

# MICKLEFIELD SCHOOL



## Parents' Handbook 2018/19

Dear Parents,

Welcome to Micklefield School. We are delighted that you have chosen to place your child within the Micklefield family and we look forward to working in partnership with you for the best possible education for your child.

We aim to create a family atmosphere 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 very happy here and that the information contained in this handbook is useful and that it answers some of the many questions that may arise.

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

Although we try to give you the most up to date information in this booklet, occasionally situations do arise when changes are necessary. We will use Clarion to share information with you but you can also check the school website periodically for up-to-date information.

Best wishes,

**Mrs Lyn Rose**

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## General Information

School address: Micklefield School  
10 Somers Road  
Reigate  
Surrey  
RH2 9DU

Telephone: 01737 224212

Website: [www.micklefieldschool.co.uk](http://www.micklefieldschool.co.uk)

Email: [office@micklefieldschool.co.uk](mailto:office@micklefieldschool.co.uk)

Facebook: [www.facebook.com/MicklefieldSchoolReigate](http://www.facebook.com/MicklefieldSchoolReigate)

Chair of Governors Mrs J M Hamilton  
c/o Micklefield School  
10 Somers Road  
Reigate  
Surrey  
RH2 9DU

## STAFF 2018/19

### HEADMISTRESS

**Mrs L Rose, B Ed (Hons) Cert Ed, Dip PC \***

### Senior Management Team

Mr G Baguley, BA (Stellenbosch) HDE

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

Mrs F Yarde, BA (Hons) PGCE

Mr P Flowerday, FFA FIPA

Deputy Head

Head of Lower School

Director of Studies

Bursar & Clerk to the Governors

### Teaching Staff

Mr P Avery, BA (QTS) (Hons)

Mrs B Baguley, Higher DipEd \*

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, B Ed

Mrs L Hiscock, BA (Hons)

Mrs B Jackson, BA (Hons)

Miss N Leuchter, BSc (Hons) PGCE \*

Miss E Lloyd, BA (Hons)

Mr T Mackrell, BA (Oxon) PGCE

Mrs J Pratt, Higher DipEd

Miss C Russell, BSc (Hons) PGCE

Mrs D Woods, BA Ed (Early Childhood Education) \*

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

### Assistant Staff

Mrs E Barber, NNEB

Mrs F Berry, B Ed (Hons)

Mr D Bracken, BSc (Hons)

Mrs S Bull, NVQ3

Miss S Dunn, National Diploma Level 3

Miss K Estall, BTEC Childcare Level 2 \*

Mrs S Hendon, NVQ3 \*

Mrs A Hobden, PGCE

Miss C Jeffery, National Diploma Level 3

Mrs D Lambourn, NVQ3

Mrs L Luker, NVQ3 \*

Miss K Martin, NVQ3 \*

\* **EYFS staff**

### **Sports Coaching Staff**

Mr W Letts, BA (Hons), PGDipLaw

Cricket, rugby, football

### **Administrative & Maintenance Staff**

Mrs D Fowler

Assistant Bursar

Mrs S Hartington, BA, PGCE

Office Administrator

Mrs S Lokkerbol, BA (Hons)

Office Administrator

Mr M White

Premises Manager

### **Housekeeping Staff**

Miss E Neilson

Supervisor

Miss M Kellegher

Miss C Lekwong

Miss K Marques

Mr D Skinner

### **Peripatetic Staff**

Miss S Colchester

Singing

Mrs L Dale, B Ed (Hons)

Speech and Drama

Miss Z Eborn, GRNCM (Singing)

Violin

Mr S James, LTCL

Guitar

Mrs L Lemont, GTCL, LTCL, Mus Ed

Clarinet & Piano

Mr E Maxwell, BA (Hons), DipRCM, LTCL

Trumpet

Mr M Osborn

Percussion

Mrs K Purves, BA QTS Mus (Hons)

Piano

Ms C Stapel, Amsterdam Conservatoire

Violin

Mrs S Shucksmith, Cert Ed

Harp

Miss J Taft, BMus (Hons) PGDip Adv ARCM

Flute

Mr C Thompson, BA (Hons) MTC

Singing

### **Playground Supervisors**

Staff on a rota

### **Holroyd Howe Catering Staff**

Mr C Chard

Chef Manager

Ms S Duke

Chef de Partie

Mrs I Green

General Assistant

Mrs C Roberts

General Assistant

Mrs L Rose

General Assistant

Mrs K Todd

General Assistant

## **Term Dates 2018/19**

### **Autumn Term 2018**

INSET Monday 3<sup>rd</sup> September 2018  
Term Starts Tuesday 4<sup>th</sup> September 2018  
Half Term Monday 15<sup>th</sup> October – Friday 26<sup>th</sup> October 2018  
Term Ends Friday 14<sup>th</sup> December 2018  
Lower School 11.45 am  
Upper School 12 noon

### **Spring Term 2019**

INSET Monday 7<sup>th</sup> January 2019  
Term Starts Tuesday 8<sup>th</sup> January 2019  
Half Term Monday 18<sup>th</sup> February – Friday 22<sup>nd</sup> February 2019  
Term Ends Wednesday 29<sup>th</sup> March 2019  
Lower School 11.45 am  
Upper School 12 noon

### **Summer Term 2019**

INSET Tuesday 23<sup>rd</sup> April 2019  
Term Starts Wednesday 24<sup>th</sup> April 2019  
Half Term Monday 27<sup>th</sup> May – Friday 31<sup>st</sup> May 2019  
Term Ends Friday 5<sup>th</sup> July 2019  
Lower School 11.45 am  
Upper School 12 noon

**Please read** this edition of the 2018/19 Parents' Handbook.

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

The information is arranged alphabetically while 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!

### **Arrival at school in the morning**

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

**Reception** children can arrive from 8am if necessary and at the start of the academic year there will be members of staff in their classrooms to welcome them in before school starts so that they don't have to line up in the playground before they are 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 the Preparatory and Reception children to help them become absorbed and settle in quickly. Please 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 Preparatory 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 in a 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, the Preparatory 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.

Any forgotten sports kit etc. should be placed in the **Drop Off Box** by the front door and the Office staff will pass it on to the children as soon as practicable. *Please ensure that all items are clearly named.*

### **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 by the teacher who leads the activity. Lower School Clubs do not start until after the October half term so that the children can settle into their new routines.

**Upper School** clubs and activities vary from term to term. A list of available clubs is sent out to all Upper School pupils during the first week of term. The children sign up to them and, in doing so, show a commitment to that club for a 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.

### **After School Supervision – Star Club**

Star Club operates in Belton House. Children booked into Star Club will access Belton House via the walkway and will be registered there. Please collect your child via the Belton House front door.

Star Club operates two sessions, from 3.30pm – 4.30pm and from 4.30pm – 5.30pm. Children can be booked in for both sessions or just one. Bookings are taken through the School Office and places are limited. **Should you need to contact Star Club during the sessions the number is 07597 974624.**

Please note that the main office closes at 4:45pm and you will need to contact Star Club directly after that time. Uncollected children from school clubs will be taken to Star Club if not collected within 10 minutes of their club finishing.

### **Anti-Bullying**

Micklefield School will not tolerate bullying of any kind. DfES 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 Mrs L Rose, Mr G Baguley and Mrs A Duffield.

**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  
 and we are careful with property

We treat each other as we like to be treated.

**These are our Golden Rules.**

### **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

**Everything** brought and worn to school must be 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. 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 children return lost property items as soon as they found. Un-named 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.

## Clarion Messages

We use the Clarion messaging system through which we can send text messages to your individual mobile 'phones, record voice messages and send emails direct to your desk top. We endeavour to use this for important information only.

## Collecting children

**Preparatory children** are collected directly from Belton House. 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. Preparatory 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. Reception children are dismissed first so that they can see you 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 the front of the school as the older children are in lessons and the noise is a distraction to our older learners. 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 when the remaining uncollected children will be taken to Star Club in Belton House. Lower School parents arriving after 3.40pm should collect their children directly from Belton House.

**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 taken to Star Club in Belton House.

Upper School children can only be sent to Homework Club if numbers permit otherwise a charge is incurred in Star Club.

Should your own collection arrangements change or if someone else 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 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 Star Club or Homework Club.

In the event that you are not here to collect after the last session of Star Club (5.30pm) a member of the Senior Management 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.

## Communicating with the School Office

Please inform the School Office about all absences and medical appointments. Tel: 01737 224212. **Please give your child's full name and class.**

Absences can also be emailed to [office@micklefieldschool.co.uk](mailto:office@micklefieldschool.co.uk) Please give name and class and brief symptoms. 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 Mrs Rose so that if attendance is checked by outside authorities she can make an appropriate response and so that attendance records can be kept for future school references.

## **Communicating with teaching staff**

**Preparatory** parents have direct contact with the Preparatory Teacher on arrival and at collection.

**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 or by contacting the Office and asking for the message to be passed on. Please be mindful about the nature of your communications with staff as they are included in your child's file for transfer to senior school.

## **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. Preparatory parents should speak to Mrs Woods. If you remain concerned, then please arrange to see Mrs Rose.

## **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. 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. Such circumstances might include a bereavement or house move.

## **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 Clarion Call and a message will 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 Clarion Call 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 Upper School children via the website.

## **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 in a traditional style without any shaving. It must be above the shirt collar and eyebrows. Gel should not be used and extreme hair styles involving shaving are not permitted. Girls' long hair 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.

## 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 Mrs Rose 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 Mrs Rose 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 Head 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 or Contact 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. Pupils will be expected to sign up for this in the School Office at the beginning of each day should they wish to attend.

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 Star Club in Belton House.

### **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.

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 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.

Preparatory children's medication should be given to the staff in the main office.

## **Jewellery**

Children should not wear jewellery to school other than plain silver or gold stud earrings for those with pierced ears. 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, but they must be named.

## **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. Mrs Rose will monitor the entries in this record weekly so that persistent lateness, without good reason, can be discussed with her.

## **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. Preparatory children will be brought to the office by a member of Belton House 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.

## **Micklefield Messenger**

The school newsletter, the Micklefield Messenger, is produced periodically during each term providing parents with news and information about events at school. This can be accessed via the school website and you will be sent a Clarion message to let you know that it's available.

## **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 music Director, 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 on Tuesdays, Wednesdays and Thursdays for a play session from 2pm until 3pm. This is an excellent way to get to know the staff while younger brothers and sisters familiarise themselves with the toys and equipment!

## 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 the Clarion Call 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 Mrs Rose 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, 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.

## **Settling Into the Preparatory Department – Belton House.**

We aim to create a partnership from the start so that your child can settle into school happily and start their learning journey through good relationships with staff and peers alike.

We:

- encourage parents to attend Parent and Toddler Group as much as possible;
- encourage parents to visit Belton House with their children on dates made available before the children start. Information that will help with settling can be shared via the All About Me, the Preparatory Booklet, our website and the Parent Handbook;
- will set up a gradual easing into Preparatory if necessary. This may mean parents separating from their child for brief periods at first, gradually building up to longer absences;
- will ensure that there is a safe and secure daily routine as this plays a central role in settling happily.

We want any child who is new to Micklefield to feel happy and settled as soon as possible. Some children settle quickly and others need more support. We take our lead from the child but if you are aware of any separation anxieties please do let us know ahead of your child's familiarisation visit.

New Pupils 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 so that you can support your child's transition to a new class and so that you can understand the expectations for the year.

## 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 and gifted and talented. 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

Preparatory and Lower School children may bring fruit to eat at break time. Children in Upper School may bring in a 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 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

Year 3 and above	Calculator Pencils, Pencil Crayons, Rubber, 30 cm Ruler Pencil Sharpener Glue Stick Clipboard Felt Tips
Year 4 and above	Cartridge Pen (and spare cartridges) Ink Corrector Pen (not Tippex)
Year 5 and above	Geometry Set Red, blue, green, black Gel pens/Biros for French Collins Easy Learning French Dictionary

### Star Club (After School Supervision)

A limited number of places are available for this service. Children must be registered with the School Office at the start of the week or first thing in the morning in order to remain after school. Last minute arrangements can be made in an emergency. Should you wish to contact Star Club after 4.30 p.m. please call the dedicated number - **07597 974624**.

There are two sessions 3.30pm - 4.30pm and 4.30pm - 5.30pm. Children may be registered to stay for one or both sessions. There is a charge for this which will be added to the end of term bill.

### 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 safety and 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.

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 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, and the attached policy documents, 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.*

**Mrs Lyn Rose  
Headmistress**

## **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

- \* Navy duffle coat
- \* Navy nylon cagoule with school logo
- \* Navy school winter hat
- \* Blue plaid skirt (school pinafore for Reception girls)
- \* Pale blue blouse
- \* Blue pullover
- \* Summer dress
- \* Blazer with school badge
- \* Boater for summer
- \* Navy fleece hat (winter only - optional)
- \* School backpack for Years 1 & 2 (smaller version)
- \* School book bag for Reception
- \* 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

Small shoe bag

Small plastic break box

'Micklefield Explorer' overalls to be ordered from school – Reception Class only

### **Sports:**

- \* Tracksuit
- \* Sports cap
- \* Gym shorts (navy)
- \* White polo shirt with school logo

White socks (knee-length for summer)

Short white P.E. socks

Plain white trainers (velcro fastened)

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 school duffle 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
- \* Navy nylon cagoule with school logo
- \* School winter hat (Years 3 - 5)
- \* Blue plaid skirt
- \* Pale blue blouse
- \* Blue pullover
- \* Summer dress
- \* Blazer with school badge
- \* Boater for summer (Years 3 - 5)
- \* 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:**

- \* Tracksuit
- \* Sports cap
- \* Royal blue socks (for hockey)
- \* Blue skort
- \* Blue Fleece (optional extra for games)
- \* Royal blue swimsuit
- \* Swimming hat (in House colour)
- \* White polo shirt with school logo
- \* School kit bag for Years 3 – 6

Plain white trainers

White cushioned sports socks

Football boots with plastic studs for hockey

Shin pads and a mouth guard.

Year 6 girls will require a tennis racquet in the summer term.

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 school duffle 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 duffle coat
- \* 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)
- \* Small school book bag for Reception
- \* Blue painting overall

Navy gloves or mittens

Black shoes – laces or Velcro – no slip-ons

Grey socks

Small plastic break box

'Micklefield Explorer' overall to be ordered from school – Reception Class only

### **Sports:**

- \* Tracksuit
- \* Sports cap
- \* Gym shorts (navy)
- \* White polo shirt with school logo

Short white P.E. socks

Shin guards and mouth guard

Games bag

Plain white trainers (velcro fastened)

### **In Years 1 and 2 boys will also require the following items for football:**

- \* Navy shorts
- \* Rugby shirt
- \* Royal blue socks
- \* Shin guards

Football boots (plastic studs only)

Boot bag

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 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
- \* 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:**

- \* Track suit
- \* Sports cap
- \* Navy shorts
- \* Royal blue socks
- \* Rugby shirt – new style
- \* White polo shirt with school logo
- \* Royal blue swimming shorts
- \* Swimming hat (thin rubber) in house colour
- \* Blue fleece (optional extra for games)
- \* School kit bag

Football boots and boot bag

Plain white trainers

White cushioned sports socks

Gym shorts (navy)

Mouth Guard for rugby.

Year 6 boys will require a tennis racquet in the summer term

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 is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient.

## **BOYS' UNIFORM LIST FOR PREP/RISING 3 CLASSES**

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

### **SWOTS**

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

- \* Small Shoe Bag
- \* Plain white trainers with Velcro fastening.
- \* White polo shirt with school logo
- \* School sweatshirt
- \* Sports cap (Legionnaires style)
- \* Small book bag
- \* Blue lunch overall
- \* Navy Fleece Hat (winter only)
- \* School coat

Black shoes – not slip-ons

Wellington boots (for Monday afternoon children)

Grey socks

Grey trousers or shorts with no external pockets or trimmings

'Micklefield Explorer' Overall (to be ordered from school)

All items, including shoes, must be clearly marked with the child's name. Initials are insufficient.

## **GIRLS' UNIFORM LIST FOR PREP/RISING 3 CLASSES**

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

### **SWOTS**

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

- \* Small Shoe Bag
- \* Plain white trainers with Velcro fastening.
- \* School tartan pinafore
- \* White polo shirt with school logo
- \* School sweatshirt
- \* Sports cap (Legionnaires style)
- \* Small book bag
- \* Blue lunch overall
- \* Summer dress
- \* Navy Fleece Hat (winter only)
- \* School coat

Black shoes – not slip-ons

Wellington boots (for Monday afternoon children)

Navy socks or navy tights for winter

White socks (short for summer)

'Micklefield Explorer' Overall to be ordered from school

All items, including shoes, must be clearly marked with the child's name. Initials are insufficient.

**PARENTS' HANDBOOK 2018/19**

I confirm that I have received and read a copy of the Parents' Handbook 2018/19.

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

**Parents' Name** .....

**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 Mrs Rose**