

Avondale Preparatory School



2018-19

An overview for parents

AVONDALE PREPARATORY SCHOOL STAFF

Acting Head

Mrs Melissa Beresford BA Hons, QTS

Mrs Debbie Lister	Office Manager
Mr Josh Tolan	Year 6 Teacher
Mrs Stephenson- Jarrett	Head of Prep/ SENCO/ Year 5 Teacher
Miss Georgina Barrington	Year 3/4 Teacher
Mr Anthony Rahman	Year 2 Teacher
Mrs Amy Worley	Year 1 Teacher
Mrs Julia Devlin	French Teacher
Mrs Charlotte Hibbs	Reception Teacher
Miss Tammie Barrington	Nursery Leader
Miss Vicky Scadden	Tots Leader
Mrs Beth Henley	Special Educational Needs Administrator/ 1:1 support
Mrs Sheryl Davis	Tots Key Worker
Mrs Aprille Nicholls	Nursery Key Worker
Mrs Tracey Hall	Nursery Key Worker
Mrs Dawn Cannon	Prep Teaching Assistant
Mrs Carmel Everett- Collins	Prep 1:1 Teaching Assistant
Mrs Suzanne Stone	Teaching Assistant
Mrs Michelle Bartholomew	ASCC Leader
Mrs Hannah Sandu	Director of Music/ Peripatetic Teacher
Mrs Elaine Reed	Peripatetic Teacher
Mrs Julie Mettyear	Peripatetic Teacher
Mrs Jane Ricketts	Catering Manager
Mrs Ruth Tyler	Catering Assistant
Mrs Jenny Bolan	Cleaner
Mrs Michelle O'Shea	Cleaner
Mrs Zoe Bailey	Cleaner

Welcome

Welcome to Avondale School. We hope that you will have a long and stimulating association with us. The following information has been correlated to ensure that your child's start at Avondale is as smooth as possible and that communication between us remains efficient. Please do retain this information as it may be useful for reference. (Please be aware that minor changes may take place during your child's time at Avondale). If you do have any further questions, please do not hesitate to contact us.

Open Door Policy

The School starts as an extension of the home and it is only by fostering and maintaining close links between School and the home that it is possible to develop the full potential of your child. Therefore we like parents to be involved fully in what is going on, but also to feel able to turn to the Class Teacher, or to the Headmaster, if you feel that anything is not right. The 'open door' principle is fundamental to what we do.



Office

The Office is situated off the Hallway inside the front door, with Mr Watson's Office adjacent. The School telephone number is **01980 632387**. This number brings you directly to the Office and the telephone is usually answered by Mrs Lister or Mrs Beresford.

If you need to see Mrs Lister this is where to find her between 8.00am and 4.30pm, and Mrs Beresford at most other times.



Information and Events

Information about school events is issued on regular occasions, before the start of each Term and regularly as each Term progresses. This information can be in the form of letters or newsletters sent home with the children (please remember to check bags regularly!) More so, we are turning to e-mail for communication. There are also 2 notice boards in the hallway which may have items of interest to you. One of these is for sports team information.

Payments

Cheques should be made payable to Avondale Preparatory School Limited. There is a £1.50 charge for cheques, and a 1.5% charge on cash; however, online transfers are FREE!



Reporting Your Child's Progress

You will have the opportunity to see your child's work, and discuss progress at the Parent Teacher Consultation Evenings which are held in the Autumn and Summer Terms. Mid way through the Spring Term and at the end of the Summer Term, children in Years 1-6 will have a written report.



EYFS children receive a report at the end of the year. Between times there may, of course, be things you need to tell the class teacher – please be aware that the mornings are very busy and if it requires more than a quick message please arrange an appropriate time to meet together.

Registration / Absence

As you may know, it is a legal requirement that we complete a register twice a day for each class. **Pupils should be in their classrooms by 8.30am** as Registration takes place shortly afterwards. Technically arrival after this time constitutes a 'Late' which counts as an unauthorised absence. If your child is ill please telephone the School to notify us as soon as possible, and then confirm this in writing once your child returns to School so that it can be entered correctly in the register. Any other reasons for absence need to be notified in advance, in writing, to the Acting Head so that this too can be noted in the Register.

Whilst we do not encourage holidays within Term time, we are aware that this is unavoidable at times. Should you need to take your child out of School for a short break please write in advance of the break, including precise dates, as this has to be authorised by the Acting Head.



Illness

If your child is unwell at home PLEASE DO NOT send them to school, for their own sake and the sake of other children and staff. Please follow the procedure outlined above to notify us that they will be absent.

Any child taken ill during the day will be cared for and, if appropriate, parents will be contacted to collect him / her. Children who have been sick should not return to school for a period of 24 hours following the illness.

Timings of the School Day

Prep Timetable

8:30	Children permitted into classrooms
8:40	Registration
8:45	Assembly
9:05	Lesson One
9:40	Lesson Two
10: 15	Lesson Three
10:50	Break
11:20	Lesson Four
11:55	Lesson Five
12:30	Lunch and Break
1:35	Lesson Six
2:10	Lesson Seven
2:45	Lesson Eight
3:20	Home

Pre- Prep Timetable

8:30	Children permitted into classrooms
8:40	Registration
8:45	Assembly
9:05	Lesson One
9:40	Lesson Two
10: 15	Break
10:45	Lesson Three
11:20	Lesson Four
11:55	Lunch and Break
1:00	Lesson Five
1:35	Lesson Six
2:10	Lesson Seven
2:45	Lesson Eight
3:20	Home

40 Period Week- Curriculum Allocation

	Prep and Pre- Prep
English	9 periods
Maths	9 periods
Science	4 periods
Geography	2 period
History	2 periods
Art	2 periods
DT	2 periods
French	1 period
PE/ Games	6 periods
PSHCE	1/2 period
RE	1/2 period
Music	2 periods
<i>ICT</i>	<i>Purpose based teaching- skills to be taught within other curriculum areas.</i>
Total	40 periods

Sports Fixtures

Fixtures against other schools are arranged for the Juniors each Term and details are published in the school calendar. You are welcome to come and support the teams when they play. If fixtures are played away, transport to the fixture will be arranged for team members.





Parking

Due to limited space, parking spaces on the School grounds are reserved for Staff. Parking for parents around the school has to be carefully managed to ensure the safety of your children and other road users. Therefore Avondale Preparatory School pays the Working Men's Club, which is adjacent to the school, a fixed rate each Term so that **all** parents

can use their car park at agreed times. The club requests that when using their car park: the agreed times for drop off / pick up are from 8.00 – 9.00am, 12:15pm – 12.45pm and 2.10 – 3.30pm only. All cars park at the **far** end of the car park near the trees to keep the entrance and exit free for maneuvering. **Recently, there has been a yellow line painted on the ground and all cars must park beyond this.** Cars **DO NOT** park next to the double delivery doors or near the Club entrance as large delivery vehicles need access to the Club building at irregular times.

In addition, to ensure safety on and off the main road:

DO NOT park in Camilla Close or on the main road in front of the School. We are aware that parking in the Working Men's Club car park may add a minute or two to your journey but please remember the safety of all the children and allow extra time for this. We have to be extremely sensitive in our use of the surrounding area when the Avondale rush hour occurs – please help us to nurture this most important relationship with Avondale's neighbours and ensure the continued safety of your children by adhering to these rules.

Arrival on the First Day

If your child attended the Taster Day last Term, or is confident in going to class on the first morning, please bring them into school via the pedestrian gate onto the playground. Do then feel free to take them to their classrooms at 8.30am to be greeted by their teacher. If you feel your child on their first day would rather 'miss the crowds' please bring them to the front door at 8.40am by which time the other children will be in their classrooms and you can go with your child to settle them in. You will know which option is likely to work better for your child. Please note Nursery children start on the first day of their chosen sessions, not necessarily the first day of Term.



Arrival at School

In order to ensure a crisp start to the day we ask you to deliver your children in time for them to arrive in their classrooms **by 8.30am**. Prior to this the Teachers are preparing for the day and so please do not send your child to the Nursery or the Classrooms before 8.30am.

Should you need to deliver your child to school before this time, the school building is open from 8.00am and children may be dropped from this time. They will be supervised outside, or in wet conditions, the hall, until going to their classrooms at 8.30am. Obviously the Tots, Nursery and Reception children may need you to see them to their rooms but we are confident that Years 1 to 6 can settle themselves in the morning, and it helps the teachers to start the day well if parents can please say a suitably swift good bye in the morning. Your co-operation in this matter is appreciated.

Dismissal from School

Nursery (Morning Session)- The main gate to the playground will be unlocked at 11:55pm. Please make your way to the side Nursery door to collect your child.

Nursery to Year 6- Each class will be brought down to the playground by their teacher at 3.20pm. Please wait at the south end of the school in the small staff car park until your child's teacher dismisses them. Before leaving, each child says 'good afternoon' to their teacher. Once your child comes through the gate they become your responsibility once again – please ensure that they do not climb on the gates or walls, wander onto the road or play around the staff cars.

If you are not personally collecting your child, please notify your child's teacher in advance. It is also helpful if you can introduce relatives or childminders to your child's teacher – it is always safer if we recognise people at the gate.

Any child left after 3.30pm will automatically be sent to the After School Care Club until they are collected – normal charges apply (see below).

After School Care Club (ASCC)

We have an established After School Care Club which aims to relieve the problem of childcare for working parents after school hours. The facility runs from Monday to Friday **until 5:30pm**. The children have a light tea at 4.30pm and can enjoy games and activities either indoors or out, until you are able to collect them. This is a chargeable extra set at £3 per half hour or part there of, with siblings families receiving a 5% discount for two children and a 10% discount for 3 children. There is a minimum charge of one hour (from 3:30pm- 4:30pm). Bills are prepared every month, depending on the hours attended. If you wish to book your child into ASCC please ask at the Office where you will be shown the procedure. There are also a number of clubs that operate after school. These are communicated in the school calendar each term and attract the same fee. Sports clubs and choir are free of charge. (*See below*)

After School Activity Clubs



These are different to the After School Care Club – they are extra-curricular clubs charged at the same rate as ASCC. As a school we wish to develop further our sporting teams- subsequently, sports clubs and choir are free of charge. The clubs available, the age group involved, and the days the clubs take place are dependent on staffing – details of these will be sent out each term in our calendar.

Please be aware that sports activities are weather dependent and may need to be cancelled in the event of bad weather – if necessary please telephone after 2pm to check if clubs are running. We shall do our best to communicate with you via a text messaging service in the event of short- notice cancellations.

Trips



During their time at Avondale your child will have opportunities to take part in school trips to appropriate events or venues. Prior to the planned visit, a letter will be sent home requesting your payment for the outing. Please return this as requested. Occasionally classes will visit our local area on foot. A Local Visit Consent Form is sent out each year requesting your permission for such outings.

Special Needs Provision

Any concerns about difficulties your child is having should be discussed with their teacher to allow the best provision to be made for them. Much of the support they receive will be within class. We do have a part time Learning Support Teacher who will co-ordinate and oversee any extra support your child needs. We believe parents should always be actively involved in this process. An optional service, where your child is given 1:1 support in a removed setting, is available on request and is charged at a rate of £12 per 35 minute lesson.



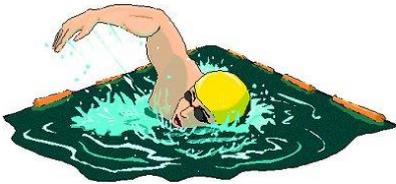
Music tuition

All children have a weekly music lesson from Tots upwards. In addition, we currently have 4 peripatetic music teachers who offer music tuition as an optional activity. Lessons are available for your child once they are mature enough (usually from Year 2 upwards). Lessons take place during the school day. The cost for this service is £16 per half hour session, paid to Avondale Preparatory School Ltd. (In addition the school requires half a term's written notice in the event of a child wishing to cease lessons). Please notify the Office if you are interested.



Ballet / tap / modern dance

Whilst we do not hold these lessons at Avondale, many of our pupils are enrolled at The Vanessa Chilvers School of Dancing which has its own dance studio in Durrington. Enrolment is directly with Vanessa Chilvers; her contact numbers are 07976 388860 or 01980 671079.



Swimming

Swimming is an important part of our Physical Education curriculum. Lessons take place on Monday afternoons for Reception and Year 3 throughout the year. Year 4 children have the option of continuing swimming tuition, or joining the Games programme at school on Mondays. Years 1 and 2 swim on a Thursday morning. A charge for swimming is made on the termly account to cover instructors' fees and transport to the pool.

Parents' Association

There is an active Parents' Association which gives the most wonderful support to the school. Each year group has a PA representative who will seek you out soon after your child arrives so that there will be at least one familiar face in the crowd. Meetings are held each month (dates advised in the school calendar) and everyone is welcome.

The PA is an important part of our school community and is involved in many activities including: raising funds for School outings, or for special items of equipment giving support where a special skill is available, (this can range from teaching sporting skills to making cakes, or costumes for school productions) and in the arrangement of social events.



Water bottles

As you know it is recommended that we all drink plenty of water every day, though in reality most of us do not drink enough. You may also have heard that there is a growing body of opinion that a steady input of water throughout the day helps with brain function. Accordingly many schools are now increasing the access children have to water. At Avondale the children all have a drink at breaktime, water with lunch and there is the water fountain available during break times when the weather is all but frosty. However, the

theory suggests that the children need to be able to sip water throughout the day.

To this end, all children are encouraged to bring a **named sports-type sipper bottle** (not too large) containing **only water** to school each day. This will be kept in their classroom and will be available to sip when required.

We would like all children to participate, but need your co-operation as parents to make it work successfully. If the children do not bring their own, named bottle there will not be an alternative offered by the school and children will be expected to remember to take their bottle home for washing and refilling.

Uniform

Avondale Preparatory School has a good reputation for the good manners and appearance of its pupils both in school and outside. This tradition can only be maintained with the cooperation of all parents in ensuring that our guidelines are adhered to, and we thank you in advance for this support. The school uniform has been carefully devised to ensure value for money, availability, serviceability and smartness. The result is a uniform which your child can wear with pride at Avondale School.

All items of uniform must be bought through the school shop (with the exception of white shirts and grey shorts/ trousers). Full written details of the uniform, prices and order forms are available from the office and on our website. Uniform shops are held periodically through the year but should you require items at any other time please do not hesitate to contact Mrs Lister in the Office. Most items are held in stock and can be supplied quickly. Please find below some guidance about uniform requirements.

Blazers and hats should be worn to and from school every day for children in Reception to Year 6. Raincoats/ fleeces should be worn over the blazer in wet weather or as a wind barrier as the weather gets cooler.

Gloves

As the colder weather approaches you may wish to send in gloves for your children. Please ensure that these are **navy** in colour. (Fluorescent pink and green make rather a mockery of the effect!) Navy gloves and scarves are available to buy from the school shop.

Fleece hats and sunhats

Due to the vagaries of the British climate we have fleece hats for the winter, and sunhats for the summer to wear on the playground or in the garden **only**. These do not replace the cap or girls' hats for travel to and from school. **Please do not use your own alternative as these are very reasonably priced and available from the school shop.** Girls are to wear **long grey socks or grey tights** in the winter – no white socks please.

Jewellery

Jewellery is not permitted to be worn in school. We discourage pierced ears, but where girls' ears have already been pierced, small gold studs may be worn. Watches may be worn, and should be of traditional appearance and colour; these must be handed in to the teacher during PE lessons. Please ensure they are named.

Hair accessories

These should be as plain as possible- blue only. Hair which reaches the shoulder should be tied back for appearance and safety.

PE kit

All children in Years 3-6 have PE on Mondays and Wednesdays; additionally, children in Year 3 (and those who choose to in Year 4), have swimming in the second half of the games session on Mondays. Due to the nature of Games, kit should be washed when required. Infants should leave their PE kit at school throughout the week and have it washed at weekends. Please provide a named PE bag for your child's kit and a boot bag for trainers or football boots. PE bags and boot bags are available through the School Shop. All PE uniform requirements are listed on the school's website.

Shoes

Children must wear shoes which are suitable for school use and these should be black in colour. Open toed shoes or sandals are not acceptable for safety reasons. **Flashing lights on shoes are not permitted at school. Please look carefully into this when purchasing footwear for your child.**

Plimsolls (Infants)

Children require black plimsolls for use in the school hall.

Trainers (Juniors)

Trainers should be worn for outdoor PE. They should be non-psychedelic in colouring, of sensible proportions, and capable of being firmly laced. Football boots are required for Junior boys in terms 1 & 2 for infants involved in afterschool clubs.

Swimming costumes/trunks

Please ensure that these are of a suitable/ sensible style for swimming lessons. Bermuda shorts and bikinis are not permitted.

Satchels/briefcases

Nursery and Infants use a school book bag available from the school shop.

Juniors require a school bag. These should be navy blue or black, and large enough to take an A4 file but no bigger. (Moderation in size assists in the safety of our corridors/cloakrooms and classrooms.)

Nametapes

Please note that **EVERY** item of clothing must be marked with your child's name. We do have forms for ordering nametapes – please ask at the Office.

Thrift Shop

The School Thrift Shop stocks items of serviceable second-hand uniform. The Thrift Shop runs alongside the Uniform Shop when this is held at various times throughout the year. At other times there is a list of items and sizes available to buy in the office.

If you have good quality items that you wish to put in the Thrift Shop please pass these in to the office with your name and address attached and we will ensure that the Thrift Shop receives them.

'Off Games'

If a child is absent from school or is 'off Games', for safety reasons it is essential that parents send a note or telephone the school office, on 01980 632 387 before 9:00 am. In case of absence, a note should be sent on return to the child's Form Teacher. 'Off Games' notes are considered valid for one week only and should be taken to Mr Watson at the start of the day.

Appointments

The best time to see any member of staff is immediately before or after school. Your child's teacher can usually deal with most day-to-day issues. If you would like to see the Headmaster, Mr Stuart Watson, it would be helpful to make an appointment by telephoning the office, on 01980 632 387. Mr Watson is happy to see parents whenever possible and appreciates immediate contact over problems. Letters to Mr Watson should never supersede face to face discussion. There are formal occasions when parents are invited to the school to discuss their child/children's progress, but parents are also encouraged to contact a member of staff at any time if they have any concerns about their child's progress and development.

Assemblies

Assembly takes place on four days of the week. Parents are very welcome to attend their son/daughter's Class Assembly on a Friday, details of which can be found in the Termly calendar. Children share in the successes of others and are encouraged to bring in certificates/medals/trophies gained from out-of-school activities; these should be brought to Mrs Beresford for presentation at Monday's assembly.

Break times

Children are not allowed to bring sweets to school- this includes school trips. All children have a drink and biscuits, with the option of a piece of fruit, at morning break. A fully cooked lunch is provided at lunchtimes. No food should be brought in from home.

Bullying

We are a family run school and teach family values; our children are aware of what bullying is and are taught to inform a member of staff if they see it happening. We highlight the point to make you aware of our stance on it as a school. Hand on heart; I can say that our children look after one another.



What is bullying?

Bullying is a long-standing victimisation and not a one off occurrence. It can occur through several types of anti-social behaviour:

- a) **PHYSICAL:** A child can be physically punched, kicked, hit, spat at etc.
- b) **VERBAL:** Verbal abuse can take the form of name calling. It may be directed towards gender, ethnic origin, physical/social disability, or personality etc.
- c) **EXCLUSION:** A child can be bullied simply by being excluded from discussions/activities, with those they believe to be their friends.
- d) **DAMAGE TO PROPERTY OR THEFT:** Pupils may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil handover property to them.

As a parent:

- a) Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- b) Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunch time was spent etc.
- c) If you feel your child may be a victim of bullying behaviour, inform the School **IMMEDIATELY**. Your complaint will be taken seriously and appropriate action will follow.
- d) It is important that you advise your child not to fight back. It can make matters worse!
- e) Tell your own son or daughter there is nothing wrong with him or her. It is not his or her fault that they are being bullied.
- f) Make sure your child is fully aware of the School policy concerning bullying, and that they will not be afraid to ask for help.

A full copy of our Anti- Bullying Policy is available from the office.



Calendar

All parents are issued with an Avondale Preparatory School calendar at the start of every term; additional copies are available from the office. Sports matches take place throughout the year, generally on Wednesdays and, if selected for a team, *pupils are expected to represent their school*.

Medical Information

It is **essential** that we have up-to-date medical information on all pupils, and parents are asked to complete and return the school medical form, **before** their child joins. Please remember to notify the office of any changes.



Home Learning

Home Learning is set weekly for Years 1 to 6. The amount of time spent on doing homework is bound to vary, according to the individual, but work is set which should take approximately the following times:



- Year 1 – 1 hour a week
- Year 2 – 1 hour a week
- Year 3 – 1 ½ - 2 hours a week
- Year 4 – 2 hours a week
- Year 5 – 3 hours a week
- Year 6 – 3 hours a week

Children in the Early Years Foundation Stage do not have a set home learning schedule, but are expected to read or share a book on a nightly basis and Reception children should spend 5 minutes a day practising their letter formation and phonics.

If your son or daughter experiences any problems with homework, please put a note of explanation in the home learning diary. We do not expect children to struggle for hours on end trying to complete an assignment that they are finding very difficult. Equally we see no benefit in looking at a piece of work that has more parental than child input!

Should your child be unable to finish home learning for any reason, a note should be sent to your child's teacher explaining the circumstances. Home learning, on a regular basis, may be done at school, in which case, work is begun at 3.30pm under the supervision of a duty member of staff.

All our pupils are required to do at least 15 minutes **home reading** and parents can play a very important role by listening to their children read aloud on a regular basis. A **Reading Record** must be completed on a daily basis and signed by parents at least once a week.