



OLIVER HOUSE
PREPARATORY SCHOOL

Parents Handbook

2009/10

Dear Parents

This volume is intended as a quick reference guide and we hope you will find it helpful. Please let us know if there is any other information which you would like to see included in future editions.

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Absence

If a child is unable to attend school due to illness, please phone the school on the first day of absence. If a child should contract a contagious illness or condition, they should remain at home and the school should be informed immediately. They should not return to school until the incubation period has passed and the child is fully recovered. Children should preferably not return to school for 24 hours after vomiting. If a child has to miss school for any reason other than sickness, a formal request, in writing, should be made to Head or Deputy Head, giving as much notice as possible. If a child becomes ill at school, parents may be notified and asked to take the child home.

Accidents

In the case of a minor accident (eg. cut, graze, bruise), this will be dealt with by a member of staff with a First Aid qualification. Parents will be informed at the end of the day when the child is collected. If an accident record has been completed, parents will receive a copy of this in their child's book bag. In the case of a more serious accident (eg. severe bump to the head, broken bone), parents will be informed immediately. If it is necessary to call an ambulance, a member of staff will accompany the child to hospital.

After School Club

There is an after school club for children which is run by members of staff from 4 pm. A fee is charged to parents for this facility.

Allergies

Details of any allergies should be written on the Contact Form which is issued at the beginning of Michaelmas Term. Please help us to keep the records up to date by informing us if your child either develops or grows out of a particular reaction. Additional medical information is requested in the case of Nursery children. Due to the fact that a number of children within the school at any time may have nut allergies, parents are requested not to send nuts in as part of the snack boxes. Your co-operation is appreciated.

Anti-Bullying

Bullying will not be tolerated at the school. Any allegations of bullying will be taken extremely seriously and the matter will be thoroughly investigated, in accordance with the schools Anti-Bullying policy, a copy of which is available from either school office.

Appointments

Class teachers are very willing to see parents about any matter relating to a child's progress or welfare. If you wish to discuss a matter in detail it is often more helpful if a note can be sent or a telephone call made to the school office, requesting an appointment after school. A mutually convenient time can then be arranged.

Arrival/Departure

The main doors for both the Prep and Pre-prep school plus the blue gates (for Upper Nursery only) are opened at 8.25 am when parents can bring the children into school. Each child should shake hands with the member of staff on the door and say Good Morning. Children in the infants and juniors should make their way to class independently. Parents may visit the classes if they have a need to speak to their child's teacher.

The door will be shut at 8.50, registers are taken at 8.50. Any child arriving after 8.50 will be marked late in the register. Pre-prep parents are asked to go to the office to see Mrs Oakford; Prep parents should go to the office to see Miss Middleton. The register will then be amended.

Nursery children can arrive up to 9 am.

Lunchtime - at 12 noon Lower Nursery parents pick up from the main door and Upper Nursery from the blue gates. At 1.40 some Upper Nursery parents can pick up from the blue gate.

End of the day – at 3.30 pm Upper Nursery parents pick up from the blue gate. At 3.45 pm **ALL** the classes line up outside the school, weather permitting. Please leave plenty of room for the lines to form. The children should shake hands with their teacher before leaving.

Please note that children are not allowed to leave the line unless an adult collects them. Exceptions to this are made by prior arrangement. We will not release children to people we do not know without prior advice.

Pupils who are not collected by 4pm will be taken to the After School Club until their parents collect them or whilst a member of staff tries to telephone the parents. Younger children will remain with their class teacher. In the unlikely event that a child is not collected and staff cannot contact anyone on the emergency contact list, the Wandsworth Council procedure will be followed (If a child is still not collected by 5pm, staff will contact the out of hours emergency duty service. Social workers will arrange for the child to be collected and placed into foster care).

Assembly

Parents are invited to attend some special assemblies throughout the year. Advance notice of these will be given in the School Newsletter. Separate assemblies are held for the Prep and Pre-prep children. The typical assembly pattern is as shown below:

Prep School

Monday: School assembly – with Miss Newbould and led by a member of staff. Feast days, topical issues.

Friday: School assembly – with Miss Newbould. Housepoint winner announced, merit badges awarded and composer of the week.

Pre prep School

Monday: School assembly – with Mrs Fields. CD targets and events of the week.

Wednesday: Music assembly – with Miss Pleasants

Friday: School assembly – with Mrs Fields. Housepoint winner, merit badges awarded and good work.

Assessments

New assessment arrangements have been brought into effect from this academic year. Parents will receive a list of attainment targets in Reading, Writing and Maths every 6 months (in September and February) which outline the areas their child needs to work on. These

targets are based on formal assessments in English and maths and reflect a pupil's ability in these subjects. Scores will no longer formally be given as percentile ranks but rather as curriculum levels. In February, as part of the mid-year report, parents will also receive achievement and effort grades for other subjects. In July parents will receive a more detailed end of year report.

Nursery and Reception children will be formatively assessed throughout the year. Targets for individual children will be discussed with parents at Parents Evenings. All children have an EY profile which is completed at the end of their Reception Year.

Badges

Badges will be given to House captains and Games captains. Merit badges are awarded in each class every week and may be worn on the uniform for a week, and then returned ready for the next award winner.

Bags

Nursery children are provided with a book bag and PE bag when they first start at the school. Pre-preparatory children receive a school rucksack, a book bag and a PE bag. The cost of these items is added to parents' bills. With reasonable care, the rucksack should last the whole of your child's time in the school, and the other bags may need to be replaced once. Replacements are available from the school uniform shop.

Before-School Club

There is a before-school club, run by a member of the Nursery Staff, which runs from 8-8.30am each day. A fee is charged to parents for this facility.

Behaviour

At Oliver House, we want happy, confident children. One way of helping to achieve this is through clear guidelines as to what types of behaviour are and are not acceptable. Our main disciplinary approach throughout the school is to praise good behaviour and draw attention to children who are setting a good example. In the nursery in particular, we do not use disciplinary means which draw attention to a child's unacceptable behaviour in front of the whole class. If the need arises, an assistant will take a very disruptive child out of the classroom and quietly explain why their behaviour is not acceptable.

Bills

Bills are sent out during the school holidays and are payable in full before the first day of the term, unless prior arrangements have been made with the Financial Controller. Fees can be paid on a monthly basis by standing order, and the relevant form should be requested directly from the Financial Controller. All extra expenses such as bags, ties and bows are added to your bill. Should you wish to discuss any matter regarding your school fees, please make an appointment to see the Financial Controller.

Birthdays

If your child's birthday falls on a school day, parents are welcome to bring in some small sweets and/or birthday cake to share with the members of their class. These will not be eaten in school but put into the children's school bag. "Happy Birthday" is sung at assembly or lunch and at the end of the day in the Prep school.

Blazers

Blazers for Oliver House children are part of the uniform and must be worn to and from school, except when 'hot weather' has been declared by the Head during Trinity Term. They may also be required for some formal occasions. Nursery children are not required to wear a blazer, they can either have a school fleece or wear their own coat.

Books

All text books and reading books are supplied by the school. Children are expected to take care of any books they use, and to bear the cost of any damage or loss.

Breaks

Prep and Pre-Prep Sections:

There is a mid-morning break and children may bring a small snack to school to eat at this time. In the interest of healthy eating, fresh fruit or a cereal bar is recommended. Break time snacks should be placed in the class snack basket on arrival and are given out at the beginning of break. It is helpful if parents pre-cut or peel fruit at home and place it in a small plastic bag or cling-film. There is an afternoon break from 2.45pm-3.00pm for the Pre-prep children where they are provided with raw vegetables or fruit. The Prep school do not have an afternoon break.

Nursery:

Children are provided with milk or water plus a mid-morning snack of fruit. They then play in the nursery playground for 20 minutes afterwards. Children staying for the afternoon session are provided with raw vegetables or fruit during their afternoon break.

Children are expected to go outside during breaks. In the winter, all the Pre-Preparatory children will wear their jumpers/cardigans and blazers, and if necessary their PE tracksuit bottoms. Navy wax jackets, scarves and navy gloves may also be worn (see uniform).

Car Parking

In the interests of safety, there is no car parking allowed in the school playground or driveways of either buildings.

Character Development

Oliver House's Character Development Programme is one of the distinctive features of our school. Its purpose is to help your child acquire virtues - good habits such as sincerity, loyalty, generosity and orderliness - which will be of great value to your children in later life.

Each half term focuses on a different virtue and children from Reception upwards are given age-appropriate weekly targets to help them see how virtues are put into practice. The programme is reinforced in other areas of school life, particularly through the tutorial system. Close cooperation with parents is an essential component of the programme.

Child Welfare

The health, safety and welfare of the children in our care is paramount, and Oliver House is committed to safeguarding and promoting the welfare of all children and young people in our care. In order to maintain a safer culture, staff undergo regular training dependent on their role within the school. Miss Turner (Deputy Head of Pre-prep and designated EYFS practitioner) is the Child Protection officer, Mrs Fields (Head of Pre-prep) and Miss Newbould

(Deputy Head of Prep) are the Deputy Child Protection officers. A number of different school policies are in place to support and promote the health, safety and welfare of all the children at Oliver House. These are available on request from Mrs Oakford or Miss Middleton.

We aim to provide:

- an ethos in which all children feel safe, secure, valued and respected;
- a place where children can feel confident to talk openly and be sure of being listened to;
- support for children, parents and staff in difficult situations

In the unlikely event of a child going missing during the school day, the teacher will inform the Head and/or Deputy Head immediately. All available staff will check the building & grounds thoroughly. The police will be called and the parents will be informed.

Christmas

Christmas comes but once a year – which is just as well as the excitement in school reaches fever pitch! The Nursery, Reception and Infant Nativity productions are held in the morning to allow parents to attend and go to work later. The Juniors will put on a concert of 9 lessons and carols. A formal Christmas meal is served to the children during the last week of term and a post box for cards is placed in the lobby.

Class Rules

1. We 'STOP, LOOK and LISTEN' and carry out instructions first time. We raise our hands for the teacher's attention.
2. We must be prepared to start work immediately.
3. We must work quietly, sit in our place and not disturb anyone else.
4. We must keep our hands and feet and objects to ourselves.
5. We must always be polite to each other and to our teachers.
6. We must respect class property and keep the class tidy.

Clubs

See 'extra-curricular activities'

Communication

Part of a child's development is to learn to communicate orally, and we endeavour to train the children to pass on information. Some are inevitably better carrier pigeons than others, and even letters from school are not always handed over. Please check your child's book bag regularly, in case there are forms to be returned. It is helpful if you inform us discreetly of any difficulties with or changes to a child's normal routine, as this can sometimes explain unusual behaviour or poor performance in the classroom.

Complaints

Most complaints can be resolved in an informal and constructive manner. However, if a parent is not satisfied with the outcome of their informal complaint then they may make a formal complaint. At each stage of this procedure it is hoped that a resolution can be found to the satisfaction of all concerned. If you have a complaint, firstly ask to see your child's teacher or the appropriate member of staff. If you are not satisfied with their response, ask to see the Head or Deputy Head on an informal basis. If you are not satisfied with the initial response, you should put your complaint in writing if necessary. At this stage, if you are still not satisfied with the Head's response, you should write to the Oliver House director Eamonn

Doran, either in writing to 23 Herondale Avenue, London SW18 3JN or by email eamonn.doran@linklaters.com. Further details about our formal complaints procedure can be found in our Complaints Policy, a copy of which is available on request from Mrs Oakford or Miss Middleton.

Contact numbers

We keep a list of telephone and mobile numbers so that a parent or close relative/friend can be reached in an emergency. It is imperative that parents complete and return the Contact Form which is issued at the beginning of Michaelmas Term. The school office should be notified immediately if there are any changes in telephone number or address. We often only discover changes when we need to ring but can't get hold of the person required!

Curriculum

In the EYFS the curriculum covers the following areas of learning: personal, social and emotional development; communication, language and literacy, problem solving, reasoning and numeracy, knowledge and understanding of the world; physical development and creative development.

In the Preparatory school the children study the national curriculum core subjects of English, maths and science. Other subjects taught are history, geography, PE, art, music, drama, religious education, design technology, Spanish, PSHE and character development (CD). Latin is taught from Year 4.

Data Protection

Under the Data Protection Act 1998, parents are advised that we hold certain personal information on file. This includes details about their children (full names, date of birth, address, home telephone number, e-mail address and parents' work and mobile numbers). We also have on file the name and telephone number of the family doctor and any health problems, allergies or details of regular medication being taken. The school also holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This information includes contact details, assessment results (National Curriculum and internal assessments such as NFER tests), attendance information, and characteristics such as ethnic group, special educational needs and an emergency treatment consent form. In order to administer the SATs we are required to pass on some of this data to the Qualifications and Curriculum Development Authority (QCDA) which is responsible for the National Curriculum and associated assessment arrangements. The results of these are then passed on to the DCSF in order to compile statistics on trends and patterns in levels of achievement. The home contact details of all families in the school and nursery are made available to staff members if requested. Also, with parental approval, contact details may be given to the Parent Activities Team.

Discipline & Ethos

A good standard of behaviour is expected in order to provide the correct working environment. The good behaviour of children very much depends on a respectful relationship between teachers and children and between teachers and parents. We seek to promote a calm, hard-working environment in which the virtues can be more easily practised and we seek the active support and co-operation of parents in maintaining our high standards. The children follow the class rules, and these are clearly displayed in each classroom. There is a seven stage school award system in place, whereby those children

achieving the various levels are given certificates. There is also a merit badge system, where a child from each class is awarded the badge for a week.

Educational Visits

Children at Oliver House usually take part in at least three school trips per year. These visits to places of interest help to enhance work in a variety of subject areas, including English, History, Geography, Science, Art and Music. Parents are informed of these visits by letter, at least five days prior to the trip. For a whole day visit, the children will take a packed lunch and drink with them, which is provided by the school. The cost of the trip will be added to the child's bill at the end of each term.

Examinations

See 'assessments'.

Exercise

A comprehensive physical development programme is in place. This includes learning team work skills, football, tennis, netball, gymnastics and general keep fit.

Extra-Curricular Activities

We plan to offer a wide variety of extra-curricular activities for Oliver House children. Parents are asked to help their children make choices and to realise that once a commitment has been made this must last for the whole term. Details are issued at the beginning of each term giving information of club times and fees. Clubs running during Hilary Term 2010 include Theatrebugs, Modern Dance, Ballet, Yogabugs, Karate, Fencing, Football and Playball. Also, in the Prep school there are clubs run on a Wednesday lunch time by teachers for Laptop, DT, Art, Sewing, Chess and Film. In the Pre-prep lunch time clubs are run on a Tuesday and include; Art from around the world, French (Upper Nursery only), Games and Craft.

Fire Safety

The school has comprehensive fire safety equipment and procedures in place, including a fire alarm system with call points, fire doors, emergency lights and appropriate fire extinguishers throughout the building. The system is regularly tested by a delegated fire company. Impromptu fire drills are carried out each term so that all children and teachers know what to do and where to go if a fire alarm sounds wherever they may be in the building. All staff are aware of the Fire Emergency Evacuation Procedures and regular fire risk assessments and safety audits are carried out.

First Aid

See 'Accidents'

Friendships

Friendships can be enriching but they are also the cause of many difficulties which children experience during their school life. Learning to be a friend in order to have a friend requires maturity. Mixing happily with a wide variety of peers is important and parents should not think that not having a best friend means that their child has failed socially. The school tries to help children to resolve any difficulties or quarrels themselves by giving advice and support, and where necessary intervening directly.

General Consent Form

New parents will find this form in their Information Pack, and it should be returned to the school office ASAP. This consent form, among other things, allows parents to state whether they would like their child to wear glasses during break times and PE lessons, and whether they are happy for their child to be treated with plasters. The form also state whether photographs of their children may be used in school publications and on the website, and to give permission for their children to go on school trips plus attend off-site visits and sports activities.

Guided Reading

As part of our Reading strategy at Oliver House we use a Guided Group Reading programme. This approach to teaching reading develops children's comprehension skills and has proved to be a crucial reading component in many schools.

It involves children reading a book in small groups of 5 or 6 with a teacher or teaching assistant. Each child follows the text and takes turns to read out loud. In this way s/he is able to develop positive attitudes to reading as they:

- develop strategies enabling them to make sense of what they have read – e.g predicting, summarising, deduction, inference;
- explore language and literary features of texts; and
- respond critically to the ideas and concepts in various texts

The aim of Guided Reading is to help children learn to use independent reading strategies successfully through a shared reading process, allowing for:

- a more focussed teaching session
- an opportunity to teach and extend children of a similar ability
- an opportunity to learn from each other, teacher and children alike

Guided Reading provides explicit teaching opportunities within a small group which enhances the development of the child as an independent reader, building confidence in their creative and oral skills. Skills gained during the Guided Reading sessions will be transferred to the child's concurrent individual reading programme, supporting them in their move from:

- understanding the structure of a simple text through to being able to interpret complex ideas, as portrayed by the author;
- recognising basic punctuation, through to using more complex conventions as an aid to comprehension;
- using early word attack skills and having a bank of basic sight words through to being able to use a range of word attack strategies and having a knowledge of words, their origins and patterns with which to decode text.

There is a wide range of fiction and non-fiction books for use with the programme, together with focus activities, for all year groups - including plays, historical texts and citizenship stories. Juniors have two Guided Reading sessions per week and one individual (one-to-one) session, while infants have three days of Guided Reading and two individual reading sessions. Books with continue to be changed as required for reading at home.

It must be remembered that Guided Reading is but one component of a reading programme and that a balanced programme includes several kinds of reading:

- one-to-one reading aloud to an adult
- reading aloud to the class
- reading in groups
- shared reading
- silent reading

Hair

Hair must be neat and not allowed to fall over the face. It should be tied back, if long, using school colour hair bands (ie. dark maroon, navy blue, white, or the school tartan). Boys' hair should be kept short, neat and unostentatious (but no close shaves please!).

Head Lice

Head lice are no respecter of persons and levels of cleanliness have little to do with their presence. The best prevention is the use of a fine toothed comb and regular checking. If you find eggs or live lice on your child, please inform us so that all parents can be informed to check their children's hair. If head lice are found on any child, the parents will be informed and asked to treat their hair immediately.

Holidays

Parents are issued with details giving the full academic year's dates in advance. In the interest of staff and pupils alike, family holidays should be arranged during school holiday dates only.

Homework

All ages will have homework most days of the week (except Fridays) in order to establish a good homework habit. In the Upper Nursery and Reception, there will be a maximum of 15 minutes homework 2 or 3 times a week plus reading. From Years 1-6 children will be set two Maths and two writing based homeworks a week. In Years 1 & 2 this will be for a maximum of 30 minutes plus reading, in Years 3 & 4 this will be for a maximum of 45 minutes, and in Years 5 & 6 this will be for a maximum of 1 hour. Years 5 & 6 may also have weekend and holiday homework where appropriate. Children in Years 4-6 should be encouraged to do 15 minutes personal reading on top of their homework. They should be heard reading at least twice a week at home. Whilst this structure exists, it is not inflexible and will be addressed to each child's individual needs.

House Points

These are awarded for good work or behaviour. They may also, in extreme circumstances, be taken away. House points are recorded on the House card each pupil receives at the start of the year. The house trophy is awarded to the house with the greatest number of points at the end of the academic year.

House System

At Oliver House all children are divided into four houses. The houses take their names from Castles to reflect our school badge: Arundel (Blue), Warwick (Red), Caernarfon (Yellow) and Stirling (Green).

Illness

See 'absence'

Jewellery

Jewellery should not normally be worn to school. There are three exceptions, however:

1. Medical tags;
2. Religious medals, provided they are pinned or worn on a chain under the uniform;

3. Plain ear studs, although on PE days earrings should be removed by parents or the children themselves (please note that this applies to the Prep school only). If children cannot remove their own earrings then they should use a plaster on each ear. If pupils fail to comply with these health and safety rules they will not be permitted to take part in PE lessons.

All jewellery must be removed for PE and placed in the child's tray. The school cannot accept any responsibility for loss or damage to such items.

Key Parent Functions

There are a number of opportunities we present throughout the year, in the school, when parents and teachers can get together and share impressions and expectations, opinions and goals regarding our children. These are known as 'Key Parent Functions', meaning that it is an evening that we expect both parents to attend in order for them to make the most of what Oliver House has to offer. Parents are advised well in advance of these dates.

Library

The library exists as a learning resource for the school. The Prep school library contains fiction books for borrowing and non fiction books for reference.

Lost Property

Any item of clothing, stationery or other personal possessions should be clearly marked with the owner's name. If unmarked items are found they are put into the Lost Property Store. Any items unclaimed within six weeks are disposed of.

LTP grids

All Oliver House parents will receive a copy of the long term planning grid for their child's class at the beginning of each academic year. This contains information about topics being covered for each curriculum area throughout the year.

Lunch

Lunch is served at 12.00 to children in the Upper Nursery and at 12.40 to Reception and Year 1. Years 2 -6 eat lunch at 1.15 pm and serve each other. In the Prep school, each table is made up of mixed classes and the older children take responsibility for looking after the younger children on their table.

Medicines

If a child needs medicine administered at school, please consult the class teacher. There is a medicines administration book in both school offices which parents are asked to sign before medicine can be given. Asthma pumps should be kept in the classroom and administered by the class teacher, with the parents written permission.

Monitors

We have monitors for various functions throughout the Prep school which includes; Housepoints, Registers, Library, Playground, Art room and Bell ringers. Our monitors' charter is:

I have been chosen to share in the daily administration of Oliver House as a monitor. I will carry out my job to the best of my ability, putting into practice our motto “Serviamus in laetitia” – “I’ll do it with a smile!”

If on any occasion I am unable to do my job, I will tell Miss Newbould or the duty teacher. If I am not sure what my job involves, I will find out from Miss Newbould straight away. As a responsible member of the school community, I will be ready to give of my time whenever and however required.

Musical Instruments

Various peripatetic teachers will come in during school time to teach children different musical instruments (usually from Year 2 upwards). Provision is available for the following instruments: Piano, flute, guitar, recorder & violin. Please contact the school office for further information or to discuss the possibility of learning a different instrument if preferred. We will always do our best to provide provision to meet demand wherever possible. All music books and instrument cases should be clearly named to avoid confusion.

Named items

It is vital that every item of clothing, shoes, bags and equipment is clearly named.

Notice Boards

There is a notice board in the entrance hall where information for parents is displayed.

Newsletter

A weekly newsletter is issued to all Oliver House parents, by email and a hard copy is put in your child’s book bag. If you do not wish to receive the hard copy please tell Mrs Oakford or Miss Middleton. Please check your child’s book bag to ensure that you receive your copy. You will also find a copy of the Newsletter on the noticeboard.

Oliver House Governing Body

The Board of PACT Educational Trust is the governing body of the school. They meet regularly to discuss all aspects of school life, and these meetings are also attended by the Head. The directors (ie. governors) and their roles, where applicable, are as follows: Jane Phillips (Chairman), Ella Leonard (Company Secretary), Dominic Hughes (Honorary Treasurer), Tony Newman-Sanders (Oakwood director), Eamonn Doran (Oliver House director), Phil Leonard (Finance), Louise Newman-Sanders, Ed Thompson and Alexander Alting von Geusau.

Parent/Teacher Meetings

The termly meetings between parents and teachers are a valuable assistance to parents in the exercise of their privilege and duty as “primary educators of their children”. The parents receive full support from the teachers through their objective observations and advice, co-ordination of the professional services of the school and by their service of personal example, guidance and friendship towards your child. At the beginning of each term, you will be given the dates of the parent/teacher meetings. There are usually three per term. Remember, an essential key to your child’s full personal development is that your child has personalised targets. They must be easy to remember, specific, achievable and able to be evaluated.

Before the meeting

Evaluate the last parent/teacher meeting targets, as well as academic issues. Discuss with your spouse the broader issues, evaluate your own performance as parents and remember to be positive!

During the meeting

Bring a notebook or paper to make notes on, review last term's targets and set targets for the coming term.

After the meeting

Work together with your spouse in helping your child to achieve the targets. Implement a follow up strategy. Spend time with your child, remembering to listen as well as talk.

PAT (Parental Activities Team)

A Parental Activities Team exists to help with the various functions throughout the year. They are always on the lookout for new members so please speak to Mrs Oakford or Miss Middleton if you feel you are able to help in any way.

Photographs

Individual photographs are taken during Michaelmas Term. Parents are able to choose whether they wish their children to be photographed individually or as a family. A whole school photograph, classes and teams are taken during Trinity Term. Copies are displayed and orders taken in the School Office. Payment for all photographs should be made as soon as they have been received.

Policies

A number of school policies are in place, and copies of key policies were sent home in an Information Booklet to all existing parents in 2009. An updated version will be sent home during the Hilary 2010 term, and this booklet will also be made available to prospective parents. The booklet includes the PACT Charter of Educational Principles and the following policies: Admissions, Anti-Bullying, Behaviour & Discipline, Child Protection, Complaints, Curriculum, EAL, Equal Opportunities, Health, Safety & Welfare and SEN. As soon as the website has been updated, all the policies listed in the Booklet, and others, will be made available online. Copies of the Booklet (or any other policy not listed above), are available from the school office upon request.

Queries

If you do not appear to have information about something to do with a school event or your child's daily routine or progress, please do not hesitate to ask at the school office.

Reading

Children should read at home to an adult for 15 minutes every day. Please bear in mind that the adult should be a fluent English speaker; au pairs can sometimes struggle with pronunciation! Please make use of the yellow Reading Record Book to record progress and provide additional feedback for your child's teacher.

Reports

Reports are issued periodically during the year for all children. Achievement targets, results from assessments and grades in the different subject areas are provided to parents in different formats according to when they are issued. Parents with any concerns about their

child's report should speak directly to the class teacher concerned. Reports are issued at the end of each term for nursery children.

Security

At Oliver House the highest priority is given to school security, and various procedures have been put in place to ensure this. The school gates are locked at all times, except during the morning when the children are arriving and again when the children are going home at the end of the school day. The front door of the building is securely locked except during arrival and departure times and during breaks, when it is supervised. The children are not allowed to open the front door under any circumstances.

Senior Management Teams (SMT)

There are two SMTs one for the Prep and the other for the Pre-prep. Both teams are run on similar lines that being the principle body responsible for the management of the school. The SMT has all the powers necessary for deciding on those aspects relating to the life of the school and it works within the Charter of Educational Principles adopted by PACT. The Prep school SMT is composed of the following people: Executive Head (Ciro Candia), Deputy Head of Prep (Lisa Newbould), and School Administrator (Vanessa Middleton). The Pre-prep SMT is composed of: Executive Head (Ciro Candia), Head (Maureen Fields) and Deputy Head of Pre-prep (Sue Turner) Meetings are held weekly and are chaired by the Executive Head.

Severe weather protocol

Whilst we will always make every effort to remain open during periods of severe weather, it has now become necessary to have a formal protocol in place. In the case of severe weather, parents are asked to consult our website regularly to check the status of the school (www.oliverhouse.org.uk). If you do not have access to the internet at home, please ask another parent to advise you. The following alert system will be used:

RED alert	The school is closed. Parents should consult the website the following morning for an update of the situation.
AMBER alert	There is currently insufficient information about the state of the roads, the situation with public transport and the difficulties of staff getting in. Parents are asked to consult the website later for a further update. A staggered arrival & collection system will be in place. Parents should follow general safety guidelines.
GREEN alert	The school is open as usual and children should attend at the normal times.

Additional notes on the above alerts:

We will always endeavour to update the website by around 7am each morning. However in the case of an amber alert, a clear statement about the status of the school will be given by 8am at the latest. Parents are reassured that getting to school late whilst these alerts are in place will not be a problem. Arrival can be between 8.30 & 9.15am and collection between 3 & 3.45pm. Parents are asked not to phone the school to report an absence because of a severe weather situation, but to let your child's class teacher know upon your return. If the school is open we will do everything we can to ensure safe access to the building, however parents are reminded to take all the necessary precautions for ensuring their children's safe journey to school. It may not be possible to park safely in the side roads and so parents are encouraged to either use public transport or to park safely and consider walking part of the

way. The school track suit, cagoule and fleece can all be worn alongside the normal uniform and wellington boots may be necessary if you have some distance to walk.

Shoes

Both girls and boys should wear black outdoor shoes with laces, buckles or Velcro. No boots, shoes with high heels or attention seeking styles, for instance shoes with flashing lights, are allowed. Girls may wear navy closed-toe sandals with their summer uniform if they wish.

Spalding

The Spalding approach to literacy is used in the school from the Upper Nursery upwards. Spalding is a total language arts programme integrating writing, spelling, reading, listening and speaking. The most exciting aspect for us as a school is the philosophy which underpins the programme and which complements many of the things that we have done up to now. This method creates lifelong learners because it is child centred, multi-sensory and develops high level thinking skills.

Spelling

In addition to the spelling skills taught in class, Pre-Prep and Prep school children may be given lists of words to learn by heart for homework.

Sports Day

The Oliver House sports days will be held towards the end of Trinity Term. Parents will be advised of the date as soon in advance as possible.

Sports Fixtures

Throughout the year sports fixtures are arranged for Years 2, 3 and 4 against other local prep schools. Parents are welcome to attend. Boys playing football will require football boots, shin pads and black football socks. A kit will be provided which must be washed following the match and returned to school ASAP. Girls involved in netball will need netball skirts (supplied by the school) & white trainers.

Staff

Prep School

NAME	TITLE / CLASS / SPECIALISM	SUMMARY OF QUALIFICATIONS	CURRICULUM RESPONSIBILITY
Ciro Candia	Executive Head	BA (Hons), PGCE	
Lisa Newbould	Deputy Head / Year 5 & 6	BA (Hons), MA, PGCE	English, CD & Maths
Dominique Tolley	Year 4	M.A. in Education & SEN	Extra Curricular
Linda Gray	Year 3	BA Ed	Art & Science
Narelle Ryan	Year 2	BA Ed, Grad Dip Teaching & Learning	PE, SENCO & EAL
Kate Dantanus		BSc	ICT, History, Geography & RE

Alberto Kurti		City & Guilds Level 2	Sports Coach
Lupe Sedoufio		PGCE	Spanish
Sam Pleasants		BA, MA, PGCE	Music
Stephen de la Bedoyere		Dept of Education & Science	Tutor
Sheny Perez	Teaching Assistant	VGCE, BTEC, SQA	Homework club

Pre-Prep School

NAME	TITLE / CLASS / SPECIALISM	SUMMARY OF QUALIFICATIONS	CURRICULUM RESPONSIBILITY
Ciro Candia	Executive Head	BA (Hons), PGCE	
Maureen Fields	Head	M.A. Education	Science & RE
Sue Turner	Deputy Head / Reception	Cert. Education	Communication Language & Literacy Health & Safety
Sam Pleasants	Year 1	BA, MA, PGCE	Music, PSE & Character Development
Rosie Rayner	Year 1	PGCE	Art & Creativity
Nicola Humphrey	Reception	PGCE	Extra Curricular Act, Multi Cultural & Knowledge and Understanding of the World
Irene Bausas	Upper Nursery	BA, MA	Physical Development
Natalie Lamb	Upper Nursery	BA Hons, QTS	INCO (Inclusive co-ordinator)
Lesley Yankah	Upper Nursery	BSc, PGCE, CACHE Dip	Problem Solving, Reasoning & Numeracy
Sylwia Boyle	Lower Nursery	MA	Drama & Role Play
Keren Robinson	Lower Nursery	Higher Diploma in Pre-Primary Education	
Fiona Hindley	Supply Teacher/ Teaching Assistant	Montessori Diploma	
Martina O'Connell	Teaching Assistant	PGCE	Reception T
Sylvia Pasqua	Teaching Assistant	NVQ L3, EYPS	Upper Nursery B
Martina Vajdova	Teaching Assistant	PGCE	Upper Nursery L
Anna Mroz	Teaching Assistant	PGCE	Lower Nursery
Mariane Pocas	Teaching Assistant	BA Hons	Reception H
Patricia Souza	Teaching Assistant	BA	Lower Nursery
Sam Millett	Teaching Assistant	BA, PGCE	Upper Nursery Y
Suzanne Murphy	Supply Teaching Assistant	BA	

Non Teaching Staff

NAME	TITLE
Melanie Goodwin	Financial Controller
Sue Oakford	School Secretary
Vanessa Middleton	School Administrator
Monical Iliff	Office Admin part time
Carlos Contreras Cruz	Janitor
Amparo Hervas Lopez	Cook
Elisa Conde	Cook
Flor Reascos Basantes	Kitchen Assistant
Nadia Hughes	Lunch time supervisor

Stationery

Pencil cases are required from Year 3 upwards. Essential stationery includes a Berol pen (or fountain pen), an HB pencil, assorted colouring pencils, pencil sharpener, rubber and a 30cm ruler. From Year 4 upwards, the children require a maths set with compass and protractor.

Telephone

Pupils are not allowed to make telephone calls for non-urgent matters such as forgotten music books, football boots, PE kits etc.

Term Dates

The dates for this academic year are as follows:

Michaelmas term 2009

Term starts on Wednesday 9th September

Half term Monday 26th October – Friday 30th October

Long weekend Friday 20th November – Monday 23rd November

Term end Thursday 17th December

Hilary term 2010

Term starts on Thursday 7th January

Half term Monday 15th February – Friday 19th February

Term end Friday 26th March

Trinity term 2010

Term starts on Tuesday 20th April

Half term Monday 31st May – Friday 4th June

Term end Friday 9th July

Times Tables

Children in Year 2 upwards will be tested weekly on their times tables. Please ensure that these are learnt.

Toys

Please do not bring toys to school as accidents do happen and loss or damage can cause great upset. The children are encouraged to play with and share the equipment and educational toys provided in school.

Tutorials

When the children reach Year 3 they will each be assigned by a tutor. The tutor's role is to provide support for the parents in exercising their right and duty to be the "primary educators" of their children. Through their rapport and friendship with the pupil whom they tutor, they provide an effective service of personal example, guidance and advice, as well as co-ordinating the efforts of all those devoting their efforts to the education of the pupil. Tutorials usually take place fortnightly. The tutors for Oliver House are Stephen de la Bedoyere, Kate Dantanus, Sam Pleasants, Sheny Perez and Narelle Ryan.

Uniform

Full school uniform and regulation shoes must always be worn. This includes to and from school and on all educational visits, unless pupils have been otherwise instructed. Uniform must be worn in a tidy and acceptable manner. Pupils may not wear uniform with holes or frayed clothes. Clean shoes must also be worn. Uniform requirements are kept as practical as possible. Please assist us by making sure that all clothes fit properly, are in good repair (including loops on blazers and coats) and are clearly labelled. Please ensure that washing instructions are followed carefully. The school's uniform suppliers are Lester Bowden, The Old Spread Eagle, High Street, Epsom (Tel 01372-747 475). Uniform items may also be ordered by phone and then posted to you, or via their website on www.lesterbowden.co.uk and by clicking on the Schoolwear link. Should any items need to be returned, a freepost address is available. Please see the back of this document for a full list of Oliver House uniform items. Items of uniform can be ordered direct from Lester Bowden or via the school office. However, orders via the office can take up to 10 days to arrive as an order is placed with LB on a weekly basis. are available from the school uniform shop or direct from our supplier (these details, including a map, are included with the uniform details at the back of this handbook). If you wish to purchase items please speak to either Mrs Oakford or Miss Middleton. We also have regular second hand uniform sales, dates of which are announced in the Newsletter.

Voluntary help

We are always pleased when parents offer their help, whether it is sharing their expertise to enhance a classroom project, reading with children in the class, accompanying a field trip, or assisting with making costumes for productions. If you feel you could help in any way please let your child's teacher know or speak to Mrs Oakford or Mrs Kemp.

Water

Water is provided at lunchtimes and is available for the children throughout the day.

Website

Information on all term dates, copies of weekly newsletters, important diary dates and news is posted on our school website and updated regularly (www.oliverhouse.org.uk). Our new website was launched in January 2010.

OLIVER HOUSE SCHOOL

RECOMMENDED BOOKLIST FOR PREPARATORY CHILDREN

We would welcome parents' input to keep the list efficient. Please suggest additions and – where necessary – deletions!

KEY U Indicates greater suitability for Upper Prep
 L Indicates greater suitability for Lower Prep

The following books can be read by the children, or read with them:

Richard Adams	U	Watership Down
Joan Aiken		Go Saddle the Sea
		The Wolves of Willoughby Chase
		Black Hearts in Battersea
		Midnight is a place
		Tale of a one-way Street
	U	A Necklace of Raindrops
		A Kingdom Under the Sea
Louisa May Alcott		Little Women
Nina Bawden	U	Carrie's War
	U	Rebel on a Rock
	U	Keeping Henry
	U	On the Run
		Secret Passage
		Peppermint Pig
Michael Bond	L	Paddington at Large (and several others)
	L	The Tales of Olga da Polga
	L	Olga meets her match
	L	Olga carries on
Anthony Buckeridge		"Jennings" (school series for boys)
Frances Hodgson Burnett	U	The Secret Garden
	U	The Little Princess
	U	The Lost Prince
Betsy Byars	L	The Midnight Fox
		The Two-thousand Pound Goldfish
Lewis Carroll		Alice in Wonderland
Zizou Corder		Lion Boy
Richmal Crompton		Just William (and other stories)
Gillian Cross		The Demon Headmaster (series)
Roald Dahl	L	Charlie and the Chocolate Factory
	L	James and the Giant Peach
	L	Danny Champion of the World
	L	George's Marvellous Medicine
Franklin Dixon		Hardy Boys (adventure series)
Dorothy Edwards	L	My Naughty Little Sister
	L	More Naughty Little Sister Stories
	L	My Naughty Little Sister and Bad Harry
J Meade Falkner	U	Moonfleet
Walter Farley	U	The Black Stallion
	U	The Black Stallion Returns
A Fine		Goggle-Eyes
		Floor Babies
Anne Frank	U	Diary

Elizabeth Goudge		The Little White Horse
Paul Gallico	U	The Snow Goose
	L	The Small Miracle
H R Haggard	U	King Solomon's Mines
George Henty	U	Won by the Sword
	U	Bonnie Prince Charlie
	U	Lion of the North (plus 65 more!)
Russell Hoban	L	The Mouse and His Child
Anne Holm	U	I am David
Laura Ingalls Wilder		Little House in the Big Woods
		Little House on the Prairie
		On the Banks of Plum Creek
J K Jerome	U	Three Men in a Boat
W E Johns		Biggles (series)
Erich Kastner	L	Emil and the Detectives (and others)
Clive King		Stig of the Dump
Dick King-Smith	L	The Sheep-Pig
	L	Martin's Mice
	L	Harry's Mad
Judith Kerr		When Hitler Stole Pink Rabbit
Charles Kingsley	U	The Water Babies
Elizabeth Laird		Red Sky in the Morning
Roger Lancelyn Green		The Tale of Troy
		Robin Hood
Caroline Lawrence	U	Roman Mysteries
	U	The Thieves of Ostia (and others)
C S Lewis		The Chronicles of Narnia
Penelope Lively		The Ghost of Thomas Kempe
Jack London	U	The Call of the Wild
Margaret Machay		Dolphin Boy
M Magorian		Back Home
G Maxwell	U	Ring of Bright Water
Michael Morpurgo	L	Butterfly Lion
	L	Kensuke's Kingdom
	U	Why the Wales came
Jill Murphy	L	The Worst Witch
	L	A Bad Spell For the Worst Witch
E Nesbit	U	Five Children's Stories
William Nicholson	U	The Windsinger
Mary Norton		The Borrowers (series)
		Bedknobs and Broomsticks
Philippa Pearce		The Battle of Bubble and Squeak
		Tom's Midnight Garden
	L	Wings of Courage
Willard Price		Diving Adventure
		Whale Adventure
		Lion Adventure (and many others)
Alf Proysen	L	Mrs Pepperpot's Outing
	L	Mrs Pepperpot to the Rescue
	L	Mrs Pepperpot in the Magic Wood
Arthur Ransome	U	Swallows and Amazons (series)
J K Rowling		Harry Potter (series)
Louis Sachar	U	Holes
Felix Salten	U	Bambi
Malcolm Saville		Adventure series : many titles

Ian Serraillier	U	The Clashing Rocks
	U	The Silver Sword
	U	There's no Escape
A Sewell	U	Black Beauty
Dodie Smith	L	The Hundred and One Dalmatians
T Southall		Ash Road
Robert Louis Stevenson		Treasure Island
		Kidnapped (and others)
Catherine Storr	L	Clever Polly and the Stupid Wolf
Rosemary Sutcliff	U	The Eagle of the Ninth
	U	The Mark of the Horse Lord
	U	Warrior Scarlet
	U	Frontier Wolf
	U	The Outcast
	U	Flame-Coloured Taffeta
Ruth Thomas		The Class went Wild
J R R Tolkien	U	The Hobbit
	U	Farmer Giles of Ham
	U	Lord of the Rings (3 vols.)
Mark Twain	U	The Adventures of Tom Sawyer, Huckleberry Finn and others
Alison Uttley	L	A Traveller in Time
E B White	L	Charlotte's Web
		The Trumpet of the Swan
	L	Stuart Little
T H White	U	The Sword in the Stone
Ursula Moray Williams	L	Adventures of the Little Wooden Horse
	L	The Further Adventures of Gobbolino and the Little Wooden Horse

OLIVER HOUSE SCHOOL

RECOMMENDED BOOKLIST FOR PRE-PREPARATORY CHILDREN

The following books can be read by the Pre-preparatory children, or read aloud to them:

Allan Ahlberg	Dinosaur Dreams Funny Bones Each Peach Starting School
Nicholas Allan Giles Andreae & David Wojtowycz	Jesus' Christmas Party Rumble in the Jungle Commotion in the Ocean The Lion who wanted to be Loved The Lighthouse Keeper's Lunch Thomas the Tank Engine Stories
Ronda & David Armitage Rev W Awdry Antonia Barber & Nicola Bayley Hilaire Belloc William Bennett Michael Bond	The Mousehole Cat Matilda (picture book) The Children's Book of Virtues Paddington Thursday Olga da Polga series Voices in the Park A Walk in the Park
Anthony Browne	The Bad Tempered Ladybird The Very Hungry Caterpillar The Mixed-up Chameleon
Eric Carle	Alice in Wonderland Through the Looking Glass
Lewis Carroll	Pinocchio Frightened Fred Songs of Childhood Schnitzel von Krumm's Basketwork Old Possum's Book of Practical Cats Growltiger's last Stand
C Collodi	The Story About Ping
Peta Coplens	The Snow Lambs
Walter de la Mare	The Wind in the Willows
Lynley Dod	The Reluctant Dragon
T S Eliot	An Apple Pie The Birthday Book Marigold Garden Mother Goose Under the Window The Language of Flowers It's Your Turn, Roger
Marjorie Flack	Fairy Tales For Young & Old : The Complete Stories
Debi Glori	Katie Morag Stories
Kenneth Grahame	Moses, the Kitten (picture book) Bear Books The Door Bell Rang Rosie's Walk Don't forget the Bacon
Kate Maroonaway	
Susanna Gretz	
The Brothers Grimm	
Mairi Hedderwick	
James Herriot	
Jane Hissey	
Pat Hutchins	

Miko Imai	Little Lumpty
Judith Kerr	The Tiger who came to tea
Dick King-Smith	Dinosaur School
Charles Kingsley	The Water Babies
Rudyard Kipling	The Jungle Book
	Just So Stories
Robert L'Estrange	Aesop's Fables
La Fontaine	Fables
Charles Lamb	Beauty and the Beast
Andrew Lang	Mother Goose Fairy Tales
	The Blue Fairy Book
	The Red Fairy Book (others)
	The Arabian Nights
Joyce Lankester Brisley	Milly Molly Mandy (girls)
Edward Lear	The Owl and the Pussycat
Astrid Lindgren	The Children of Noisy Village
Hugh Lofting	The Story of Dr Dolittle
Longfellow	Hiawatha
David McKee	Not now Bernard
A A Milne	Winnie the Pooh (series)
Clement Moore	The Night Before Christmas
Jill Murphy	The Large Family: Five Minutes Peace, All in 1 Piece
	A Piece of Cake, A Quiet Night in
Charles Perrault	Fairy Tales
Beatrix Potter	Peter Rabbit (others)
Alf Proysen	Mrs Pepperpot
John Ruskin	The King of the Golden River
Jane Simmons	Come on Daisy
	Daisy and the Egg
Robert Louis Stevenson	A Child's Garden of Verses
Rosemary Sutcliff	The Minstrel and the Dragon Pup
Julia Sykes & Tim Warnes	I don't want to go to Bed
	I don't want to have a Bath
Theresa Tomlinson & Jane Browne	Little Stowaway
Jill Tomlinson	The Owl who was afraid of the Dark
Martin Waddell	Farmer Duck
E B White	Charlotte's Web
	Stuart Little
	The Trumpet of the Swan
Brian Wildsmith	A Christmas Story
Margery Williams	The Velveteen Rabbit
V A Wilkins	Dave and the Tooth Fairy

SCHOOL UNIFORM - OLIVER HOUSE

The school's uniform suppliers are Lester Bowden, The Old Spread Eagle, High Street, Epsom (Tel 01372-747 475). See the map on the following page for directions. The clothing list for Oliver House is as follows:

Available from Oliver House School Shop and at Lester Bowden:

BOYS

Maroon Blazer
Maroon Cap
Navy blue shorts – up to Year 5
Navy blue trousers – Year 6 only
White L/S shirt – winter
Maroon pullover with logo
Navy socks with maroon trim
Navy blue art overall
Pair black outdoor shoes (no boots)

GIRLS

Maroon Blazer
Maroon Beret
Navy blue tunic (Style 405)
Tartan Kilt – Year 6 only
White L/S blouse – winter
Maroon cardigan with logo
Navy socks with maroon trim or navy tights
Navy blue art overall
Pair black outdoor shoes (no boots or high heels)

Changes for summer:

White S/S shirt

Tartan dress
Plain white ankle socks
Navy blue skirt & S/S open neck shirt (Yr 6)
Navy closed toe sandals – optional

Games/PE kit:

White polo shirt with logo
Maroon PE shorts
Maroon sweatshirt with logo
Maroon joggers
Black plimsolls (preferably with velcro)
Pair plain white socks

White polo shirt with logo
Maroon PE shorts
Maroon sweatshirt with logo
Maroon joggers
Black plimsolls (preferably with velcro)
Pair plain white socks

Note: Girls' tunics, skirts and dresses should be on the knee or below.

Items available only from school uniform shop:

Tartan tie
School bag, PE bag & book bag

Tartan bow
School bag, PE bag & book bag

Optional items:

Navy blue wax jacket) available from Lester Bowden or Oliver House
Maroon scarf with logo) "
Navy duffle coat) only available from Lester Bowden

Maroon fleece jacket with logo (orders can be placed with the office at the beginning of the Michaelmas term)
Plain navy blue gloves
Trainers – predominantly white

ALL ITEMS MUST BE CLEARLY LABELLED.

SCHOOL UNIFORM - NURSERY

The school's uniform suppliers are Lester Bowden, The Old Spread Eagle, High Street, Epsom (Tel 01372-747 475). See the map below for directions. The clothing list for Nursery is as follows:

Available at Oliver House School Uniform Shop or from Lester Bowden:

BOYS

Navy blue shorts
White polo shirt
Maroon pullover with logo
Navy blue art overall
Pair plain dark shoes*
Navy socks with maroon trim
Maroon Fleece Jacket with logo

GIRLS

Navy blue tunic
White polo shirt
Maroon cardigan with logo
Navy blue art overall
Pair plain dark shoes*
Navy socks with maroon trim / navy tights
Maroon fleece jacket with logo

(*Preferably shoes with velcro fastening)

Changes for Summer:

Tartan summer dress
Plain white ankle socks
Navy closed toe sandals – optional

Games/PE kit:

Maroon PE shorts
Black plimsolls
Tracksuit

Maroon PE shorts
Black plimsolls
Tracksuit

Available only from school Uniform Shop:

PE bag & book bag

PE bag & book bag

Optional items:

Navy blue wax jacket (available from Lester Bowden or Oliver House)
Maroon scarf with logo
Navy gloves

Children may also bring in a hat in extreme temperatures.

ALL ITEMS MUST BE CLEARLY LABELLED.