



Junior School

Handbook for Parents

2019 - 2020

Welcome

Dear Parents

I am delighted that your child will be joining us in the Junior School at Gayhurst. I hope this time will be a happy and fulfilling experience. We aim to make the curriculum as enjoyable as possible as well as providing a caring and stimulating environment.

Starting at Gayhurst is an exciting new beginning, whether your child is joining us in the Nursery, Reception, Year 1 or 2. We are aware that new beginnings can be daunting, but we very much hope that the information contained in this booklet, together with your introductory visits to the school will answer any questions or concerns that you may have.

The Junior School comprises 4 year groups from age 3 (Nursery) to age 7 (Year 2). The Nursery is housed in its own purpose built environment. Reception is in Chantry, Year 1 in Little Gayhurst and Year 2 is in Woodruff. This building also houses the IT room. We have our own small playground and climbing equipment area as well as use of the Field and Adventure play area at playtimes.

All children eat lunch in the school Dining Room.

Lessons are taught by form teachers and they are helped by classroom assistants. The exceptions to this are: Games/P.E., Music and Swimming for Reception, Year 1 and 2.

Nursery will have a Games session.

Dance for Nursery, Reception and Year 1.

Spanish for Reception, Year 1 and 2.

Throughout the Junior School the emphasis is on building firm foundations for the future.

If you have any concerns at any time, please do not hesitate to contact us at school and come in and see us. We hope you enjoy a long and happy association with us at Gayhurst.



Joan Terrar
Head of Junior School

School Office

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Online

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GPA - Welcome

Dear Parents

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

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 website. I will also send out information via Clarion Call 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.

The GPA is also there to help you settle into school life at Gayhurst. Attached to this letter is a list of parents who would be happy to help by answering any questions you have, however large or small, in the coming weeks and months. Many of them have moved from other areas (including internationally), as well as those who joined the School at various stages of school life.

Please do not hesitate to contact either myself or any of the parents listed. I look forward to meeting you all soon.

Kind regards



Rozet Shah
GPA Chair for 2018/19 academic year
gpa@gayhurstschool.co.uk

Nursery

The following information is specific for Nursery. Much of the information in the rest of the handbook is relevant to **all** parents of children in the Junior School including Nursery.

Starting Nursery is a major event in the lives of young children and at Gayhurst we aim to make the experience a happy one.

Our Nursery staff will work with parents to settle the children and make those parting moments as stress-free as possible.

Nursery children should be in School by 9am. However, you may leave your child from 8.20am in the Nursery. The morning session ends at 12noon. Nursery children have a 'fruit café' mid-morning. After-lunch pick-up is 1pm. The afternoon session ends at 3.15pm. Breakfast (7.30am) and Supper (5.15pm) is available; please see details on page 7.

We have an After School Club for parents who wish their children to stay a little later. A snack and water to drink is provided. This is held in the Junior School Library and parents are asked to book a place for their child online through MySchoolPortal (MSP).

Ready for Nursery

It would be helpful if you could practise these skills with your child over the summer.

Self-Care - Using the toilet alone and be able to wash hands. Trying to wipe their nose.

Speaking - Being able to ask an adult for help if needed.

Dressing - Putting on and taking off their coat, shoes, jumper and apron by themselves.

Eating - Being able to feed themselves with a fork and spoon and trying to cut up their food with a knife.

Independence - Being excited about being in Nursery with friends and without mummy or daddy.

Sharing - Starting to share toys with their friends and take turns.

The Nursery Day

The children will be involved in activities relating to the Early Years Foundation Stage every day. Activities vary from day to day and this gives the children as wide an experience as possible. All the activities we do in Nursery develop language. Below is a list of activities we do in Nursery which your child will enjoy and they will also help to develop many skills.

To help with writing:

Bead threading, sewing, lacing, drawing, cutting, pouring sand and water and construction toys.

To help with reading:

Jigsaw puzzles, stories and rhymes, picture books.

To help understand mathematics:

Junk modelling, brick building, sand and water play, construction toys and games, sorting games, matching games, number games, number rhymes, counting and sequencing.

To help develop fine and gross motor control:

Cutting and sticking, painting, modelling and using dough, playing with indoor and outdoor toys.

To help develop awareness of the world around them:

Dressing up, playing in the home corner, role play, music, looking at the world of living things.

The children will also have two Music lessons each week, PE, Dance and Library. They are very much integrated into the life of the Junior School and visit the Junior School playground for some playtimes with Reception children. They will also join Assemblies when they are ready.

Nursery Drop Off and Collection

Nursery children should be taken in to the Nursery in the mornings. Nursery staff will be there to greet your child from 8.20am. However, if your child is booked in to Breakfast Club they should be taken directly to the dining room at 7.30am.

Collection at 1pm or 3.15pm is from the Nursery. Please wait in the small fenced off area outside the Nursery building and your child will be handed safely back to you.

If your child is staying in the After School Club Nursery staff will accompany them to the IT Room in Junior School where this is held and we ask that you collect them from there. However, if your child is staying until 5.15pm, please collect them front the Blue Doors at the front of the school.

Before Starting School

If your child is joining us in Reception, it would be very helpful if they are able to carry out most of the following basic tasks:-

- Be able to dress and undress themselves
- Be able to put their shoes on the correct feet (we recommend Velcro-fastening shoes and trainers)
- Take themselves to the toilet and attend to their own needs
- Be able to wash their hands thoroughly
- Use a knife and fork correctly
- Be able to blow their nose

We do understand that young children have ‘accidents’ occasionally and we have a supply of the necessary garments at school to deal with this.

We hope that all the children will be confident members of their new school. At the Induction morning you will be given names of the children in your child’s class. You may be able to make arrangements with other parents for your child to meet up with one or two other children during the summer holidays.

It may also be useful, though not essential, if your child could write their own name using a capital letter followed by lower case letters, before the start of term.

We do not feel it is necessary for you to prepare your child in any other way. Children enter Gayhurst with a wide range of skills and of course their stages of development vary

Early Years Foundation Stage

Planning in the Nursery and Reception follows the Foundation Stage Curriculum. There are seven areas of learning made up of three prime areas and four specific areas as follows:

Prime

- Personal, social and emotional development
- Physical development
- Communication and Language

Specific

- Literacy
- Mathematics
- Understand the world
- Expressive arts and design

If parents wish to see their children's records they should contact the teachers in charge of Nursery or their child's Reception teacher. The Foundation Stage is well named and is the foundation on which future learning is built. The Nursery is the first year of the Foundation Stage and children continue to follow this curriculum in Reception.

Key Person (Nursery and Reception)

In the Early Years Foundation stage it is a specific legal requirement that each child is assigned a key person. In Nursery and both our Reception classes the teacher naturally leads the way with teaching and learning and is responsible for delivering the Early Years Foundation Stage Curriculum. The key person will give the children in her group reassurance to feel safe and cared for and she will be the person you, as parents, will speak to if your child has pastoral concerns. Parents will be informed of their child's key person.

Forms

The names of the forms at Gayhurst relate to year groups (Nursery children are not allocated a Form). All ages are taken from 1st September, with Reception being for children aged 4+, Year 1 being for children aged 5+ etc. All forms are identified by the initial of the teacher, so for example, RW is a Reception class taught by Mrs Whitaker and 2M is a Year 2 class taught by Mrs Martin.

All forms in the Junior School are of mixed ability and the average age in each of the year group forms is more or less the same. We usually mix the children at the end of the Reception year and also at the end of Year 2. This is done after a lot of consultation between the teachers, with the children's abilities, personalities as well as friendships taken into consideration.

Houses

At the end of the Reception year the children are allocated Houses. If your child has an older sibling in the school they will be in the same House. The Houses are named **Campbell**, **Gibbs**,

Stafford, Taylor and **Sims** after previous Headmasters or Senior Masters. Children earn MAGIC points not only for themselves, but for their Houses. A child can be awarded a MAGIC point for Manners, Academic achievement, Grit (Resilience), Independence and Confidence. An award is given if a child achieves a point in each area in one week. At the end of each term a cup is awarded in final assembly to the House with the most House points.

The School Day

The children go to their classrooms from 8.20am. Registration is at 8.45am. Children may be dropped from 8am at the front of the school where they are supervised by a member of staff. At 8.15am the children will be escorted to the Junior School. We have a 'Walking Bus' from the front of School at 8.30 and 8.40 and we encourage Parents to use this. If you are going to be away from home for a few days, or if someone different is collecting your child, please supply the school with names and full contact details of the person who will be in loco parentis. This can be via the Reading Record, a note to the teacher or an email to the school. The school day finishes at 3.15pm for Nursery and Reception and 3.30pm for Year 1 and Year 2.

Parking

Please be considerate when parking on the School site. Parents should not block other vehicles and should always drive with caution. In busy periods we ask that you turn left when leaving the School site.

Breakfast Club and Supper Club

There is a charge for these facilities (added to the school bill at the end of term) and they should be booked in advance. However, please contact the school office if a last minute booking needs to be made as there are often available spaces.

Children in Nursery - Year 2 may attend Breakfast club (7.30am) and Supper Club (5.15pm). For Breakfast they must be dropped off at the back of the School and taken directly to the dining hall where they will have supervised breakfast. Collection after Supper is from the dining room by 6pm. Late collection is charged at £1 per minute.

Booking for Breakfast/Supper is on MySchoolPortal (MSP)

After School Club

If you would like to collect your child a little later than the usual time we have an After School Club which runs until 5.15pm for children in Nursery to Year 2 in our Junior School IT room. Collection of children can be anytime during this session and the children will be brought to the Blue Doors at 5.15pm for collection. All children should be collected by 5.30pm. After School Club can be booked online through MSP.

After School Activities

There are a number of After School Activities available for the children from Reception to Year 2. A form with all the necessary information is available online before the end of the term, so that children may sign up for their chosen activity. We recommend no more than two activities for each child. There is usually a charge made for these activities.

Homework and Supporting Learning at Home

The homework given to the children in Junior school is relevant and appropriate. We all appreciate that it is important for each child to have time to relax at the end of a busy school day.

In Reception reading books are sent home when the teachers feel the children are ready, on Tuesdays and Fridays. Any other homework will be relevant to the children's learning.

In Year 1 reading books are sent home twice a week on Tuesdays and Fridays. A maths homework is given out on Thursdays. Sometimes the homework will be related to topic work and this will replace the maths. Spellings are usually sent home to learn each week.

In Year 2 we ask that children read for 10 minutes each evening. Spellings are sent home to learn weekly. Maths homework is also given each week. There may also be other homework as appropriate.

Absence from School

If your child is absent from school owing to illness please telephone the school office by 8.45am. On your child's return we ask that you complete the form on MSP (My School Portal). The school is bound by regulations concerning school registers and all absences have to be recorded.

Should you wish to apply for leave of absence for your child a request should be made to the Head via MSP.

If you, as parents, are going to be away from home, please let the form teacher know who will be collecting your child and inform us of contact numbers in case of emergency.

Discipline

Discipline is maintained in The Junior School by a system of reward and praise for good work and behaviour. Merit Badges and Good Conduct Badges are presented to children in Assembly on Fridays. Nursery children receive stickers for being 'Stars of the Week'. These Badges are earned for achievement in academic work, kindness, or for overcoming specific difficulties. The Badges are worn for one week. Stickers and Stars are awarded throughout the week as and when they are merited.

'Circle Time' and the 'Golden Rules'

At Gayhurst we are keen to promote self-esteem and encourage positive behaviour. We incorporate 'Circle Time' into the curriculum. This provides the children with an opportunity to experience positive relationships with other children in their form. The games and activities during the sessions are devised in order to create a sense of community within the class and to establish a safe boundary within which other activities can take place. The six 'Golden Rules' are the means by which the values of 'Circle Time' are extended into every area of school life.

From Reception upwards the concept of 'Golden Time' is introduced. This is a special time set aside for activities chosen by the children and is a reward for their having observed the 'Golden Rules' and it acts as a major incentive.

Junior School Rules (Golden Rules)

1. Do be gentle
2. Do be kind
3. Do be honest
4. Do work hard
5. Do look after property
6. Do listen to people

Home-School Liaison

Each child has a book bag in which to take home reading books, homework, letters and any other correspondence or information. The Reading Record book is useful for passing messages to and from the form teacher. The children should get into the habit of bringing the bag to school every day and we encourage parents to look in the bags regularly. Letters to parents are usually sent out via clarion call, or occasionally as a hard copy if a reply is required. Letters are also available on MySchoolPortalParent.

Calendar

The School calendar is online and updated regularly.

Reports and Monitoring Progress

At Autumn half-term parents of children in Year 1 and 2 will receive a short written progress report. There will be further reports at Spring half-term and at the end of the Summer term.

During the year there are two Parents' Evenings which will give you the opportunity to discuss your child's development (October and Feb/March). At the Parents' Evening in the Spring term you will also be able to look at your child's work. If you would like to discuss progress at any other time, please arrange a convenient time with your child's form teacher or contact the Head of the Junior School.

Learning support

There are often children who require a little extra help with learning. If your child experiences difficulties their teacher will discuss this with you and arrange for extra help to be given if necessary. Our Learning Support teacher supports children either individually or in a group situation.

Music

Children are taught class music throughout their time at Gayhurst. In Year 2, starting at the beginning of the Autumn term, children are given the opportunity to have individual music lessons.

The Director of Music makes the arrangements for these lessons and she will send a letter to parents outlining the details.

LAMDA

Children in Year 1 upwards can participate in these lessons, either in groups, pairs or individually. Please contact the office for details.

Games and P.E.

Games and P.E. is an important part of our school's curriculum and we offer a wide range of activities in Games and P.E. lessons. The children are encouraged to work together and develop their level of fitness.

In P.E. the main emphasis is on developing co-ordination skills and balance, and on encouraging all children, regardless of ability, to enjoy physical activity. All the children from Reception to Year 2 have swimming lessons at an external facility.

School Uniform / Equipment

The school uniform/equipment list is at the end of the Handbook and also available on the School's website. There is a different list for each year group and there are also alterations and additions for each term. It is important that all items of clothing and equipment are clearly and correctly named. The lists for each Year group are also available on the school website.

Money

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

Toys

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

School Events for the Year

The calendar is posted on the School's website. This gives information on events which Parents may wish to attend. You will, of course, receive letters inviting you to specific events. You are also most welcome to attend Senior School events whether your child is involved or not.

Gayhurst Parents' Association (GPA)

The Gayhurst Parents' Association co-ordinates and organises a number of social events which take place during the school year. Some events are purely for the parents, while others, such as the School Fayre (usually held in the Autumn term) and the Fun Day in the Summer term, include the children. Some of the events raise money, donating to local or national charities, or indeed providing extra things for the school. This work is very much appreciated and the GPA always welcomes new parents.

Each form has a 'form representative' and these parents usually liaise with other parents in the form regarding social events.

WhatsApp Groups

Full information regarding School is provided in several forms, via email, text message and MSP. These communications are the sources that the school conveys information to parents and as such, should be the only reference points for parents. Any further clarification should be sought from the school. It is understood that communication on social media sites such as WhatsApp can become hostile and we would urge parents to consider all users of any group and the impact that any abusive comments may have. The school values partnership with parents and would hope that any concerns are dealt with in appropriate and respectful fashion.

Food

We offer a hot lunch every day at school. Salad, bread and fresh fruit are also available. Special diets are catered for and we ask that you let the school know in advance if your child has an allergy or any special food requirements by completing the relevant section on the **Medical Form**.

We like to encourage good table manners at school and parental reinforcement is always appreciated.

The children may bring a snack to eat at the beginning of morning break. Fruit is the healthy option. We ask that no food containing nuts is sent in as we have children in school with nut allergies.

Medicines

We will **only** administer medicines prescribed by a Doctor during school hours. This should be sent in to the form teacher, 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.

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 an entry phone system. An answer phone service operates outside school hours and messages regarding absences may be left.

Policies

School policies are available on the School website.

Website

Gayhurst website www.gayhurstschool.co.uk contains a wealth of material about the school and is updated regularly.

Concerns

Your child may possibly experience certain difficulties during their time at Gayhurst. If this occurs, a member of staff will contact you to discuss the situation.

If either you or your child has any concerns or worries at any time, please do not hesitate to contact your child's class teacher. Mr Davies and Mrs Terrar are also happy to discuss any issue with you.

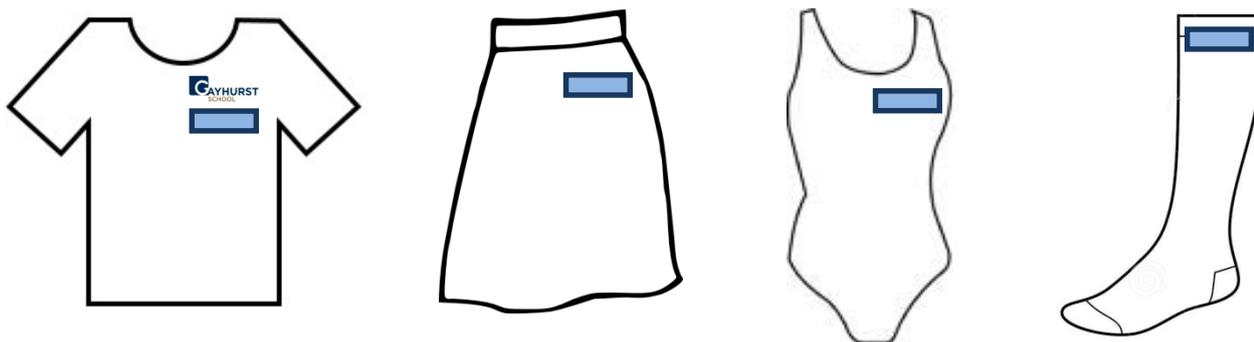
We look forward to welcoming you to Gayhurst.

There is lots of useful information on the website including terms dates, staff lists etc. This is where you will also find our weekly newsletter and any amendments to the School calendar.

Uniform Labelling

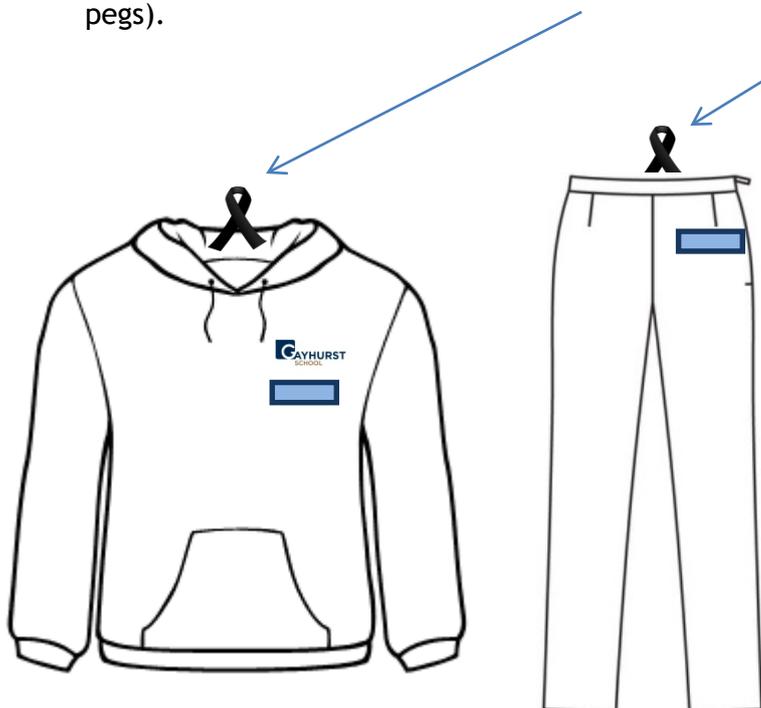
PE/Games Kit

Name tapes should be sewn (on all PE/Games kit) in the places indicated on the example diagrams so that they are visible when the article of clothing is being worn. We recommend the use of name tapes with **large** print.



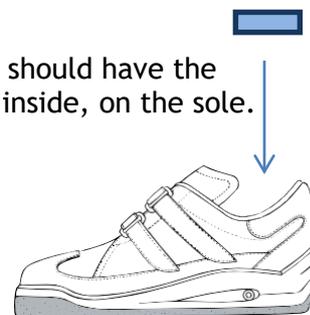
Tracksuit and waterproof tracksuit should both have the following:

8cm cotton loop sewn behind the neck of the top and the back of the trousers (for hanging on pegs).



Trainers

Trainers/Shoes should have the label attached inside, on the sole.



Wellington Boots

Please name on the outside with white correction fluid

