



# **Handbook for Parents**

**Years 3 to 6**

**2018 - 2019**

## Contents

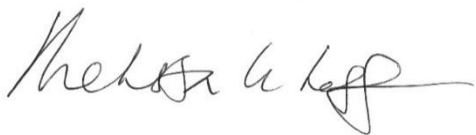
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## Welcome

Dear Parents

I hope that you will continue to have a long and happy association with Gayhurst and that this Handbook will give helpful information and provide useful advice for you and your child. There are always many questions to ask and, of course, not all can be answered here, so please do not hesitate to contact us with any queries or concerns you may have.

Whether you are new to Gayhurst or not, we hope you will keep closely in touch with us; the better we know you, the more we shall be able to communicate constructively about your child's development.



**Miss M K Legg**

Head of Middle School



**Mr D W Bushnell**

Deputy Head

## School Office

Telephone : 01753 882690  
Email : [enquiries@gayhurstschool.co.uk](mailto:enquiries@gayhurstschool.co.uk)

## Online

Parent Portal : link via website  
Website : [gayhurstschool.co.uk](http://gayhurstschool.co.uk)  
Facebook : /gayhurstschool  
Twitter : @GayhurstSchool

## GPA Welcome

June 2018

Dear Parents

Welcome to Gayhurst School. I would like to take this opportunity to introduce myself as the current Chair of the Gayhurst Parents Association (GPA).

The GPA is an association consisting of volunteer parents at the School, who act as class reps for a particular class or school year. As these parents also have other jobs/roles, it is commendable that they give up their time and effort to help the GPA carry out its objectives.

The GPA acts not only to arrange fundraising events and activities which benefit the School and chosen charities, but also provides opportunities for social interaction between parents. It is also a valuable parent contact with the Headmaster and staff.

There are lots of exciting events taking place over the course of the academic year and these are listed in the calendar on the Gayhurst School website. You will also receive information via Email and the weekly newsletter as each event approaches.

The GPA can only continue its work with the help of parent volunteers. With this in mind, I would be delighted to hear from anyone who would like to become involved in any forthcoming events or who wishes to act as a class representative.

Please do not hesitate to contact me or your class rep(s) if you have any questions, however large or small, or if you'd like more information on how to get involved with the GPA. The GPA would also be grateful for any feedback on past or upcoming events.

Kind regards



Rozet Shah  
GPA Chair for 2018/19 academic year  
[gpa@gayhurstschool.co.uk](mailto:gpa@gayhurstschool.co.uk)

## Absence

The safety and security of children is vital, so if your child is going to be absent we do need to know. Please telephone the School Office between 8.15am and 8.40am (01753 882690). The school is bound by regulations concerning registers and we need to record any unauthorised absences. Please complete the absence form on the Parent Portal to explain your child's absence on their return. The Health Protection Agency guidelines **recommend that a child remains at home for 48 hours after sickness or diarrhoea.**

**Do please try to ensure that your child is not away from school during term time except in the case of illness or for the sort of specialist appointments which cannot be made during the holidays.** For such appointments, please complete the leave request form on the Parent Portal. Days off school should only be arranged for visits to a child's proposed senior school or for special family occasions. Please note that the Headmaster will only authorise absences if there are exceptional circumstances.

## Addresses

It is essential that we are able to contact the parents/guardians of each child at any time during the day. Please ensure we have the correct address, e mail address and telephone numbers for you and also keep us informed of any subsequent changes or of **any relevant contact addresses if you go away during term-time.** Please update us via the school office - [enquiries@gayhurstschool.co.uk](mailto:enquiries@gayhurstschool.co.uk).

## Arrival and Departure

You are requested to use the car park at the front of the school for dropping off in the morning unless your child is attending Breakfast Club or an early morning activity in which case you may drop off at the rear of the School.

The day for the members of staff on duty begins at 8.00am, so **please do not bring children to school before that time unless attending Breakfast Club or an early morning activity.** We encourage a 'Drop and Go' approach in order to ease congestion. The children should enter the school from the blue double doors where a member of staff will be located and then proceed to the dining room where another member of staff will be waiting to receive any children arriving between 8.00am and 8.20am. A bell will be sounded and the children will then go directly to their form rooms for registration. Assembly/lessons begin at 8.45am, **any child who is late (after 8.40am) should always report to the School Office on arrival, so that we know they are on site. However it is expected that children should be in their form rooms by 8.30am.**

Unless otherwise stated in the Calendar or communicated to the parents, the school day finishes at 3.55pm with a 4pm pick up for Year 3. Year 4 pick up time is 4.15pm and Years 5 and 6 at 4.25pm. All year groups should be collected at the respective times from the double blue doors at the front of the school.

There are extra-curricular activities starting at 4.30pm and these finish at **5.15pm**. A snack is available to children prior to activities and Wind-Down-Time. Children will be available for picking up **at the double blue front doors** from 5.15pm (unless activity is due to run later) where a member of staff will be on duty to see them off site. For those children staying for tea (bookable in advance via the Parent Portal), this will be available in the dining room and children may be collected directly from here. Please access via the rear car park on these occasions. Children **must** be collected by

the time the school closes at 6pm. There will be a 'late charge' applied after this time of £1 per minute.

Please telephone the office if you are unexpectedly delayed. If you arrange for someone else to collect your child, you should inform a member of staff via **written or verbal permission** for this to occur.

All children should arrive at school each morning and leave at the end of the **day wearing full school uniform** including their school blazer, unless otherwise instructed.

### **Behaviour and Discipline**

At Gayhurst we attach great importance to the behaviour of the children, with emphasis on kindness, honesty, responsibility, service and courtesy. In Years 3 & 4, pupils are expected to abide by the Gayhurst Code of Conduct (see below). These are discussed at the start of each year and a copy of each can be found in front of your child's prep diary and displayed in the classrooms.

### **Breakfast Club**

Breakfast Club will continue from September 2018. There is a £5 charge for this facility (added to the School bill at the end of term) and must be booked in advance.

Pupils may attend Breakfast Club from 7.25am until 7.55am. They must arrive between 7.25am and 7.30am and be dropped off at the back of the School so that they can make their way directly to the Dining Room where they will have supervised breakfast until the "early drop off" children begin to arrive.

### **Bullying**

*'A policy for **everyone** against bullying'*

**It is important for everyone in the school to feel that they are safe and happy.** No one should feel afraid to take action by seeking help if they are unhappy or notice someone else who is upset. **Everyone needs to take positive steps** to make sure that Gayhurst is a happy and trusting school where **bullies - of any sort - are not tolerated.**

"Bullying may be defined as: Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally".

Bullying can be:

□ Emotional □ Physical □ Racist □ Sexual □ Gender □ Verbal □ Cyber

It is up to **everyone** in the school to make sure that bullying is not tolerated. This requires courage, sticking up for your friends and telling the truth. To tell on a bully is for the good of everyone - the victim, the bully and the whole school community. Not telling is making the situation worse for everyone.

Please see the school's Anti Bullying Policy for further details.

**Who do I turn to for help?**

If you feel you are treated unkindly then the really important thing to do is tell someone. The situation will not get worse, it will get better and you will feel happier once it has been dealt with.

Here is a list of people who can help and a suggestion of places at school where you can find a listening ear:

### Who?

A Year 6 Leader  
 Any member of staff  
 Your Form Teachers  
 The Headmaster  
 Deputy Head  
 Miss Legg  
 Mr Kearns  
 Mrs Harper  
 Share boxes

### Where?

Anywhere around the school  
 Staff Room/Class room  
 Class room/Staff Room (school office will contact)  
 In his Study  
 In their office /Class room /Staff Room  
 In her Class room/Staff Room  
 In the Sports Office/Staff Room  
 In the School Office  
 Available throughout the school

## Code of Conduct

### Around the school

1. Always stay within school bounds
2. Listen and react to what your teachers say
3. Walk (don't run) around the school
4. Make sure that our uniform is always neat and tidy
5. Keep money, toys, sweets and drinks at home (unless your teacher tells you otherwise)
6. Hold doors open for adults and other pupils and always allow adults to pass through the doorway first

### In the classroom

7. Have the correct equipment with you
8. Arrive promptly, settle down quickly and concentrate on your work
9. Raise your hand if you want to speak
10. Allow other children to work without distraction
11. Stand when an adult enters a classroom

### Behaviour to others

12. Show good manners and courtesy at all times
13. Be kind to other pupils, especially younger pupils
14. Treat others as you would like to be treated
15. Bad language is never appropriate
16. Personal property should only be touched by its owner

**Golden Rule: Use common sense, think of others and, if in doubt, ask an adult.**

## Calendar

A printed calendar of events for each term is available to collect from the office should you wish to have a hard copy. The calendar can be viewed on the Parent Portal and subscribed to your mobile device. Parents are, of course, specifically invited to certain school events. **Please note that there is always an early finish on the last day of each term.**

## Classroom Equipment

Items of classroom equipment that are required are as follows. Please ensure that **every item** of school equipment **is clearly marked with your child's name.**

As with all equipment, **every item** should be **named** as far as practicable: particularly the pen and pencil case.

Children must have, as a minimum of equipment, the following items which must be clearly named:

- A **blue** ink handwriting pen/rollerball pen (not a biro or fountain pen) Year 4 and above only
- 2 ordinary leaded pencils
- An eraser and pencil sharpener
- A 30cm ruler
- A set of coloured pencils
- A soft pencil case, not metal
- Glue and scissors
- Expandable A4 file with sections (Year 4 and above only)
- In-ear headphones

## Communication

There are a variety of contact points. In the first instance please contact the School Office, either via telephone on 01753 882690 or via email [enquiries@gayhurstschool.co.uk](mailto:enquiries@gayhurstschool.co.uk), they will direct your enquiry accordingly.

In addition, the Parent Portal contains a wealth of information about your child and the School; including communication, term dates, team lists and calendar events.

We also regularly communicate information about the school and events via our social media feeds.

Facebook	:	/gayhurstschool
Twitter	:	@GayhurstSchool
		@GayhurstHM
		@GayhurstTrips
		@GayhurstSport
		@GayhurstMusic

Clarion Call is used for text message correspondence, although the majority of information is shared via email or Parent Portal notifications.



## Concerns and Enquiries

If you have any concerns or enquiries regarding your child's education or pastoral care please contact the School Office who will direct your enquiry to the appropriate member of staff.

### General Examples

- The first 'port of call' should be your child's **Form Teacher** or if you have an **academic** enquiry you should contact **subject specific teachers** (you will find this out at the front of your child's prep diary or via the Parent Portal).
- If you have an enquiry related to sports then the appropriate member of staff would be Mr S Kearns.
- If you have an enquiry related to extra-curricular activities or trips/visits then any questions should be directed to the Mr Brown.
- If you believe your enquiry or concern should be brought to the attention of the Head of Middle School, **Miss M Legg** should be contacted.
- Finally, concerns of a **serious nature** that you believe cannot be dealt with by any of the above staff should be brought to the **Deputy Head** or the **Headmaster's** attention.

### Exams/Tests

The pupils in Years 3 to 6 continue to complete annual assessments relating to English, Maths and Science. All children from Years 4 to 6 take Cognitive Ability Tests each year which assess aptitude in Verbal Reasoning, Non-Verbal Reasoning and Quantitative and Spatial Ability. There are also assessment tests that take place at the end of topics or half termly.

In addition, there are designated curriculum based exam weeks in December and May for Years 5 and 6.

### Extra-curricular Activities

Gayhurst offers a range of activities before, during and after school to suit all ages, abilities, tastes and talents and children are able to experience a wide variety of hobbies.

There is an Co-curricular programme available to pupils. An activities list is distributed each term and pupils make their choices, with parental consent. **It is recommended that initially, Years 3 and 4 keep these to a minimum.**

### Food

Children are allowed to bring in a snack (**ensure nut free please**), from home for morning break. They have a choice of meals at lunchtime - either hot food or a varied salad bar. The dining room is run in a cafeteria style with a member of staff on duty at this time. **The kitchen should be informed of any allergies or medical needs.** There are two sittings for lunch, Year 3 and 4 at 12.45pm to 1.15pm and Years 5 and 6 1.15pm to 1.45pm.

Please note: Your child does not require a water-bottle as the children have access to water throughout the day, however, this may be subject to weather conditions and will be led by the Headmaster.

## Forms

Names of Forms relate to year groups and are the same as those used in the National Curriculum. Currently there are two forms in Year 3 and three in Year 4, 5 and 6. Each year group are identified by an initial of their Form Teacher. All forms are of mixed ability but the children are set for English and Maths from Year 4 onwards.

Each Form is also allocated an assistant Form Teacher, who supports the role of the designated Form Teacher.

## Gradings and reports

There are written reports published in the autumn (short report), spring and summer terms. The pupils receive an overview of the curriculum covered, effort grade, attainment grade and comment for academic subjects.

## Headmaster's Commendations

These are awarded to pupils in Year 3 and above for exceptional pieces of individual work, for outstanding effort or for work of a very high standard sustained over a period of time. Staff will inform the Headmaster and/or the Director of Studies and the Headmaster will present the child with a certificate in assembly.

## Houses

All children at Gayhurst are allocated to a House. There are five Houses:

Campbell (Blue)

Gibbs (Green)

Stafford (Red)

Taylor (Yellow)

Sims (Navy Blue) This is only relevant up to Year 3 at this time.

Siblings are always allocated to the same house.

The House system has various sporting and academic competitions throughout the year, such as House Times Table Tests as well as the collation of House Points. A House cup is presented to the winners at the end of term Prize Giving, and in Years 3 to 6, the winning house is rewarded with a House Prize Event. There are two Year 6 Leaders for each House and staff also have affiliations.

## Learning Support

There are always children in the school who will require some extra help with learning. Regular departmental meetings, assessment and screening of all pupils alerts staff to any learning difficulties. If extra support is needed, your child's teacher or a member of the Learning Support team will contact you to instigate a discussion on whether there is a need to provide extra individual tuition. If you have concerns, please contact your child's Form Teacher in the first instance.

### Library

The computer software scheme for issuing and cataloguing books used by pupils operates on the basis of bar codes. This system eliminates the need for library cards. The Accelerated Reader Program runs throughout the year, if you would like to volunteer in aiding this GPA funded initiative, please contact Miss Williams for more information.

### Lost Property

Missing items of property should be reported to the School Office or the Games staff directly. There is also a **lost property box located outside the Gibbs Hall** and this is the first place for your child to look for lost items of clothing. **All parents are reminded that it is inappropriate for parents/guardians to enter the changing room facilities.** If an item has been missing for a few days then a notice can be read out in assembly.

### Matches

All parents with children chosen for teams will receive notification. All selected teams are published on the Parent Portal the week prior and match fixtures appear in the school calendar online. Year 3 matches usually take place on a Thursday afternoon, Year 4 on a Tuesday afternoon, Year 5 on a Friday and Year 6 on Wednesdays (occasionally tournaments will also be held and these may occur on any day of the week).

**We expect high standards of behaviour at Gayhurst and in particular from our representative teams. We expect pupils to be courteous to visiting teams and to supporters and that they behave in an appropriate manner at all times.**

After a home match, post-match tea is provided for supporters and for the visiting team. All children are expected to wear full Gayhurst uniform during tea and **are required to stay until the visiting team has departed unless a written request from Parents for permission to leave early is received.**

School minibuses or coaches are used to transport pupils to and from 'away' fixtures. Seatbelts are, of course, worn at all times.

In the event of match cancellation, all schools aim to let each other know by 12noon. If a match is cancelled you will be informed via text. If you are unable to change your plans, to collect your child at a time other than that anticipated, they will, of course, be supervised until the stated time of the event ending. Your support at matches is very much appreciated by the games staff and, of course, by the children themselves. **At pick-up from away matches all pupils must say goodbye to the teacher in charge of their team.**

### Medicines

We will **only** administer medicines prescribed by a Doctor during school hours. This should be sent in to **the office**, with clear instructions on dosage filled in on our Medication form or by letter. However, if your child is unwell they are much better off at home. Not only because they may infect others if they are at school, but also because **they will not do their best if they are not fit.** If your child has been unwell during the night or has a high temperature, we would prefer that you do not bring them in to school the following day. **The Health Protection Agency guidelines recommend that a child remains at home for 48 hours after sickness or diarrhoea.**

You will have already received a Medical form. It is important that this is returned to the school office so that children who have long-term medical conditions, such as asthma, diabetes and allergies can be monitored and the correct medication administered.

### Money

No money should be brought into school except in special circumstances.

### Music

Pupils are taught music in class throughout their time at Gayhurst. Class lessons incorporate a wide range of musical activities, including classroom percussion, appreciation, composition and singing. A large number of children have individual music lessons and are prepared for examinations, as appropriate. Parents who wish their child to play an instrument, or have any enquiries about music lessons, should contact the Director of Music, Miss Jennifer Carr. Fees for music lessons are charged in advance, if a child wishes to stop individual music tuition, **half a term's notice is required** not including holidays. There are a large number of extra-curricular vocal and instrumental ensembles in which pupils are encouraged to participate. There are numerous occasions during the school year when children will be selected to perform in concerts, age appropriate or otherwise.

### Newsletters

A newsletter is produced regularly which is circulated by email. It is intended to be a showcase of the events that take place and offer a fuller picture of School life at Gayhurst.

### Open Mornings

Gayhurst holds open mornings at regular intervals during the year. Your child may be asked to attend a specific event on this morning. **If, for some reason, your child is unable to attend an activity for which they have been chosen to represent the school, a letter must be directed to the Headmaster.**

### Drama

There is an opportunity for all children to perform within the expressive arts arena. Children are also able to sign up for LAMDA lessons with Shirley Moon. If you are interested in doing so, please send your enquiry to the School Office. There is a charge for these lessons and this information is available from the Office.

### Policies

If you wish to see any of the school policies, please look on the school website or contact the school office on [enquiries@gayhurstschool.co.uk](mailto:enquiries@gayhurstschool.co.uk).

### Prep and Prep Diaries

Year 3 and above is the time when children will be faced with more opportunities to develop their levels of independence. With this in mind, there is an increase in the expectations of Prep. The children have always brought reading books home and will continue to do so and parents are asked to listen to their child read as often as possible, preferably once a day. Vocabulary for French, Spanish and English may be set. Considerable effort has gone into the design of the prep timetable for the pupils in order that there is a sense of progression. Prep is generally set in the core subjects and pupils in Year 3 are often given a week to complete it.

In Year 4 the children also have Preps relating to the core subjects with French in addition and may be expected to have the Prep completed for the next day. Year 4 stay to a supervised Prep each day from 3.55pm until 4.15pm.

Year 5 and 6 have extended supervised prep until 4.25pm each day.

There is an expectation that Year 6 pupils begin completing some of their prep at home during the year in preparation for their secondary school transfer and will have more than one piece of work set each evening.

All pupils in Year 3 and above receive a school Prep Diary at the start of each academic year in which they are required to keep a record of their work. We feel that it is very important for you to monitor their work at home and the length of time it takes, so we ask that at least once a week you sign the Prep Diary. Please ensure you have acknowledged any note from the staff by initialling it, staff should also acknowledge any note from home in the same way. In this book, your child will have a record of their weekly timetable and Prep timetable.

As a guide, prep work should be set for a period of 25-30 minutes in Years 5 and 6 (Increasing for Year 6 in second half of year), 20 minutes in Year 4 and 10-15 minutes in Year 3.

### Reports and Parents' Meetings

Parents will be invited to a 'touch base' parents evening with their child's Form Teacher/Assistant Form Teacher, English, Maths and Science teachers in the Autumn term to be informed of their general progress and how they have settled since beginning the year.

There are also formal subject based parents' evenings for parents of children in all year groups in the Spring term when you will have the opportunity to speak to all the staff who teach your child.

Written reports are produced at half term in the Autumn term, prior to half term in the Spring term and at the end of the academic year in the Summer term.

### Structure of the School Day

7.25 - 7.55	Breakfast Club in the dining room, children brought to rear of school (chargeable)
8.00 - 8.20	Dining Room supervision
8.20 - 8.45	Registration
8.45 - 10.30	Lessons
10.30 - 11.00	Morning break
11.00 - 12.45	Lessons
12.45 - 13.45	Lunch break
13.45 - 14.05	Registration/assembly/form time
14.05 - 15.50	Lessons
15.50	Return to form rooms
16.00	Year 3 pick up
15.55 - 16.15	Year 4 Prep and Year 3 optional Prep
15.55-16.25	Year 5 and 6 Prep
16.30 - 17.15	Clubs and extra-curricular activities
17.15	After activities pick up
17.15	'Tea' Club in the dining room, children collected from dining room (chargeable)
18.00	School Closes (Late costs incurred)

### School Office

The school office is open from 8.15am until 5.15pm daily. It is located at the right hand side of the school. There are signs to direct visitors and there is an entry phone system.

Outside school hours, an answer phone service operates. Notification of absences from school can be left on the answer phone before 8.15am and will be picked up as soon as the Office re-opens. The school's duty member of staff can be contacted between 5.15pm and 6.00pm on the school number should you need to contact the school regarding the collection of your child.

### Toys

Please do not allow children to bring toys into school unless they are specifically asked to do so.

### Uniform

Please see additional list available on the website and new Parent Portal (from Septmeber).

#### Uniform Suppliers

##### The School Shop

17 The Highway  
 Station Road  
 Beaconsfield  
 Bucks  
 HP9 1QQ

[www.theschoolshoponline.com](http://www.theschoolshoponline.com)  
[sales@theschoolshoponline.com](mailto:sales@theschoolshoponline.com)  
 01494 677710

##### Hawkinsport

10A Industrial Estate  
 Wessex Road  
 Bourne End  
 Bucks  
 SL8 5DT

[www.hawkinsport.co.uk](http://www.hawkinsport.co.uk)  
[sales@hawkinsport.co.uk](mailto:sales@hawkinsport.co.uk)  
 01628 819242

The Gayhurst Parents' Association run a shop for second hand uniform. They also sell new School bags and PE bags. The shop is situated at Gayhurst and further details about opening times are available by telephoning the School office.

#### Uniform Rules

**Every article of clothing and equipment, including shoes, boots and underwear, must be clearly named (see labelling sheet).**

Tracksuits and PE clothing should be named on the **outside**.

Blazers, tracksuits and towels should have an 8 cm cotton loop for hanging.

For travelling to and from School, all School outings and **when attending School functions, School uniform must be worn (unless informed otherwise).**

Boys should have short, tidy hair.

If hair is longer than shoulder-length it must be tied back in a neat and tidy fashion using the school hair accessories.

Jewellery is not allowed to be worn for health and safety reasons. The only bracelets that may be worn are those carrying **medical information** or for **religious reasons**. Permission from the Headmaster will need to be obtained in these circumstances.

Simple wrist watches may be worn by children in Years 5 and 6 (Non-expensive & No smartwatches).

Please note that blazers are expected to have the new school badge (Gayhurst School) rather than the old G badge. Should you require one, these are available from the School Office at no charge.