue wrap round overall
- \* School bag (larger version)

Navy gloves or mittens

Black shoes – laces or Velcro – not slip-ons

Grey socks

### **Sports:**

Boys games shirt

Blue PE shirt

Navy mid layer (jumper)

Shorts

Tracksuit bottoms

Base layer top

Base layer leggings

Navy games socks

Sports bag

Swimming shorts

House coloured swim cap

Cricket whites (Years 5 and 6 only)

+ White PE socks

^ Trainers – Velcro fastening

^ Football boots – plastic studs

+ Shin pads

+ Boot bag

+ Mouth guard

+ Tennis racquet (Year 6 summer term only – optional)

+ Can be purchased anywhere

^ Please make sure that trainers and football boots are well-fitted and fasten with Velcro until they have learnt to tie their own laces. Trainers must be predominantly white. Please avoid fashion trainers

School uniform is compulsory. All articles, including shoes, must be clearly marked with the child's name. Initials are insufficient.

Please note that in cold weather a school duffle coat or waterproof fleece lined coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient.

**PARENTS' HANDBOOK 2021/22**

I confirm that I have received and read a copy of the Parents' Handbook 2021/22.

**Child's/Children's Names** .....

**Parents' Names** .....

**Signed** .....

**Dated** .....

This confirmation will be placed in your child's/ file.  
We hope this common understanding of routines will be helpful to you and your family.

**Please sign and return this page to Mr Ardé**