



# SILCOATES

Independent education for boys and girls aged 3-18

# **Junior School Parent Handbook 2020-2021**

# Introduction

The Junior School staff have prepared this handbook, which we hope will give you the key information you will need. We intend it to be particularly helpful to those parents who are new to the School.

Most information about the School is published on our website, [www.silcoates.org.uk](http://www.silcoates.org.uk). To avoid duplication, below is a list of policies that are included under the tab About>Our Policies. Within this document, therefore, are details about the School which are not directly covered by these policies.

The website also highlights the huge variety of achievements and successes of the school community. You can follow us on Facebook and Twitter by clicking on the icons at the top of the website page.

Please do not hesitate to contact the appropriate member of staff if you have any queries or need any further information.

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## General Information

<b>Staff List 2020-2021</b>	
<b>Headmaster:</b> Philip Rowe, <i>M.A., M.Ed., History</i>	PCR
<b>Deputy Head (Academic):</b> Rebecca Dews, <i>B.Eng., Mathematics</i>	RLD
<b>Deputy Head (Pastoral):</b> Chris Evans, <i>B.A., B.Sc., M.Ed., Geography</i>	CE
<b>Head of Junior School:</b> Ellen Moss, <i>B.Ed., Junior Subjects</i>	EKM
<b>Bursar:</b> Matthew Johnson, <i>B.Sc.</i>	MJ
<b>Director of Admissions and Marketing:</b> Helen Lindenmayer, <i>EYP</i>	HML
<b>Head of Sixth Form:</b> Anand Mistry, <i>B.A., Design &amp; Technology</i>	ADM
<b>Head of Senior School:</b> Amy Knowles, <i>B.A., Physical Education</i>	AEK
<b>Head of Learning Support:</b> Anna Russell, <i>B.Sc., Phd., Science</i>	AR
Richard Austin, <i>B.A.: History, Head of Spencer's</i>	RJA
James Bentley, <i>B.A: Business Studies &amp; Economics, Head of House Activities</i>	JSB
Naomi Chambers, <i>B.A.: Junior Subjects</i>	NC
Julia Conlon, <i>B.A.: English</i>	JKC
Matt Crouchman, <i>B.Sc.: Director of Sport</i>	MC
David Coulson, <i>B.Sc.: Biology</i>	DBC
Paul Dixon, <i>B.Sc.: Physical Education, Games</i>	PMD
Tom Dunham, <i>B.Sc., M.Sc.: Junior Subjects</i>	TJD
Angela Eckersley, <i>M.A., B.Sc.: Computer Science</i>	ALE
Rebecca Elliott, <i>B.A.: Junior Subjects</i>	RME
Richard Farnan, <i>B.Sc.: Psychology</i>	RRF
Lucy Farrar, <i>B.A.: Physical Education</i>	LF
Wendy Forge, <i>B.A.: Junior Subjects</i>	WEF
Thomas Hodson, <i>B.A.: Junior Subjects</i>	TAH
Laura Hoyland, <i>B.A.: Design &amp; Technology, Head of Yonge's</i>	LEH
Francesca Hudson, <i>B.A.: Junior Subjects</i>	FH
Brian Hutson, <i>B.Eng., M.Eng., M.A.: Physics, Faculty Leader (Science)</i>	BMH
Thomas Jarvis, <i>B.A., M.A.: Director of Music</i>	TAJ
Mark Jeanes, <i>B.Sc.: Mathematics</i>	MDJ
Emma Jones, <i>B.A.: Early Years</i>	EJ
Sharon McKay: <i>B.A.: Modern Languages, Faculty Leader (Literacy and Languages)</i>	SJM
Dev Mehta:, <i>B.Sc.: Maths, Faculty Leader (Maths and Computing)</i>	DM

Peter Mirrlees, B.A.: <i>Latin, MFL</i>	PGM
Liz Nuttall, B.A.: <i>Physical Education, Duke of Edinburgh's Award Scheme</i>	ELN
Liz Olumegbon, B.Sc.: <i>Junior Subjects</i>	EO
Cathryn Powell, B.A.: <i>Junior Subjects</i>	CVP
Rebecca Reddish, B.A.: <i>Art, Head of Moore's</i>	RLR
Riona Redfearn, B.Sc.: <i>M.A., Physics</i>	RBR
Chris Rowe, B.A.: <i>Design &amp; Technology</i>	CDR
Kathryn Shuttleworth, B.A.: <i>Junior Subjects</i>	KAS
Nadine Simmons, B.A.: <i>English</i>	NS
Jas Singh: B.A.: <i>R.S. Head of Evans'</i>	JGS
Martin Sutherland (Trainee), B.Sc, M.Sc.: <i>Physical Education</i>	MAS
Sarah Tattersall, BA, PGDip: <i>Religious Studies, Faculty Leader (Humanities)</i>	SET
Diane Townsend, B.Sc.: <i>Mathematics</i>	DJT
Matthew Trotter, B.A.: <i>Junior Subjects</i>	MST
Tom Verinder, B.A.: <i>History, Politics</i>	TV
Leigh Waller: B.A.: <i>Head of Pre-School</i>	LW
Simon Wardle, B.A., M.St.: <i>English</i>	SWW
Pat Watkin, B.Sc.: <i>Biology</i>	PVW
Nigel Wears, G.C.L.C.M.: <i>Music</i>	NJW
Victoria Wilkinson, B.A.: <i>Junior Subjects</i>	VCW
Laura Whitworth, B.A.: <i>Art, Faculty Leader (Art and Design)</i>	LHW
Rebecca Williamson, B.Sc.: <i>Geography</i>	RW
Christopher Williamson, BA, MSc, MA: <i>Chemistry</i>	CMW

Jan Alkadi, R.G.N.: <i>School Nurse</i>	JA
Helen Barras: <i>Junior School Secretary</i>	HB
Sandra Beeching-Smith: <i>Classroom Co-ordinator</i>	SBS
Kate Burton: <i>Academic Administrator</i>	KB
Emma Cole: <i>SEND Assistant</i>	EIC
Michael Collinson: <i>ICT Systems Manager</i>	MAC
Heather Cooper: <i>Classroom Co-ordinator</i>	HC
Karl Fulford: <i>Head Groundsman</i>	KF
Simon Gibson: <i>Design Technician</i>	SG
Bethanie Grundell: <i>Classroom Co-ordinator</i>	BG
Beryl Hancock: <i>Catering Manager</i>	BH
Sarah Lloyd: <i>Classroom Co-ordinator</i>	SL
Hannah Masser: <i>Classroom Co-ordinator</i>	HM
Phil Noble: <i>Head Porter</i>	PN
Amanda Obridge: <i>School Secretary</i>	AJO
Teresa Ogden: <i>Librarian</i>	TB
Lindsay Parker: <i>Payroll Officer &amp; Finance Assistant</i>	LP
Fiona Reed: <i>Operations Manager</i>	FR
Corrina Slaski: <i>SEND Assistant</i>	CS
Christine Swift: <i>Biology Laboratory Technician</i>	CDW
Sharron Taylor: <i>Accounts Office Supervisor</i>	ST
Kath Thackray: <i>Purchasing and Projects Officer</i>	KT
Ruth Thomson: <i>HR Officer</i>	RT
Rebecca Thompson: <i>Data &amp; Exams Manager</i>	RLT
Madeleine Thursby: <i>Chemistry Technician</i>	MT
Michelle Wardman: <i>Classroom Co-ordinator</i>	MW
Paul Webb: <i>ICT Technician</i>	PW

Gillian Wood: <i>Cleaning Supervisor</i>	GW
Carol Woodhead: <i>Headmaster's P.A.</i>	CPW

## Term Dates 2020/21

### Term Dates 2020-21

#### **Autumn Term 2020**

SLT	Tuesday 1 <sup>st</sup> September
New Staff Induction	Wednesday 2 <sup>nd</sup> September
INSET (all staff) & Years 7/12 Induction	Thursday 3 <sup>rd</sup> September
INSET (all staff)	Friday 4 <sup>th</sup> September
Term begins	Monday 7 <sup>th</sup> September 8.35am
Half-Term begins	Friday 23 <sup>rd</sup> October 4.00pm
Term resumes	Monday 9 <sup>th</sup> November 8.35am
Term ends	Friday 18 <sup>th</sup> December 12.30pm

#### **Spring Term 2021**

INSET (all staff)	Monday 11 <sup>th</sup> January
Term begins	Tuesday 12 <sup>th</sup> January 8.35am
Half-Term begins	Friday 12 <sup>th</sup> February 4.00pm
Term resumes	Monday 22 <sup>nd</sup> February 8.35am
Term ends	Friday 26 <sup>th</sup> March 4.00pm

#### **Summer Term 2021**

INSET (all staff)	Monday 12 <sup>th</sup> April
Term begins	Tuesday 13 <sup>th</sup> April 8.35am
May Bank Holiday	Monday 3 <sup>rd</sup> May
Half-Term begins	Friday 28 <sup>th</sup> May 4.00pm
Late May Bank Holiday	Monday 31 <sup>st</sup> May
Term resumes	Monday 7 <sup>th</sup> June 8.35am
Term ends	Friday 9 <sup>th</sup> July 12.30pm



## School Leadership

Silcoates School is set in 50 acres of grounds in Wrenthorpe, near Wakefield. It offers an all-through, fully co-educational experience for children from 3 to 18.

The Pre-School is for 3 year olds, the Junior School for 4 to 11 year olds and the Senior School for 11 to 18 year olds, which includes its own distinctive Sixth Form. The postal address is: Silcoates School, Wrenthorpe, Wakefield, WF2 0PD and the telephone number is 01924 291614.

The Board of Governors has overall responsibility for all the sections of Silcoates School. **The Chairman of the Governors is Mrs Sue Lee.** Any correspondence for her should be sent via Silcoates School and it will be forwarded without delay.

**Mr Philip Rowe is Headmaster of Silcoates School**, a role that includes the overall leadership of all the sections the School, with the focus of ensuring the delivery of an effective and consistent education within the following Ethos and Aims. The Headmaster is supported by a Senior Leadership Team comprising Mrs Rebecca Dews (Deputy Head, Academic), Mr Chris Evans (Deputy Head, Pastoral), Mrs Ellen Moss (Head of Junior School), Mr Matthew Johnson (Bursar) and Mrs Helen Lindenmayer (Director of Admissions and Marketing).

**In the Junior School, the most important people for you to know are Mrs Ellen Moss (Head of Junior School), Mrs Helen Barras (Junior School Secretary) and your child's Class Teacher.**

## Ethos and Aims

Silcoates is a 3-18 co-educational independent day school.

We aim to provide an all-round education, in which each and every pupil has the opportunity to develop the skills, qualities and aptitudes they will require to live a full, productive and happy life.

We aim for every child to reach, and even exceed, their academic potential. We aim to accomplish this through the provision of a challenging and exciting curriculum, expert and enthusiastic teaching and a learning environment which is safe, well-resourced and inclusive.

We aim for our pastoral care to be robust, nurturing and proactive, at all times focused on the needs of the individual. Through the offering of a comprehensive range of co-curricular opportunities, including trips and expeditions in the school holidays, we aim to inculcate a sense of adventure, confidence and resilience.

The spiritual ethos of the School is broadly Christian, in line with our foundation, but we are a community open to families of all faiths and none, our approach being underpinned by a spirit of kindness, decency and mutual respect and an acceptance of the fundamental British values of tolerance, freedom and democracy.

We aim for Silcoates to be an open and welcoming community, where staff feel valued and developed and families are supported and included. More broadly, we aim to play our full part in the sporting and cultural life of Wakefield and the wider region.

## The Junior School Day

### Monday to Friday

8.30am	Movement Bell
8.35am-8.45am	Registration
8.45am-9.00am	Assembly/form
9.00am- 9.55am	Period 1
9.55am-10.15am	Break
10.15am-11.10am	Period 2
11.10am-12.05pm	Period 3 (staggered end depending upon the age of child)
12.05pm-1.10pm	Lunch & activities
1.15pm-2.10pm	Registration and Period 4
2.10pm-3.05pm	Period 5
3.05pm-3.30pm	Period 6 (slightly different end times for KS1 and KS2)
3.30pm-5.30pm	Optional Activities and After Care

### School Contact Details

Number (01924)	Title	Name
291614	Main school number	All Departments
885245	Admissions	Mrs Helen Lindenmayer
885202	Headmaster's P.A.	Mrs Carol Woodhead
885276	Junior School Secretary	Mrs Helen Barras
885252	Operations Manager	Mrs Fiona Reed
885255	Accounts Office Supervisor	Mrs Sharron Taylor
885254	Accounts Office	Mrs Jane O'Brien
885219 07826 949460	School Nurse	Mrs Jan Alkadi
885217	Catering	Mrs Beryl Hancock
07585 335189	Junior School mobile (late-stayers)	Emergency contact with member of staff on duty after 3.30pm

If you wish to email the School, please use one of the following addresses:

Mrs Carol Woodhead	Headmaster's PA	<a href="mailto:head@silcoates.org.uk">head@silcoates.org.uk</a>
Mrs Jan Alkadi	School Nurse	<a href="mailto:janalkadi@silcoates.org.uk">janalkadi@silcoates.org.uk</a>
Mrs Helen Lindenmayer	Admissions	<a href="mailto:admissions@silcoates.org.uk">admissions@silcoates.org.uk</a>
Mrs Helen Barras	Junior School Secretary	<a href="mailto:helenbarras@silcoates.org.uk">helenbarras@silcoates.org.uk</a>
Mrs Fiona Reed	Operations Manager	<a href="mailto:fionareed@silcoates.org.uk">fionareed@silcoates.org.uk</a>
Mrs Sharron Taylor	Finance Office	<a href="mailto:finance@silcoates.org.uk">finance@silcoates.org.uk</a>
Mrs Beryl Hancock	Catering Manager	<a href="mailto:berylhancock@silcoates.org.uk">berylhancock@silcoates.org.uk</a>

If you need to contact a member of staff by email, the format is forename/surname@silcoates.org.uk, e.g., johnsmith@silcoates.org.uk. Please be aware that staff will make every effort to reply promptly but it may not be possible to respond immediately, due to teaching and other commitments.

### **Reception**

The Junior School Reception is open from 8.00am to 4.00pm. A message can be left on the answer machine, if no one is available to answer the phone. Between 4.00pm and 5.30pm, the Junior School Late-Stayers supervisor can be contacted on 07585 335189.

### **Safeguarding**

The Designated Senior Lead is Mr Chris Evans, Deputy Head (Pastoral). The Deputy Designated Safeguarding Leads are Miss Leigh Waller, EYFS, Mrs Ellen Moss, Head of Junior School, Mrs Amy Knowles, Head of Senior School and Mr Anand Mistry, Head of Sixth Form. Please refer to the Child Protection and Safeguarding Policy for further details or if you need to contact them.

### **The School Nurse**

The School has a well-qualified and experienced nurse, Mrs Jan Alkadi, who operates from our Clinic. She is available from Monday to Friday, 8.00am to 4.30pm. Her role in the School is varied as she deals with medical issues, assists with the PSHEE programme and is also available to pupils for counsel and confidential advice. Alongside the nurse, there are a high number of staff who are qualified in first aid.

All medication must be handed to the School Nurse for safety and she oversees the administration of the medication. In the event of an accident, she contacts parents and where necessary accompanies pupils to hospital. She ensures that the necessary forms are completed.

Pupils must not be sent to school unwell, but if a pupil is taken ill at school then the School Nurse contacts parents. She looks after the pupil in the Clinic until such time as parents are able to come to school.

No pupil should contact parents over illness, without reference to the School Nurse or Reception.

It is the parents' responsibility to inform the School Nurse immediately of any changes relating to their son/daughter's health record.

Further details about our medical provision are included within the First Aid Policy.

### **Home/School Communication**

We believe that education is a partnership between home and school. The following outlines the ways in which we seek to promote this partnership and, in particular, how we seek to achieve clear lines of communication between home and school.

**It is essential, please, that the School has your current mobile phone number(s) and e-mail address, and we ask that you inform us immediately if any of your contact details change.**

The first and main point of contact for you on any matter concerning your son/daughter is normally the Class Teacher, who takes direct responsibility for his/her academic and pastoral care. It may be that it is more appropriate to get in touch with Mrs Moss but, in general, the Class Teacher should be contacted first.

The principal way in which School contacts parents is through the Firefly platform. Parents should download the app onto their mobile phone or computer. A school calendar is published via Firefly at the end of each term, in order to give parents as much notice as possible of events in the following term. Firefly also enables parents to access information about the curriculum and reports on their child's progress. They are able to see positive and negative behaviour points that their child have been given. If you experience a problem logging on to the site, please contact the IT helpdesk by emailing [ITHelpdesk@silcoates.org.uk](mailto:ITHelpdesk@silcoates.org.uk)

Further information about the School is communicated through letters from Mrs Moss, the Weekly Bulletin and in the Headmaster's letters at the beginning and end of every term. 'The Phoenix', a termly magazine of events that have taken place in the School, is sent to all parents by post.

There is an online parent platform called Classlist, which is open to all current parents. Please download the Classlist app and enter Silcoates School. The Admissions department will then admit you and this enables you to contact other parents and post notices to your class and year.

### **The Parents Association (the PA)**

The PA represents the whole school, from the age of 3 to 18. The aim is to organise events throughout the year, both to raise money for the School and to promote a friendly and social place for the children, parents and school staff.

The main events range from Christmas fairs, parties and discos to bun sales and book fairs. They organise a Spring Ball and help the School with the Summer Ball, as well as supporting the staff by serving refreshments at Sports Days and plays. Regular coffee mornings/afternoon teas are also held, to which all parents are invited. Some of these are for charity such as Macmillan, while others are simply a great way to meet others and make new friends. Termly used clothes collections are organised, which raise money for the PA while clearing out your wardrobes! They are also present at Open Morning and New Parents Evenings to speak to prospective parents and pupils.

Examples of items that they have purchased in the past are display cabinets, playground equipment, golf clubs, sports kits, gazebos, projectors, as well as equipment for various clubs

including photography, cookery and radio. We contributed to the Astro and Food Technology classroom, as well as funding and physically helping to renovate the Key Stage 1 play area.

The PA Committee usually meets twice a term, and is supplemented by a number of volunteers who are keen to help out at events without getting too involved in the meetings. We look forward to seeing you at one of our many events throughout the year.

Please contact Mrs Woodhead if you require any further information and/or would like to get involved with this important aspect of school life.

### **Complaints Procedure for Pupils**

If a pupil has a suggestion, comment or complaint about an aspect of his/her treatment at Silcoates, he/she should speak to his/her Class Teacher in the first instance. Alternatively, the pupil can speak to Mrs Moss.

All complaints will be taken seriously and action taken to resolve the problem as soon as possible.

### **Complaints Procedure for Parents**

The Complaints Procedure for Parents is published on the School website under About>Our Policies.

# Appearance and Uniform

## Appearance of Pupils

We consider the appearance of pupils to be of the highest importance. We believe our uniform and appearance guidelines offer a common sense approach and we ask parents to support us in upholding these guidelines.

Extremes of fashion are not allowed. Pupils must wear the correct uniform, with top buttons fastened, ties properly done up and shirts tucked in at all times.

**Jewellery:** No bracelet of any description may be worn other than a 'medic-alert' bracelet. No jewellery is allowed, with the exception that girls may wear single symmetrical plain ear studs or sleepers (one pair only in the lobes). Earrings must be removed for all sports lessons and fixtures.

**Make-up:** No make-up is to be worn by pupils

**Hair:** Hair must be clean, tidy and neatly cut. Significantly dyed, streaked or highlighted hair is not allowed. For girls, long hair must be tied back for safety reasons when requested. Hair bands, ribbons, etc., must be either black or dark green. Large flowers or bows should not be worn.

## School Uniform and Sportswear

### **Supplier**

Uniform and sportswear are ordered online from Schoolblazer Ltd at [www.schoolblazer.com](http://www.schoolblazer.com) When you log on to the Schoolblazer website, you will be asked to enter sizing details, gender and year group. This will ensure that you will only view clothing that is applicable to your son/daughter. The website is very straightforward and easy to use. It includes a 'Frequently Asked Questions' section and a help line.

The PA runs a second-hand uniform shop called New2You. Please contact Reception if you wish to know when it is next open. The PA also alerts parents via Classlist as to opening times.

### **Uniform Requirements**

Details of the uniform and sportswear requirements for each section of the School are published on the relevant section of the School's website.

# Attendance and Transport

## Arrival

The school considers punctuality to be very important. All pupils are expected to be in school by 8:35am. In order to ensure that pupils are not left unsupervised, we ask parents not to bring children before 8.00am.

From 8.00am, pupils in Reception to Year 2 assemble in the middle block playground, where they are supervised by a member of staff. Pupils in Years 3 to 6 assemble in the upper playground where they are supervised by a member of staff.

Pupils are collected from the playground by the Class Teacher and taken to their classroom for registration. In the event of bad weather, pupils in Reception to Year 2 are supervised in the Chapel, while pupils in Years 3-6 are supervised in the Main Hall until they are sent to class for registration.

Pupils in Reception and Year 1 must be brought to school by their parent(s). We also strongly advise that children in Year 2 do the same, although they may be brought into school by an older sibling from Senior School. Children in Years 3 to 6 are able to arrive independently.

## Registration

The registration of pupils, both in the morning and in the afternoon, is a legal requirement. All parents and pupils need to be aware that attendance at registration is compulsory.

Morning registration officially takes place at 8.35am with the first period of the day commencing at 8.45am. It is essential that all pupils attend this registration punctually.

Afternoon registration takes place at 1.15pm. There may, however, be occasions where pupils have permission to leave before this time or where sports fixtures or examinations mean that pupils are away. In these cases, Class Teachers must be informed about absences so that the registers can be marked appropriately.

## Delivery/Collection of Pupils and Car Parking

In the interests of pupil safety and in order to minimise congestion, please comply with the following arrangements:

- Observe the one-way system which is clearly marked.
- Do not wait or park on Silcoates Lane. It is an offence to park or wait where there are double white lines and the police make periodic checks, imposing fixed penalties on offenders. Do not annoy our neighbours by parking in the nearby cul-de-sacs or by blocking driveways.
- Ensure that you do not obstruct the parking area designated for the school coaches.
- On dark evenings or at quieter times, the lay-by near the Science and Technology building may be used for drop-off and pick-up. Parking here is only for Blue Badge holders. At peak times, queuing to enter the lay-by holds up the main flow and should be avoided.
- The roads inside the school grounds must not be obstructed. They are used by delivery vehicles and coaches and must be kept clear for emergency vehicles.
- No vehicles are allowed past the internal school gates.

## **Attendance**

Attendance is compulsory:

- during the working day, 8.35am-3.35pm;
- at team practices etc., which, with due notice, take place after 3.35pm;
- at all school representative sports fixtures where selected, including reserves, touch judges and scorers (team lists will be published 48 hours in advance);
- on all occasions when a commitment undertaken by a pupil (e.g. acting in a play, opting for a school trip) involves pre-arranged attendance out of normal school hours;
- at special events published in the calendar or with due notice.

Attendance at games is excused only on presentation of a note, signed by a parent or the School Nurse, to the member of staff concerned.

Any pupil who becomes ill during the school day will be sent to the Clinic (or Junior School Reception). Contact with parents will be through the School Nurse or Reception. Direct communication between the pupil and parent is not acceptable.

For pupils arriving late in the morning on a regular basis, parents will be contacted by the Head of Junior School. Trains and school buses are late from time to time, which of course constitutes a valid excuse, but in other circumstances contact from parents is required.

Because of last-minute injury or illness, pupils may be called upon at short notice to play in a team. We would be most grateful if you would do all that you can to enable us to field the best available teams, although we understand that it may not always be possible for other arrangements to be changed at short notice.

There will be occasions during the school day when a pupil arrives at or leaves the school at times other than those scheduled.

In order to ensure that our monitoring of the whereabouts of pupils is as complete as possible, we ask that, if a pupil arrives after registration or if he/she comes into school once the school day has begun, then he/she must report to Reception to sign in. We ask parents to escort children who are late to the Junior School Reception, in case no one is there and/or the child's class is working elsewhere in the School.

Likewise, if a pupil leaves the campus before 3.25pm/3.35pm then he/she must inform Junior School Reception before departing, and must be collected by parents.

There will be other occasions when a pupil needs to leave the campus during the school day. Parents are asked to ensure that the Head of Junior School is informed of these absences so that she can give the appropriate permission.

## **Collection of Pupils**

For the benefit of pupils and convenience of parents, there are a number of options available at the end of the school day and these are outlined below.

Although these arrangements can be rather confusing at first, most children soon become familiar with the routines. It is extremely helpful for staff and reassuring for children to know exactly what they are supposed to do after school, as this may vary from day to day. To assist your child, we would suggest that, at least for the first few weeks of term, you e-mail or speak to the Class Teacher about what he or she should do at the end of the school day so that the Class Teacher can make a note of this at registration each morning.



## **Reception, Years 1 and 2**

Pupils return to their form rooms at the end of the school day from where they will be dismissed by their Class Teacher. Reception finish at 3.20pm and Year 1 and Y2 finish at 3.25pm.

At that point, pupils can be collected by a parent from outside the middle or top block. Any child not collected by that time is escorted to Late Stayers. Reception Late Stayers is in Pre-School and the Year 1 and Year 2 Late Stayers currently takes place in Junior School Chapel. From 5.00pm Year 1 and Year 2 pupils will join with the Year 3 to 6 Late Stayers in the Hall. Those attending an after-school club are notified about where and when they should be collected. Pupils remaining in school after a club are escorted to the Late Stayer venues.

Again, pupils in Reception and Year 1 must be collected by their parent(s). We also strongly advise this for children in Year 2, although they may be collected by an older sibling from Senior School.

A small snack is provided for the children between 4.30pm and 5.00pm.

Although this facility exists for the convenience of parents at no additional charge, we would advise that pupils should be collected as soon as possible after school and not remain in Late Stayers any longer than necessary.

We ask that parents make every effort to collect children no later than 5.30pm. The School reserves the right to take appropriate action in cases where parents are persistently late in collection their children. If, in exceptional circumstances, you are unable to collect your child before 5.30pm, please notify duty staff on 07585 335189 as early as possible.

## **Years 3 to 6**

At the end of normal lessons at 3.35pm, pupils return to their form rooms from where they are dismissed by their Class Teacher. Children in Years 5 and 6 will be escorted by a teacher to the car park.

Any child not collected by that time will be escorted to Late Stayers.

Alternatively, the children go to Junior Playground where they assemble in different groups, namely those who are going to clubs and activities. Those attending an after-school club will be notified about where and when they should be collected. Pupils remaining in school after a club are escorted to Late Stayers.

At 4.00pm children using the bus service make their way collectively to the car park.

Late Stayers is an extended homework session for pupils remaining in school beyond the end of lessons, which takes place in designated rooms. A small snack is provided for the children between 4.30pm and 5.00pm.

Although this facility exists for the convenience of parents at no additional charge, we would advise that pupils should be collected as soon as possible after school and not remain in Late Stayers any longer than necessary.

We ask that parents make every effort to collect children by 5.30pm. The School reserves the right to take appropriate action in cases where parents are persistently late in collecting their children. If, in exceptional circumstances, you are unable to collect you child before 5.30pm, please notify duty staff on 07585 335189 as early as possible.

## **Planned Absence**

**We strongly recommend that parents refrain from disturbing their child's education by taking them out of school during the term.** You are therefore asked not to make plans for holidays, excursions, routine medical or dental appointments, etc., which clash with your son's or daughter's school commitments.

In exceptional circumstances, if parents wish their child to be away from school at any time during term, they should email the Head of Junior School well in advance to request leave of absence. For routine matters, such as a dental appointment, a letter to the Class Teacher is sufficient.

## **Unplanned Absence**

Absence from school is normally acceptable only for medical reasons, in which case parents are asked to notify Junior School Reception on the first day of absence (telephone 01924 885276) between 8.30am and 9.00am and send an email to the Class Teacher on the pupil's return or an email to Mrs Barras at [helenbarras@silcoates.org.uk](mailto:helenbarras@silcoates.org.uk). It is normal practice for the School to contact parents if a child is absent without notification.

## **Absence of Parents**

When both parents are absent from a pupil's home overnight or longer, the Class Teacher must be told in writing the name, the address and telephone number for twenty-four hour contact with the adult who has the care of the pupil.

## **School Transport**

There are buses which provide a service to Silcoates from outlying districts, which older children in Junior School are able to use. A current list of these services is published on the School's website under Admissions>Bus Routes. These are organised by the School or local transport companies with the support of the School. Parents who wish to take advantage of these services should contact Mrs Jane O'Brien, via the Accounts Department, for further information.

A Code of Conduct for the School coaches is sent to parents when a pupil starts to use the service. This must be signed by both parents and pupil, explained by the parent and followed. A copy of the Code of Conduct is available on request.

## **Wearing Seatbelts in Vehicles**

In order to ensure that all journeys by Silcoates pupils are undertaken in the safest possible manner, it is the School's policy that seatbelts must be worn at all times by all staff and pupils in cars (including taxis), minibuses and coaches. All staff and pupils are made aware of this and are asked to adhere to the policy strictly. We will do everything we reasonably can to enforce this policy.

Members of staff do not travel on the School buses to and from school each day so it is not possible for us to guarantee that seatbelts are worn by pupils. Depending on the age of the passengers, the current law does not insist that the coach driver is responsible for ensuring that everyone is wearing a seatbelt. We have asked the coach companies to make sure that all

their drivers are aware of the School's policy, but ultimately each pupil is responsible for ensuring that he/she is wearing a seatbelt at all times.

We therefore ask parents to help us to reinforce this message about the use of seatbelts to pupils, so that we can continue to ensure their safety when they travel in vehicles.

### **Junior School Late Stayers information**

Late Stayers runs each weekday evening from the end of the school day until 5.30pm.

Any Reception Children attending Late Stayers will join Pre-School at 3.20pm.

Any Year 1 to Year 6 children attending Late Stayers will be supervised in the Chapel and the Hall by Junior School staff from the end of the school day until no later than 5.30pm.

Pupils will remain in their 'bubbles' whilst in Late Stayers. At 5.00pm, remaining bubbles will all be together in the Hall but be sat in separate sections.

There will be the opportunity for pupils in Years 3 to 6 to read and do their homework during the first hour of Late Stayers.

Pupils attending after-school activities will be registered in these as normal. Parents will not need to fill out a form if children are attending these activities, only if they are attending Late Stayers.

Pupils must register when entering Late Stayers and sign out when they leave. This is vital to ensure that we know exactly where each pupil is at all times.

During Late Stayers, normal school rules apply.

If parents need to make contact with the member of staff supervising Late Stayers for any reason, they should phone 07585 335189.

Parents should ensure that pupils are picked up before 5.30pm. If persistent lateness occurs, pupils will not be allowed to use this service.

### **Poor Weather Routine**

Every effort is always made to keep the School open but, in extreme weather, such as heavy snow, it may be necessary to close the School. The decision about opening and closing is made by the Headmaster. Details about the School's opening and closure are sent out by Firefly at the earliest opportunity. Updates are sent out by Firefly and posted on the website.

If parents living in outlying areas wish their child to leave school early, they must telephone the Junior School Reception to give details. Pupils are only allowed to leave school once parental permission has been granted and all pupils must sign out at the Junior School Reception before they leave.

# Catering

## Meals and Food

At lunchtime, a selection of meals is provided for all pupils. Special dietary requirements are catered for.

Please contact the Catering Department, on 01924 885217, if you have any specific dietary request or if your son/daughter is on a special diet for medical reasons, and inform the School Nurse and your child's Class Teacher.

All pupils are expected to attend lunch in the Dining Hall. The School tries to ensure that a balanced range of meals is available to pupils and we have introduced healthy options wherever possible. Drinking water machines are located at various points around the School and pupils are encouraged to bring water bottles to school.

Junior School pupils may bring a snack for morning break, and this should be a healthy item of food, such as a piece of fruit or raw vegetables. All children must bring in a drinks bottle that they then can use during the day; only water is allowed.

Sweets and chocolate are also not allowed to be brought into school unless permission has been sought from the Class Teacher, usually only for the child's birthday treat. At the moment, due to Covid19, children are not permitted to bring in birthday treats from home. In normal circumstances these are always given out at the end of the school day for children to take home. **Please ensure you do not send in any products containing nuts.**

For school trips, a packed lunch is provided for all pupils by the Catering Department. We ask that parents do not supply children with their own packed lunches for school trips.

### Sample Lunch Menu

Main Dish	Vegetarian Dish	Pasta Station	Light Bites	Sweet
Roast Topside of Beef with Yorkshire Pudding & Horseradish Sauce Szechuan Chicken with Boiled Rice Tuna & Pasta Bake	Szechuan Quorn & Vegetables Quorn Curry Quorn Casseroles	Pasta with Bolognaise or Tomato & Basil Sauce Ciabatta or Garlic Bread	Jacket Potato  <b>Salad Bar</b> Honey Roast Ham Home-made Quiche Tuna Mayonnaise Grated Cheese Tomatoes & Cucumber Mixed Leaf Salad  <b>Sandwiches</b> Selection of White & Wholemeal Sandwiches	Summer Fruit Crumble with Cream Treacle Sponge with Custard Sauce Fresh Fruit Assorted Yoghurts

# Academic

## Academic Information

Most of the information about the academic life of the School is included in the policies listed under the Academic section of the About>Our Policies section of the website.

## Curriculum Plans and Support

On Firefly, you will be able to find relevant curriculum information for your child's class. Not only does this set out the topics that will be covered during the year but there are also tips on study skills and other advice on how best to help your child at home.

## Classroom Equipment (Years 3-6)

During their time in the Junior School, pupils require the following equipment, marked with their name where possible:

- Pencil case – soft rather than a tin
- HB pencils and a pencil sharpener
- Rubber
- 15cm and 30cm ruler
- Coloured pens and pencil crayons (in a separate pencil case)
- Glue (preferably the solid variety in a stick, e.g. Pritt)
- Pair of safe scissors
- Primary school calculator (Optional for Years 3-6; we do have these in school)
- Fountain pen / Rollerball (Year 4 and above)

Years 5 and 6 require a geometry set and it would be desirable to have 2 x A4 ringbinder files (Year 6 only), a plastic folder (for letters, certificates, etc), a pack of highlighters and a small simple dictionary and thesaurus.

Please note: no Tippex is allowed in school

Equipment is provided for Reception, Years 1 and 2 however, pupils are allowed to bring their own pencil case to minimise the sharing of stationery.

## Learning Support

The SEND policy for the Junior School is published on the School's website. The Head of Learning Support, Dr Anna Russell, leads a team which seeks to intervene promptly, usually following comments from subject teachers, assess whether there is a learning need and then put in place a plan to assist with any learning difficulty. Any parent who has a concern regarding their child should, in the first instance, contact their Class Teacher, who can then facilitate a meeting with Dr Russell.

All new pupils undergo various assessments on entry and, at the end of each academic year, the results of these may be used to identify the likelihood of SEND. However, the screening tests available to the School are indicative only: they are not infallible. Parents are notified if a screening test indicates that the pupil may have a learning difficulty. Information from previous schools, parents and staff is also taken into consideration.

For such pupils, follow-up testing takes place and consultation with parents, as appropriate. Outside agencies are involved, as necessary, in the process of identification and the level and type of support which may be needed. A more formal assessment with an external professional can be arranged by the School at the parents' expense, or parents may do this independently.

Pupils with SEND are included on the Special Needs and/or Disabilities Register. Assessment reports are circulated to the Head of Junior School, the SENDCo and then placed in the pupil's file.

Learning Support is offered wherever there are concerns about a pupil with SEND coping with the full curriculum on the grounds of his/her special educational needs and/or disabilities. The decision to offer such an amended curriculum follows discussion between the Head of Junior School and the SENDCo, and consultation with parents.

Parents must recognise that, while valuing the importance of inclusion, the School may not always be able to meet all of the specific requirements to support a pupil with SEND. However, once a Special Educational Need and/or Disability has been identified, the School will endeavour to meet the needs of a pupil in so far as it reasonably can.

The Junior School is happy to support parents who wish to request an Educational Health Care Plan (EHCP) by collating supporting evidence and liaising with the appropriate Educational Authority. For those children who have an existing EHCP or 'My Support Plan', annual reviews take place in consultation with parents and relevant external individuals.

## **Homework**

Homework is seen as part of our academic curriculum. Pupils will be given homework. This will also be uploaded to Firefly.

Homework should represent a pupil's own work and should always be completed on time.

In the Junior School, the amount of homework increases as the child progresses through the School. If a pupil is not able to complete all homework set, we expect a message to be sent via Firefly from parents explaining why. If an activity is taking too long, leave it at a suitable point. It is more important that your child has a go, rather than struggling on too long to complete an activity.

Therefore, if your child has made a good attempt at completing the activity but time has elapsed, please inform the Class Teacher in the diary.

Staff keep a record of pupils who are consistently unable in some way to complete homework satisfactorily, without receiving any communication from parents. Where we feel this is becoming a serious problem, parents are contacted to discuss their child's work.

Children in Years 3-6, if staying in Late Stayers, will be given opportunity to complete homework and have 'quiet time' to read / learn multiplication tables. They will be expected to work in silence, and given any necessary support required where possible. Any child not working as expected in 'homework time' may be spoken to and in some cases parents informed.

Further details regarding homework are included in the Homework policy (Junior School), which is published on the School's website.

## **Home Reading**

In addition to the homework activities, pupils are given home reading to try to do each day. We want all pupils to read a little every night, and to record the pages they have read in their reading record book. Reading at home each night is really important for every year group.

Parents can help at every stage of reading, from children who are just beginning to read at a joining age to children who are reading further up the School. Your child may bring home a variety of books, including storybooks, non-fiction books, poetry books and plays. We try to make sure that all our books are of a good quality, reflect our diverse society, and have appropriate content. We ask all children to try and make sure that the books remain in good condition. Please make sure that books are treated well at home and that your child brings the books back to school each day.

Encourage your child to read each evening. Reading can happen at any time – although it is preferable to have a quiet time to read, you can listen to your child when you are preparing the meals, washing up or in any other area of home life!

## **Parents Evenings**

During the academic year, we organise two Parents Evenings for each year group from Reception through to Year 6, as well as an introduction evening in September for both Pre-School and Reception. The dates of Parents Evenings are published in the calendar. Unfortunately, we have had to cancel some of these events due to Government guidance. Parents Evenings may be conducted over the phone.

## **Trips and Visits**

Throughout the academic year, each year group has the opportunity to experience topic related excursions. These may be day trips or longer residential visits (Years 3-6). Where applicable, the cost of these trips is added to the termly fees. Parents are notified of forthcoming trips and visits as far in advance as possible.

All trips and visits require prior parental permission. Trips abroad or those in the UK involving an overnight stay require appropriate medical forms and contact details to be completed.

The School has a Trips and Visits Policy, in line with the Department for Education guidelines, to ensure that all pupils who leave the school campus do so as safely as possible. This is published on the School's website. The Head of Junior School is the Educational Visits Co-ordinator (EVC) for Pre-School and Junior School. Parents are asked to contact her if they have any questions or comments regarding school trips and visits. All major residential trips include a parental briefing evening, at which information is distributed and behavioural expectations outlined.

In the case of a serious disciplinary incident involving a pupil's poor behaviour and which, as a consequence, requires that pupil to be sent home from the trip, the pupil's parents are informed at the earliest opportunity. The cost of travel arrangements for a pupil sent home from a trip, and if needs be accompanied by a member of staff, will be met by the pupil's parents.

# Pastoral

## Pastoral Information

Most of the information about the pastoral life of the School is included in the policies listed under the General and Safeguarding sections of the About>Our Policies section of the website.

## Pastoral Support

The Class Teacher is responsible for the day-to-day care of the pupils in their form. If specific issues arise, they will consult Mr Boyer, who, in turn, may contact the Headmaster.

## School Rules

**It is important that both pupils and parents are aware of the School Rules.** These are reviewed at the start of each academic year and the School Council are consulted on any changes. The current version is published on the website under About>Our Policies.



# Co-Curricular

## The Co-Curricular Programme

The co-curricular programme at Silcoates widens the experiences available to pupils, gives them the opportunity to try something new and promotes the idea that education continues beyond the classroom. We try to offer a variety of activities and hope that you will support us by encouraging your child to participate.

Activities mostly take place at lunchtime and after school. A termly schedule of events is produced, the details of which are posted on Firefly at the start of each term, and activities usually begin in the second week of term, although sporting practices start as soon as possible.

In the Summer Term, there is an Activities Week for all pupils, when the timetable is suspended and pupils are given the opportunity to participate in a wide range of additional co-curricular activities.

This section provides information about life beyond the classroom. Pupils are encouraged to develop their interests and abilities outside of the classroom, to take full advantage of the many opportunities on offer. However, it is important for all pupils to have a balance between their academic life and their co-curricular activities.

## Sport

Physical Education plays an important part in the co-curricular programme. A major emphasis of the programme is the pursuit of excellence and school representation in the major sports teams, which include rugby, hockey, netball, cricket, and football.

Silcoates has a strong reputation for the quality of its sports teams and all pupils are encouraged to join in. Team squad practices take place at lunchtimes and after school, with inter-school fixtures on games afternoons. In addition, we try to offer a wide range of activities for pupils to enjoy. Whether or not pupils are a beginner, an expert or keen to learn and improve, they are welcome to try any or all of the activities.

It is well-established that physical exercise is extremely beneficial for those who wish to succeed in their studies, and the facilities at the School allow plenty of opportunities for pupils to get involved with the busy sporting programme.

Pupils chosen to represent the School by playing in a school team are expected to play during the week as required, as well as attending the weekly training sessions. Parents are asked to support the great sporting traditions of Silcoates by ensuring that their children are available to play for the School if they are chosen.

## Safety in Sport

The PE Department always endeavours to ensure that your child's participation in school sport is as safe as possible. Occasionally, of course, accidents do happen, but if correct preventative measures are taken, we hope that we will be able to keep sporting injuries to a minimum. This includes games lessons and sports practices as well as competitive matches.

For each sport, we uphold the guidance from the relevant national governing body, as follows:

**Rugby:** The Rugby Football Union strongly recommends that players at school level wear a mouthguard. It also recommends that such mouthguards should be custom fitted. Mouthguards are compulsory for all school players involved in rugby activities above school level (County, Division and England Representative Squads). Other protective equipment that a player may also consider includes shoulder pads and headguards.

**Hockey:** England Hockey recommends that all players wear a mouthguard and shinguards. Again, custom fitted mouthguards offer the best protection. A handguard is another piece of protective clothing that some players may wish to wear.

**Football:** The Football Association states that shinguards are compulsory.

**Cricket:** The English Cricket Board states that players at school level should wear a helmet with a faceguard when batting against a hard ball. Wicketkeepers should also wear a helmet with a faceguard when standing up to the wickets. This is in addition to the other normal protective equipment worn when batting (pads, gloves and, for boys, an abdominal protector – i.e. a box). This protective equipment can be provided by the School but pupils may wish to have their own.

The PE Department and Games staff always remind pupils before lessons, practices and matches to be adequately protected, especially with regard to mouthguards and shinguards. However, we must emphasise that the final responsibility must inevitably lie with the pupil to wear these items.

## **Music**

The Music Department offers many opportunities for pupils to participate in musical activities, whether or not they are studying music at an individual level. The Music School has ten practice rooms, two large teaching rooms and a computer laboratory housing twenty-one computers.

All pupils receive class music lessons each week. In the first years, the emphasis is on practical experience, broadening later to include listening, composing and performing.

Singers are encouraged to join the Choir and there are a range of ensembles available to instrumentalists: Orchestra, Samba Band, Recorders and others tailored to suit the young musicians in school.

The Head of Music, Mr Jarvis, will be pleased to consult with parents at any time on their son or daughter's musical education. The pupil admission forms include a pro-forma regarding instrument lessons and it would help if this was returned promptly for pupils who wish to start lessons at the beginning of the School year.

## **Instrumental Lessons**

Any pupil may request individual lessons, which take place on a rota basis throughout the day until Year 10 is reached, and thereafter during free time. At present, lessons are available for the following: piano, organ, strings, woodwind, brass, guitar and electric guitar, drum kit and orchestral percussion, keyboard and singing.

Thirty-one lessons, each lasting thirty minutes, are given in a school year, usually with twelve allocated in the Autumn Term, eleven in the Spring Term and eight in the Summer Term. The cost per term is subject to annual review and the Finance Office can advise of our current charges. One half-term's notice of cancellation is required. Arrangements can be made for the hiring of most instruments at nominal cost.

Associated Board, Guildhall/Trinity and Rock School practical and theory music examinations are held in school every term. Free theory and aural classes are held for all pupils to help with these examinations.

## **Drama**

For those who have an interest in drama, there is always a lot going on. Plays and performances are put on regularly in the School Hall. Rehearsals take place at lunchtimes and after school in the run-up to performances.

Recent examples of Silcoates productions include 'Alice in Wonderland'. All productions require a cast, a technical crew, a stage crew and lots of helpers.

# Finance

## Payment of Fees

A School Account invoice is produced for each pupil prior to the commencement of each term. There are two main elements to your account:

1) **Tuition Fees** – These are payable in advance. All meals, stationery, books, normal tuition expenses and learning support provision are **included** in the fee. Textbooks are also included, with the exception of certain set books for A Level study which pupils retain when they leave school.

**Please note that all public examination charges are charged as supplemental to the fees.** Details about these charges, which apply for GCSEs and A Levels, are updated annually and are published on the website.

2) **Personal Incidental Expenses** – All items other than tuition fees are charged in arrears for the previous term. These may include music tuition fees, school bus fees and all other items of a personal nature, such as the cost of any school trips.

## Methods of Payment

The School's method of payment of fees is by Direct Debit. Please complete and return the Direct Debit Instruction to the Accounts Office.

Your School Account must be settled either:

- In full, two working days before the start of each term;
- Via the School's termly instalment scheme, which facilitates either three or four payments during each term.

Details of the School's termly instalment scheme are available from the Accounts Office.

Fees are kept under constant review by the School's Governors. Inevitably, rising costs have to be reflected by increases in fees, but the Governors strive to keep such increases to the minimum.

All parents are welcome to approach the Bursar at any time to discuss fees. If you have any queries about the payment of fees, please call in at the Accounts Department, or telephone 01924 885255 during normal school hours.

## Insurance

**Personal Accident Insurance.** All pupils are covered by this insurance. The premium is paid by the School. The scheme produces a guaranteed scale of benefits for **permanent** disabilities, irrespective of legal liability and payable without prejudice to other remedies available. Pupils are covered at school during term time or while away on authorised school trips and visits. Parents who wish to cover their sons and daughters for temporary injury should take out individual policies.

**Possessions and Property.** School property is covered by insurance. Cover is also included for clothing and personal effects of staff and pupils, but this cover is limited. To qualify, loss or damage must involve normal risks such as fire or flood, or theft **involving forcible entry**. Thus, a sports bag stolen from a locked locker should be covered in most circumstances: if

removed from a bench in a changing room or from a classroom, it would not be. Parents should carefully check their household policies, ensuring that they have cover under the **All Risks** section, which should cover items temporarily removed from the home. Note that these items are not normally included in the **Contents** section. There should be no additional premium charges for cover under All Risks rather than Contents.

### **Safeguarding of Property**

Pupils must be aware of their own responsibilities for safeguarding their possessions, using the lockers provided, or handing items to members of staff for safekeeping, for example during Games or P.E. periods. All items must be clearly and indelibly marked and losses must be reported promptly to a member of staff.

Tutors impress on pupils the importance of naming and labelling property. Each year large quantities of unnamed items end up in lost property. Lost property is administered by Mrs Alkadi in the Clinic. Any enquiries are dealt with by her. Her telephone number is 01924 885219. At the end of each term, unclaimed items are put on sale and the proceeds are donated to charity.

The Governors feel that all reasonable steps are taken to encourage pupils to safeguard their property, and they therefore cannot be held responsible for any losses. The School cannot accept claims for compensation or replacement of lost or damaged property, except in circumstances of negligence.



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