



OLIVER HOUSE SCHOOL

Parents' Handbook

2016/17

Oliver House Preparatory School
7 Nightingale Lane
London
SW4 9AH
Tel: 020 8772 1911 (Pre-Prep)
Tel: 020 8772 9422 (Prep)

enquiries@oliverhouse.org.uk
www.oliverhouse.org.uk

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.

| | | | | | |
|---|---|---|---|---|--|
| A | Absence Accessibility Plan Accidents Ad hoc Payments After School Club Allergies Anti-Bullying Appointments Arrival/Departure Assembly Assessments | F | Fees Fire Safety First Aid Friendships | P | Parent/Teacher meetings Photographs Policies Pre-School Club Productions PSHE |
| B | Badges Bags Behaviour Birthdays Blazers Books/Booklists Breaks | G | General Consent | Q | Queries |
| C | Car parking Character Development Child welfare Christmas Class Couples Code of Pupil Responsibility Communication Complaints Contact numbers Curriculum | H | Hair Head Boy/Girl & Monitors Head lice Holidays Homework House points House system | R | Reading Reports Residential trip |
| D | Data Protection Discipline & Ethos | J | Jewellery | S | School rules Security Secondary schools SMT Severe weather protocol Shoes Spalding Spelling Sports day Sports fixtures Staff Stationery |
| E | Early Years Early Years Manager Educational visits Examinations Exercise Extra-curricular Activities | K | Key Parent Functions | T | Telephone Term dates Times Tables TOPS Toys Travel Tutorials |
| | | L | Late Collection Library Lost property Lunch | U | Uniform |
| | | M | Medicines Mobile phones Musical Instruments | V | Voluntary help |
| | | N | Named items Newsletter | W | Water Website |
| | | O | Oliver House Governing Body Open Day Opus Dei | | |

Absence

If a child is unable to attend school due to illness, please phone or email the school on the first day of absence only. 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 at least 24 hours after vomiting/diarrhoea (or 48 hours for children in Nursery & Reception). If children have an appointment during the day parents should send a note or email to the class teacher and school office in advance. If a child has to miss school for any reason other than sickness, a formal request, in writing, should be made to the Headteacher, giving as much notice as possible. If a child becomes ill at school, parents may be notified and asked to take the child home.

Accessibility Plan

This is available on the school website and in hard copy to parents if requested.

Accidents

In the case of a minor accident or injury (eg. cut, graze, bruise), this will be dealt with by a member of staff with a First Aid qualification. The child will be expected to carry on with lessons in the normal way and 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. For Early Years children with a bump to the head, the parent or adult collecting them will be asked to sign the accident book.

Ad hoc payments

Parents are advised that any payments for external clubs, music lessons and other extra-curricular activities may only be made by cheque (or BACS if made available by the teacher concerned). Please be aware that the contracts for these are between the parent and the club provider (and not the school). No 'cash envelopes' may be left in the school office to be passed onto others. Wherever possible, amounts for incidental school purchases will be included on pupil accounts.

After School Club

Dependent on sufficient numbers there is an after school club for children which runs from Monday to Thursday between 3.45pm- 5pm. A fee is charged to parents for this facility.

Allergies/dietary requirements

Details of any allergies or special health/dietary requirements should be written on the Contact Form which is issued when a child first starts at the school. 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 or allergy. 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 **please not to send in any snack containing nuts**. Your co-operation is appreciated due to the possible severe repercussions.

Anti-Bullying

Bullying will not be tolerated at the school. Any allegations of bullying will be taken extremely seriously. The matter will be thoroughly investigated in accordance with the schools Anti-Bullying policy, a copy of which is available on the website or on request 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 or email can be sent or an appointment be requested 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 Nursery children) 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 from Reception upwards should make their way to class independently. Parents may visit the classes if there is an urgent need to speak to their child's teacher. We encourage you to use the Reading Record book or Student Planner for day to day communications.

The door will be shut promptly at 8.50 am and registers are taken at this time. Any child arriving after 8.50 am will be marked late in the register. Pre-Prep parents are asked to go to the office to see Mrs Howell; Prep parents should go to the office to see Mrs Charles. The register will then be amended.

Lunchtime - at 12 noon Nursery parents pick up their children from the blue gates. Those staying for lunch can be collected at 1.15pm.

End of the day – at 3.30 pm Nursery parents collect their children from the blue gate. At 3.45 pm years 1 to 6 line up by class in the playground, weather permitting

Please note that children are not allowed to leave the line unless an adult collects them. Exceptions to this are made by prior arrangement only. For older children who travel home on their own, direct parental permission must be given. It is the parent's responsibility if they wish their child to be collected by another person or travel unaccompanied. Children will not be released to people we do not know without prior advice. Any changes to a child's normal collection procedure(s) should be made in writing and given to the class teacher. For children in Early Years (EY) a password procedure will be followed. Please contact Miss Mullins regarding this.

Pupils who are not collected by 4pm will be taken to the school office until their parents collect them or whilst a member of staff tries to telephone the parents. Younger children will remain with their class teacher. From Mon – Thurs they will be put in the after school club. In the unlikely event that a child is not collected and staff cannot contact anyone on the emergency contact list, the Wandsworth safeguarding procedure will be followed (if a child is still not collected by 5pm, staff will contact the out of hours emergency duty service.

Assembly

Separate assemblies are held for the Prep and Pre-Prep children. The typical assembly pattern is as shown below:

Prep Department

Monday: 8.50am Character Development
Friday: 3.05pm

Pre-Prep Department

Monday: 10:15am Character Development
Friday: 10.40am Good Work Assembly

Assessments

The Assessment & Reporting cycle clearly outlines the assessment process across the school during the year. See Appendix C. See section on 'Early Years' for more information on Nursery and Reception assessments.

Badges

Badges will be given to the Head boy, Head girl, 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. In each class there is a weekly secret agent ready to spot who has been living the Character development target in a consistent way during the week. The Agent will present the winner with a gold star they can wear for the next week. The secret agent changes weekly.

Bags

Nursery children are provided with a book bag and PE bag when they first start at the school. Pre-Prep children receive a school rucksack, a book bag and a PE bag. The cost of these items is added to parents' bills. Replacements are available from the school office.

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. If necessary children will be taken to either Miss Turner (Pre-Prep) or Mr Haynes (Prep) and in the last instance to Mr Farrell if disruptive behaviour continues. A copy of the school's Behaviour & Discipline Policy is available on the website or on request from either school office.

Birthdays

If your child's birthday falls on a school day, parents are welcome to bring in some small sweets or birthday cake to share with the members of their class.

Blazers

Blazers for Oliver House children, from Reception, are part of the uniform and must be worn to and from school, except during hot weather in Trinity Term. Blazers may also be required for some formal occasions. Please note that hats are always worn to and from school. Nursery children are not required to wear a blazer; they can either have a school fleece or wear their own coat.

Books/Booklists

All text books and reading books are supplied by the school. See Appendix A for suggested reading books for Pre-Prep & Prep

Breaks

Prep and Pre-Prep:

There is a mid-morning break and children may bring a small healthy 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 collected at the beginning of break. It is helpful if parents pre-cut or peel fruit at home. The Prep children do not have an afternoon break. Oliver House is a nut free zone, snacks which include nuts are not allowed.

Nursery:

Children are provided with milk or water. Nursery children need to bring in a snack, as above, for the morning, after which, they play in the playground for 20 minutes. Children staying for the afternoon session will need to bring in a snack for the afternoon break. Oliver House is a nut free zone, snacks which include nuts are not allowed.

All children have the opportunity to play outside at break time. In the winter, if necessary all children can wear their PE tracksuit bottoms. School coats, scarves and navy gloves may also be worn (see uniform list). For Early Years children please also provide waterproof tops, bottoms and a pair of wellingtons. **Please ensure that all items of clothing and footwear are named.**

Car Parking

In the interests of safety there is no car parking available at Oliver House School.

Celebration of work evenings

Celebration of Work evenings are held once a year. During these evenings children are invited to show their work to their parents.

Character Development (CD)

The Character Development Programme at Oliver House is one of the distinctive features of the school. Its purpose is to help our children become the best person they can be with the qualities they have.

Each half term focuses on a different virtue e.g. responsibility, order, cheerfulness. Children from Nursery upwards are given age-appropriate weekly targets to help them see how virtues can be applied and put into practice in ordinary daily life. The programme is reinforced in all areas of school life, and each individual is personally guided through the tutorial system. Close co-operation with parents is a valuable component of the programme.

Child Welfare

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 (Key Stage 1 Leader) is the main Designated Safeguarding Lead (DSL), including the Early Years. Miss Pleasants is the Deputy DSL.

We aim to provide:

- An environment in which all children feel safe, secure, valued and respected
- a place where all children can feel confident to talk openly and be taken seriously
- support for all children, parents and staff when they need help

Parents are advised that the school may contact social care in the case of a real concern about a child's safety and well-being.

In the unlikely event of a child going missing during the school day, our procedures are designed to ensure that the child is found and returned to effective supervision as soon as possible. After firstly taking the register in order to ensure that all other children are present the teacher will inform the Head and/or the Deputy Heads immediately. All available staff will check the building and grounds thoroughly. The parents will be called and asked to come to the school straight away, and the police will be informed. If a child goes missing on an outing, adults will search the surrounding vicinity immediately. Similar procedures as described above will then be followed, with various parties searching for the child, others being informed and the remaining children being taken back to school.

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. The main ones are: Child Protection & Safeguarding; Anti-Bullying; Behaviour and Discipline; Health, Safety & Welfare; and Educational & Off-Site Visits & Activities. These are available on the school website and on request from either school office. The E-safety Policy, which includes Acceptable Use Guidelines, covers aspects of internet safety.

Christmas

The Nursery to Year 3 Christmas celebrations are held in the morning. Years 4 -6 will put on a festival 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 of the Pre-Prep.

Code of Pupil Responsibility

Pupils at Oliver House:

- wear their uniform with pride because it represents their school; Similarly, at sport, pupils ought to wear the complete PE kit. Hair styles should not seek to show that a child wants to be regarded as unusual;
- are courteous, polite and helpful to everyone, greeting teachers and visitors in a respectful way;
- are in the right place at the right time, and fulfil their duties responsibly;
- care about their school and leave the playground, classrooms and cloakrooms as they would like to find them. ;
- move around the school and playground in an orderly fashion without pushing or running especially when there are younger children in the vicinity;
- in the playground - are silent immediately on the first whistle: line up in single file and then enter school quietly;

Communication

Please check your child's book bag regularly, in case there are forms to be returned. It is helpful if you inform us of any changes to a child's normal routine, as this can sometimes explain unusual behaviour or performance in the classroom. Parents are encouraged to use the Home-school Diary in the Nursery, Reading Record in Reception and Years 1 & 2 and the Student Planner for Years 3 – 6. The majority of parental communication is made via email, and it is helpful that we have an up to date email address for both parents. Newsletters are only issued electronically every two weeks and the Monday Bulletin is sent out at the beginning of the week with relevant school information.

Complaints

We aim to deal with any complaints in an informal and constructive manner. However, if a parent is not satisfied 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 class teacher or the appropriate member of staff. You may then ask to see the Head, initially on an informal basis, followed by your complaint in writing if necessary. If there are unresolved problems you should write to the Chair of the Governing Body (Ella Leonard, c/o The Cedars School, Coombe Road, Croydon, CR0 5RD). A hearing panel will be convened to investigate the complaint. Further details about our formal complaints procedure can be found in the Complaints Policy which is available on the website or on request from either school office.

Contact numbers

We keep a record of telephone and mobile numbers so that a parent or close relative/friend can be reached in an emergency. We are grateful 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. The information is also stored on a central database, and these details will be sent home periodically for parents to update.

Curriculum

In the Early Years Foundation Stage (EYFS) the curriculum covers the following areas of learning: Personal, Social and Emotional Development; Communication and Language, Literacy, Mathematics, Understanding the World; Physical Development and Expressive Arts and Design. Children also learn Spanish.

From Years 1 to 6 the children study the National Curriculum core subjects of English, Maths and Science. Other subjects taught are History, Geography, PE, Art/Design Technology, Music, Drama, Religious Education, Spanish and Character Development (CD). Critical Thinking is taught from Year 3 onwards and Latin from Year 5. Please note that in Years 1 and 2 children are taught Science, Geography and History through topic based work.

A copy of the Curriculum Policy is available on the school website or on request from either school office.

Curriculum Maps are sent out at the beginning of each term and are available on the website.

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, Curriculum levels and internal assessments such as NFER tests, attendance information, and characteristics such as ethnic group, special educational needs, emergency treatment consent form and a general off-site/photograph consent form. The results of these are then passed on to the DfE in order to compile statistics on trends and patterns in levels of achievement. Foundation Stage Profiles are kept for all Early Years children and certain information is passed onto a new setting if a child does not remain at Oliver House in Reception. When a child leaves Oliver House, copies of their latest reports and any other relevant information including details of any arrears in payment of fees will be passed on to the new

school. 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 and Class Captains.

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 also between teachers and parents. We seek to promote a calm, hard-working environment in which the virtues can be more easily practised and we are grateful for the 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 an 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. Each class has its own whole class reward system.

Early Years

In the Early Years, we are committed to providing high quality early education with the partnership and co-operation of parents.

Curriculum

The EYFS curriculum is divided into 7 areas of learning. There are three prime areas which focus on the earliest experiences and are the foundations for learning. These are 'Personal, Social and Emotional Development', 'Communication and Language Skills' and 'Physical Development'. There are four specific areas in which the prime skills are applied: 'Literacy', 'Mathematics', 'Expressive Arts and Design' and 'Understanding the World'. The characteristics of Effective Learning comprise 'Playing and Exploring', 'Active Learning', 'Creating' and 'Thinking Creatively'. These characteristics underpin all 7 areas of learning and development and aim to help the child be an effective and motivated learner.

Attendance

Nursery children are expected to attend a minimum of 5 mornings, building up to 5 full days to prepare the children for Reception. There are 3 different times for collection and parents indicate at the beginning of term when they wish to collect their child each day. These times are before lunch, after lunch and at the end of the day. This can be changed half termly.

Priority of place is given to children who turn 4 during the academic year they are admitted. However, some sessions may be available to a small number of 3 year olds if there is space. Any 3 year olds who join the class must have turned 3 during the half term before they are due to start and be toilet trained. The final point for admittance would be the beginning of the Trinity term. In the event of oversubscription, pupils will be allocated places according to:

- Age of child
- If the child is a sibling
- Needs of the family

If there is a place available for your child you will be contacted the term before they are due to start.

Early Years Grants

Oliver House participates in the Early Years Grant Scheme, which entitles parents to 15 hours of Wandsworth Council funding per week. Children are eligible in the term following their 3rd birthday until they are 5 years old. As soon as a child reaches the age of 3, their information is submitted by the school to Wandsworth Council. The following term, we will provide parents with the 'Free Entitlement Parental Agreement' form for signature. This is then kept on file for our records and audit purposes.

Childcare Vouchers

We accept childcare vouchers provided by employers towards payment of fees whilst children are in the Nursery. We are already registered with a number of different providers, however, if we need to register with a new provider this can usually be done fairly quickly. Please contact Miss Middleton directly on vanessa.middleton@pactschools.org.uk for further information.

Assessment

Children's progress is assessed regularly using the Assessment scales, which form the basis of the Early Years Foundation Stage Profile. This information is used by the teachers to plan effectively, and copies of weekly plans are available in each classroom. Each child has particular targets to aim towards, which are discussed at the termly parents' meetings. Reports are also issued at various stages during the year. Parents have continuous access to their child's development records.

Tapestry

All children attending Early Years at Oliver House have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by the Early Years practitioners. At the beginning of the academic year parents will be supplied with the log-in details.

Key Person

Each child within the Early Years is assigned a Key Person who is responsible for carrying out ongoing observation and assessment of children. The Key Person can either be your child's class teacher or Teaching Assistant. You will be informed by the class teacher at the beginning of the year who your child's Key Person is.

Ratios

We follow the EYFS statutory framework with regard to the supervision of Early Years children, in particular the ratio of adults to pupils. Whilst the ratios are adhered to in the classroom, where the children are mixed with other year groups (ie. during lunch and breaktimes) these are amended to 1:13. Parents are assured that the safety of all children in the school is paramount.

Health matters

1. Pre-school boosters: In most cases children will not need to be kept off school following these immunisations (unless they are particularly unwell). However it is important that parents notify their child's class teacher when they receive either the MMR or DtaP/IPV/Hib. This is so that staff can be vigilant for any side effects, which between them could include symptoms such as a mild fever, swelling or redness at the site of the injection, vomiting or diarrhoea. If any child displays symptoms such as a high temperature or non-blanching rash then we will inform parents immediately.
2. Sickness: A reminder that these arrangements differ from the rest of the school. Children in the Early Years should not return to school for at least 48 hours after the last bout of vomiting or diarrhoea.

Uniform

No blazer, cap or beret is required until Reception. Please ensure that ALL items are clearly named. Please see uniform on the website. Please ensure that your child's hair is neat and tied back if long; that no nail varnish, jewellery or watches are worn to school; no toys brought from home unless it is for show and tell; that your child is wearing the full nursery uniform, and that all items are clearly named; please check your child's book bag regularly for school letters and other important information.

General

To assist in the smooth running of the nursery, we would ask parents to: arrive in plenty of time for the children to settle before the first lesson of the morning; arrive promptly to pick the children up at 12.00, 1.15 or 3.30pm; let us know in advance (by letter, telephone or in person) if the usual arrangements for the collection of children have to be altered – using the password system; inform us as soon as possible when your child is absent.

The Early Years Manager is Miss Jo Mullins and the Deputy is Mrs Elaine Bruton. Mrs Louise Newman-Sanders is the nominated Early Years governor.

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, Music. Parents are informed of these visits by letter, at least five days prior to the trip, and one parental consent form is signed in September. 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 paid by the school. A copy of the Educational & Off-Site Visits and Activities Policy is available on the website or on request from either school office.

Exercise

A comprehensive physical development programme is in place at the school. This includes introducing and improving team work skills, football, tennis, netball, rugby (including contact), hockey, cricket and general fitness work. Children in Years 1-3 have swimming lessons once a week, one half-term per class. The Year 4-6 children will also be introduced to squash. Children are also encouraged to regularly exercise outside of school lessons, it is recommended that children complete at least 30 minutes exercise every day. There are many after school and local clubs that offer a wide range of sport and exercise activities.

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 Michaelmas Term 2016 include Ballet, Karate, Drama/LAMDA, Football, Hockey, Netball, Gymnastics, and Playball. In Prep clubs include Computer Club, Art Club, Board Games, Comic Club, 11+ club and after school Chess Club.

Fees

Fee requests are usually sent out during the school holidays, up to 1 month prior to the start of every term. Fees are payable in full by Direct Debit on or before the first day of the term, unless prior arrangements have been agreed. Our bank account details can be obtained either from the school office or the Finance office on 020 8667 2290 vanessa.middleton@pactschools.org.uk. If it is not possible to do either direct debit or bank transfer then cheques can be sent to the Finance Manager, PACT Educational Trust Limited, The Cedars School, Coombe Road, Lloyd Park, Surrey CR0 5RD. All incidental expenses such as bags, ties, and other sundry items are added to parents' bills.

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 wherever they may be in the building if a fire alarm sounds. All staff are aware of the Fire Emergency Evacuation Procedures and regular fire risk assessments and safety audits are carried out. A copy of the Fire Safety & Procedures Policy is available on request from either school office. We have dedicated Fire Marshalls on each floor of both Pre-Prep and Prep buildings.

First Aid

See 'Accidents', with further details in the First Aid Policy (a copy of which is available on request from the school office).

General Consent & Emergency Treatment Forms

Parents will be asked to sign a general consent form and return it to the office at the beginning of term. For children starting at other times during the academic year, this will be given out on their first day of school. The consent form, among other things, give permission for children to attend off-site visits and sports activities, parents state whether they would like their child to wear glasses during play times and PE lessons, and whether they are happy for their child to be treated with plasters. They include consent for photographs being used in school publications, on the website and/or in public areas of the school for display purposes and/or sent home at various times of the year. Parents are also made aware that professional videos are made of the various productions held in school and that these are made available for family & friends to purchase. Parents are given the opportunity of taking photographs of the children involved at the end of all productions, and a professional photographer may be commissioned for certain events. Please note that the General Consent form is completed annually.

Hair and Head Lice

Hair should be tied back, if long, using school colour hair bands (ie. dark maroon, navy blue, school tartan or natural hair colour (eg. black, brown). Boys' hair should be kept short and neat (no close shaves).

The best prevention from Head Lice is the use of a fine toothed comb and regular checking. If parents find eggs or live lice on their child, they should treat their child's head straight away and inform the school. The school follows the guidelines as provided by Wandsworth Borough Council.

Head Boy, Head Girl and Monitors

We have a Head Boy, Head Girl, monitors and playground ambassadors (from Years 6) for various functions throughout the year.

Holidays

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

Even for children attending independent schools, parents are obliged to have them in full time education from the age of 5. Heads across the country are required to authorise any 'out of the ordinary' absences (for example which are not related to sickness etc). If the number of unauthorised days taken by a family exceeds reasonable limits, we are obliged to inform our local council. Some holidays may be authorised on religious or compassionate grounds, however parents should make a formal request to the Head teacher in writing at least one month in advance.

Homework

From Years 1-6 children will be set homework that may include two Maths and two writing based homework tasks a week (including spellings and times tables tests). Over the course of the year homework will be varied to cover a range of subjects. The aim is for a maximum of: Years 1 & 2 - 30 minutes, in Year 3 - 45 minutes, Year 4 – 50 minutes and in Years 5 & 6 - 1 hour. Years 5 & 6 may also have holiday homework where appropriate. Children in Years 1 & 2 should read to an adult every evening for 15 minutes, whilst children in Years 3-6 should be encouraged to do 15 minutes personal reading on top of their homework.

Children in the Prep Department are expected to write down all homework set in their prep diary. They will be expected to take responsibility for completing the homework and handing it in on the correct day. We ask that you check and sign their homework diaries daily and email the class teacher if there are any issues that you feel are arising.

House Points

These are awarded for good work or behaviour. House points are recorded in the homework diary each pupil receives at the start of the year. A 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).

Jewellery

For health and safety reasons, only plain gold or silver stud earrings are permitted in school. The school cannot accept any responsibility for loss or damage to such items. Earrings should be removed by parents or the children themselves on PE days. Teachers are not permitted to remove any jewellery, including stud earrings, chains etc. If children cannot remove their own earrings then they should use a plaster on each ear. Religious medals attached to a chain may be worn discreetly underneath blouses, shirts or tunics. However, these must be taken off for PE lessons and left in a child's tray. Children may wear a sensible wrist watch to school and an 'SOS/Medical Alert' tag if required by a medical condition. Unless specified by parents, glasses should not be worn during PE and games lessons or during break times.

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. These events are; Information Evening, termly Parent/Teacher Meeting, and one Parental Talk. Parents are advised well in advance of these dates.

Late collection

Parents are asked to collect their children promptly at the end of the day. Any 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 telephone the parents. The same applies to nursery children not collected by 12.15pm and those children attending extra-curricular clubs eg. football and tennis. A late collection fee will be made for children having to make use of this service.

Library

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

Lost Property

Any item of clothing 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 at the end of each term will either be donated to second hand uniform sale or disposed of.

Lunch

Lunch is served at 12.00 for children in Nursery and Reception, 12.30pm for Years 1 and 2, and from 1.00pm for Prep children. Oliver House is committed to providing healthy meals for children. Children have a hot meal daily with salad available and dessert and fruit to follow. We do endeavour to meet special dietary requirements and a vegetarian dish is available daily.

Medicines

Where possible, all anti-biotics should be administered by parents out of school hours. However, should this not be feasible, there is a medicines administration book in both school offices which parents are asked to sign before medicine can be given. Antibiotics will be administered by Mrs Collumbell (Pre-Prep) and Mrs Charles (Prep). Children are not allowed to self-administer medicines, so they should not be sent into school with cough mixture, Calpol. Where regular medication is required (eg. Piriton) initial written permission should be gained from parents prior to administration. Medicines must always be provided in the original container. Asthma pumps should be clearly named and will be kept in the office and administered accordingly, with the written permission of parents. Epipens should be clearly named and **in date** and are also kept in the office medicine cabinet. Parents of children with a long-term medical condition should consult the Head.

Mobile phones

As a rule, mobile phones should not be brought into school. However, if there is an exceptional case then parents should make a written request to the school office for consideration. The phone will then be stored in the office throughout the day.

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, violin, drumkit, percussion 'cello, and voice. Please contact the Prep 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. Parents are invoiced directly by the peripatetic teacher for these lessons and a full term's notice should be provided in writing should you wish to your child to discontinue lessons at any time. Instruments can be stored in the music room on the day of the lesson, but should be taken home for practice.

Newsletter

A fortnightly newsletter is issued to all Oliver House parents by email, and a pdf version is available on the website (www.oliverhouse.org.uk).

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 Headteacher. The directors (ie. governors) and their roles, where applicable, are as follows:

Ella Leonard (Chair and Company Secretary), Jose Clausell (Oliver House Director), Phil Leonard (Finance), Jane Phillips, Louise Newman-Sanders, Ed Thompson, and Alexander Alting von Geusau (Fundraising). The CEO is Matthew Sherwood.

Various sub-committees also exist to support specific areas of the school, and at least one Board member sits on each. These include Academic, Ethos, Personnel, Finance, and Health & Safety.

The Proprietor of the school is PACT Educational Trust Ltd and the Chair can be contacted by writing to the school address or by emailing the school office.

Open Days

Open Days are held at various times throughout the year during a normal school day, and on a Saturday morning.

Opus Dei

Opus Dei is a personal prelature in the Catholic Church made up of lay people and a small percentage of priests. Founded in 1928 by Saint Josemaria Escriva, Opus Dei received its definitive juridical approval from Pope John Paul II in 1982. The writings of Saint Josemaria strongly encouraged parents to be intimately involved in the education of their children. These teachings have been the major inspiration to the founders of Oliver House and many similar family schools throughout the world. At the request of the Board of PACT, Opus Dei made a priest of the Prelature available to take up the role of school chaplain. The schools remain the full responsibility and initiative of the parents.

Parent/Teacher Meetings

The meetings between parents, teachers and tutors are at the heart of the school's relationship with parents, and both parents should attend. At the beginning of each term, parents will be informed of all.

Before the meeting it would be useful to evaluate the last parent/teacher meeting targets and academic issues. You may wish to make notes during the meeting to help with target setting for the coming term. After the meeting it will be helpful to implement follow up strategy.

Parents with children in the Early Years will be guided through their child's profile by the class teacher. This will form the basis of the Parent/Teacher meetings and the Next Steps for their learning will be discussed.

The school also offers parents the opportunity to see the year's work by attending our Celebration of Work evenings together with their children.

Photographs

Individual photographs are taken during the Michaelmas Term. Parents are able to choose whether they wish their children to be photographed individually or as a family. Class and sport team photographs are taken during the Trinity Term.

When taking photographs of your child at various school functions (eg. productions, sports day) parents are asked not to load those which contain other children onto any social networking sites.

Policies

All school policies are available on the Oliver House website or the school office. Also available on the website is the PACT Charter of Educational Principles. If you would like a copy of any policy please speak to staff in the school office. See Appendix B for a full list of school policies.

Pre-School Club

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

Productions

A Christmas production is performed by Nursery, Reception, Year 1 and 2 children respectively. Year 3 have their own Christmas celebration or 9 lessons; Year 4-6 lead the school in the annual 9 Lessons and Carols Service. Years 4-6 are involved in another production during either the Hilary term; Year 3 perform their own.

PSHE (Personal, Social & Health Education)

The PSHE programme is integrated into our current Character Development curriculum. We believe that this combined programme will enable children to develop their sense of individual and social responsibility and to become more independent and more responsible members of society. Pupils will be encouraged to play an active and positive role in contributing to the life of the school and the wider community. In so doing, we will help them to develop their sense of self-worth to prepare them for adult life. Children are helped to reflect on themselves and aim to be the best version of themselves they possibly can.

Reading

Children should read at home to an adult for approximately 15 minutes every day or read supervised to themselves from Year 4 upwards. Please make use of the Reading Record Book (Reception to Year 2) to record progress and provide additional feedback for your child's teacher.

Reports

Information about children's progress are issued throughout the year. 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.

Residential trip

An annual residential trip is arranged for pupils in Years 5 and 6 during the summer term, which provides an excellent experience for children to take part in a variety of curriculum and outdoor, adventure activities. The welfare of pupils on residential trips is of paramount importance and all activities are organised in accordance with health & safety regulations and guidelines. Separate details are provided to parents well in advance of the planned trip.

School Rules

- * We carry out instructions the first time.
- * We raise our hands for the teacher's attention.
- * We work quietly in our place without disturbing others.
- * We keep our hands, feet and objects to ourselves.
- * We are polite to each other and our teachers.
- * We stand to greet our teacher at the start of lessons.
- * We respect class property and keep the class tidy.

Security

At Oliver House the highest priority is given to the safety of pupils and staff, 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 closed 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. Security lighting is also installed at the front of the Prep and Pre-Prep buildings. All playground areas are protected by security fencing and a pedestrian gate is in place.

Please do not allow anyone you do not know onto school premises. Any visitors to the school ring for entry and will be met at the front door by a member of the administration team and asked to sign in.

Secondary schools

From Year 5, parents will receive a variety of information on secondary schools, including open day dates and times, examination requirements, admissions criteria etc. Parents are also invited to discuss secondary transfer issues at the Information Evening held in September and during parent/teacher meetings throughout the year with the class teacher. Annual meetings with the Head will also be held with Year 4, 5 & 6 parents and always available for advice. Additional information and guidance can be found on the school website.

Senior Management Team (SMT)

The SMT is 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 SMT, who meets weekly, is composed of the following people: Acting Headmaster, Mr Farrell; Deputy Head of Personal Development, Miss Pleasants; Deputy Head Academics, Mr Christopher Haynes; Key Stage I Leader, Miss Sue Turner.

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 near the school 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.

Spelling

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

Sports Day

The Oliver House sports day will be held towards the end of Trinity Term.

Sports Fixtures

Throughout the year sports fixtures are arranged for Years 3 – 6 against other local Prep schools. Parents are welcome to attend. All Prep children are required to wear the Oliver House sports kit when playing in fixtures. Please contact Mr Webber for further details.

Staff List 2016/17

| Name | Class | Extra responsibilities & Specialist |
|---------------------------------|-----------|--|
| Mr R Farrell | | Acting Headmaster |
| Mr C Haynes Miss S Pleasants | Year 6 | Acting Deputy Head Academic, Head of Maths Deputy Head Personal Development, Director of Music |
| Ms N Daood | | Academic Consultant |
| Miss A Delaney | Year 5 | Head of English |
| Miss E Ward | Year 5 | History/Geography |
| Mr D Cook | Year 4 | Computing Prep |
| Miss A Fraser | Year 4 | Science |
| Miss H Wade | Year 3 | G&T and Critical Thinking |
| Mrs V Egbuonu | Year 2 | RE Pre Prep |
| Mrs Agnew | Year 2 | Computing Pre Prep |
| Miss S Turner | Year 1 | Key Stage 1 Leader, Designated Safeguarding Lead |
| Mrs E Bruton | Year 1 | SENCO Pre-Prep and Early Years, Early Years Deputy Leader |
| Miss J Mullins | Reception | Early Years Leader |
| Mrs S Fernandes | Nursery | Outdoor Learning |
| Mrs M Lawson | Pre Prep | Pre Prep Support |
| Mrs Boyle | Pre Prep | Pre Prep Support, SDP Co-ordinator |
| Mrs J Funsch | Prep | Prep Support, Head of Art & DT |
| Mrs S Wood | Prep | EAL Support, Spanish Support |
| Mrs L Westhead | | SENCO Prep |
| Miss L McCarthy | | Assistant SENCO, PE Teacher |
| Miss C Domingo-Palacios | | Assistant SENCO |
| Mrs L Sedoufio | | Spanish |
| Miss M Radcliffe | | Art & DT |
| Mr P Webber | | PE & Games |
| Mrs C Watson | | PE |
| Mr A Legge | | PE |
| Mr J Maldonado | | Boys' Tutor |
| Mrs Summerhayes | | Drama |
| Fr F Calduch | | Chaplain |
| Miss R Lora | | Piano |
| Mr J Hayward | | Guitar |
| Miss J Kaminska | | Violin |
| Mr B McGowan | | Piano |
| Miss A Loewe | | Voice |
| Mrs J Snowdon | | Voice |
| Mrs L Williams | | Speech and Drama |
| Mr J Davies | | Piano |
| Teaching Assistants | | |
| Miss A Mroz | | Nursery |
| Miss L Alujas | | Reception |

Miss S Henton
Mrs E Murphy
Miss K del Barrio

Nursery/Year 2
Year 1
Year 1

Non-teaching staff:

Mrs R Collumbell & Ms S Gilani
Mrs L Howell
Mrs C Charles
Mr David Side

PA to Head
School Secretary & Admissions
School Administrator and Facilities Officer
Caretaker and Mini Bus Driver

Stationery

Pencil cases are required from Year 3 upwards. Essential stationery includes a pen which can be purchased from the school office, a green pen, HB pencils, 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 request member of the office to telephone their parents for non-urgent matters.

Term Dates 2016/17

The dates for this academic year are as follows:

Michaelmas Term 2016

Term Begins: Monday 5th September 2016
Half Term: Monday 24th October to Friday 4th November
Term Ends: Friday 16th December

Hilary Term 2017

Term Begins: Thursday 7th January
Half Term: Monday 15th February to Friday 19th February
Term Ends: Wednesday 23rd March

Trinity Term 2017

Term Begins: Tuesday 12th April
Half Term: Monday 30th May to Friday 3rd June
Term Ends: Thursday 7th July (12.30pm)

Dates for each academic year are usually set in January and will be advised to parents once finalised.

Times Tables

Children in Year 2 upwards will be tested weekly on their times tables. Please help children to learn these.

TOPS (Parental Activities Team)

TOPS stands for Team of Parental Supporters which exists to help with the various functions throughout the year. They are always on the lookout for new members so please speak to staff in the school office if you feel you are able to help in any way.

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.

Travel

The children mainly travel to sports fixtures in the school minibus. Public transport and hired coaches are used as and when appropriate.

Tutorials

When the children reach Year 3 they will be assigned a personal tutor to support parents in the character development of their children. Tutorials take place fortnightly and parents meet with their child's tutor once a term. The current tutors for Oliver House are Rob Farrell, Sam Pleasants, Sylwia Boyle, Alana Delaney, Suzy Wood, Patrick Webber, Damian Cook, Christopher Haynes and Javier Madonalda.

Tutorials are invaluable and unique to our school. They help children reflect on their strengths and weaknesses in order to set personal targets to help them grow in the specific virtues they personally need to fulfil themselves as individuals and valuable members of society.

Uniform

Full school uniform and regulation shoes must be worn. Uniform must be worn in a tidy and acceptable manner. Uniform requirements are kept as practical as possible. The school's uniform suppliers are Lester Bowden, in Epsom (Tel 01372-747 475). Uniform items may also be ordered by phone or via their website www.lesterbowden.co.uk.

Second Hand uniform sales take place regularly throughout the year.

Volunteers

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, you feel you could help in any way please let your child's teacher know or speak to staff in either school office.

APPENDIX A

OLIVER HOUSE SCHOOL

RECOMMENDED BOOKLIST FOR PRE-PREP CHILDREN

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

Pre-Prep Book List

| Author | Title |
|-----------------|--|
| Julia Donaldson | The Gruffalo |
| | The Scarecrow's Wedding |
| | The Gruffalo's Child |
| | Superworm |
| | The Highway Rat |
| | Zog |
| | Tabby McTat |
| | Stick Man |
| | Tiddler |
| | Charlie Cook's Favourite Book |
| | The Snail and the Whale |
| | The Smartest Giant in Town |
| | Room on the Broom |
| | Monkey Puzzle |
| | A Squash and a Squeeze |
| | Fox's Socks |
| | Postman Bear |
| | Rabbit's Nap |
| | Hide and Seek Pig |
| | Tales from Acorn Wood |
| | Animal Music |
| | Goat goes to Playgroup |
| | Toddle Waddle |
| | One Mole Digging a Hole |
| | Chocolate Mousse for Greedy Goose |
| | Hippo has a Hat |
| | Wriggle and Roar |
| | Conjuror Cow |
| | Follow the Swallow |
| | The Magic Paintbrush |
| | The Further Adventures of the Owl and the Pussycat |
| | Cave Baby |
| | Princess Mirror-Belle and the Dragon Pox |
| | Sugarlump and the Unicorn |
| | The Singing Mermaid |
| | The Rhyming Rabbit |
| | What the Ladybird Heard |
| | The Princess and the Wizard |
| | Sharing a Shell |
| | Night Monkey Day Monkey |
| | The Flying Bath |
| | Jack and the Flumflum Tree |

| | |
|--|--------------------|
| | The Troll |
| | Tyrannosaurus drip |
| | |

| | |
|-----------------------|--|
| Julia Donaldson | Wake up Lydia Lou |
| | Freddie and the Fairy |
| | The Paper Dolls |
| | One ted falls out of Bed |
| | Rosie's Hat |
| | Fly, Pigeon, Fly |
| | Follow the Swallow |
| | Spinderella |
| | Swallows and Spiders |
| | The Wrong Kind of Bark |
| | The Quick Brown fox Cub |
| | Animals in School |
| | Brick-a-Breck |
| | The Bird's Nest and the House Next Door |
| | The Snake who came to stay |
| Peter Brown | Mr Tiger goes WiMy Mumld |
| Anthony Browne | What if? |
| | Gorilla |
| | Little Beauty |
| | Look What I've got |
| | My Brother |
| | My Dad |
| Rebecca Cobb | Missing Mummy |
| | The Something |
| | Aunt Amelia |
| Benji Davies | On Sudden Hill |
| | Goodnight Already |
| Mini Grey | Hermelin the Detective Mouse |
| Catherine Rayner | Smelly Louis |
| | Solomon Crocodile |
| | Ernest |
| Jill Murphy | The Worst witch |
| | The Worst witch and the Wishing Star |
| | The Worst Witch to the Rescue |
| | The Worst Witch saves the day |
| | Bad Spell for the Worst witch |
| | Whatever Next |
| | A Piece of Cake |
| | Large in Charge |
| | On the Way Home |
| Janet & Allen Ahlberg | Each, peach, pear, plum |
| | The Jolly Postman and other People's Letters |
| Raymond Briggs | The Snowman |
| John Burningham | Would you rather... |
| Eric Carle | Brown Bear Brown Bear What do you hear? |
| | The Very Busy Spider |
| | The mixed up chameleon |
| | The Tiny Seed |
| | Do you want to be my friend? |
| | The very lonely Firefly |

| | |
|----------------|----------------------------------|
| Emily Gravett | Little Mouse's Big Book of Fears |
| Oliver Jeffers | Lost and Found |
| Judith Kerr | One night in the Zoo |
| | The Great Granny Gang |
| Jon Klassen | I want my hat back |
| David McKee | Not now Bernard |

| | |
|----------------------------|---|
| David McKee | Elmer and the Whales |
| | Elmer and the Monster |
| | Elmer and Snake |
| | Elmer and the Big Bird |
| | Melric the magician who lost his magic |
| | Elmer and the Hippos |
| | Hill and the Rock |
| | Denver |
| | Two monsters |
| Elfrida Vipont | The Elephant and the Bad Baby |
| David Soman & Jacky Davies | Ladybug Girl at the Beach |
| | Ladybug girl and the Bug Squad |
| | Ladybug girl and the Big Snow |
| | Ladybug Girl |
| | Ladybug Girl and the Bumblebee Boy |
| Cressida Cowell | That rabbit belongs to Emily brown |
| Joyce Lanketer Brisley | The Milly Molly Mandy storybook |
| Jan de Brunhoff | The story of Barbar |
| Dorothy Edwards | My naughty Little Sister |
| Mary Hoffman | Amazing Grace |
| Dick king Smith | The Queen's Nose |
| | The Sheep-Pig |
| | A mouse called Wolf |
| | The Hodgeheg |
| | Lady Lollipop |
| | George Speaks |
| | Clever Lollipop |
| | The Spotty Pig |
| Astrid Lingram | Pippy Longstocking |
| Jon Scieszka | The real story of the three little pigs |
| Enid Blyton | The enchanted wood |
| | Five on a treasure island |
| Nick Butterworth | The Lost acorns |
| | The secret path |
| | The treasure hunt |
| | The rescue party |
| | One snowy night |
| Martin Waddell | Owl babies |
| | Snow bears |
| | Tom Rabbit |
| Shirley Hughes | Alfie's feet |
| | Moving Molly |
| Ronda Armitage | The Lighthouse Keeper's Lunch |
| | The Lighthouse Keeper's adventures |
| | The Lighthousekeeper's rescue |
| | The Lighthouse keeper's catastrophe |
| Mairi Hedderwick | Katie Morag delivers the mail |

| | |
|-----------------|--|
| | Katie Morag and the Big Boy Cousins |
| | Katie Morag and the grand concert |
| Freya Blackwood | Harry and Hopper |
| Andrew Weale | The spooky, spooky house |
| Giles Andreae | Captain Finn and the Pirate Dinosaurs |
| | Bustle in the Bushes |
| | Mad about Minibeasts |
| | The Chimpanzees of Happytown |
| | Nat Fantastic and the Brave Knights of Old |

| | |
|---------------|--|
| Giles Andreae | Nat Fantastic |
| | Billy Bonkers |
| Chris Wormell | Scruuffy Bear and the six white mice |
| | Scruuffy Bear and the lost ball |
| Allen Ahlberg | The pencil |
| | The Black Cat |
| | The Ghost Train |
| Dawn Apperley | There's an Octopus under my Bed |
| | Flip and Flop |
| | Blossom and Boo |
| | Blossom and Boo stay up late |
| | Goodnight, sleep tight, Little Bunnies |
| | Mom mine |
| Toni Ungerer | Christmas Eve at the Mellops |
| | The Mellops strike oil |
| Nick Sharratt | Little Red Riding hood |
| | Jack and the Beanstalk |
| | |
| | |

OLIVER HOUSE SCHOOL

RECOMMENDED BOOKLIST FOR PREPARATORY CHILDREN

KEY UP Indicates greater suitability for Upper Prep
 LP Indicates greater suitability for Lower Prep

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

Booklist - Prep

| Genre | Age range | Title | Author |
|----------------|-----------|--------------------------------|--------------------------------------|
| Fantasy | UP | Watership Down | Adams, Richard |
| Fantasy | UP | The Wolves of Willoughby Chase | Aiken, Joan |
| Fantasy | UP | Black Hearts In Battersea | Aiken, Joan |
| Fantasy | UP | Midnight is a Place | Aiken, Joan |
| Classics | LP | A Necklace of Raindrops | Aiken, Joan |
| Series | UP | Little Women | Alcott, Louisa May |
| | UP | The Fire Eaters | Almond, David |
| | LP | Seven for a Secret | Anholt, Laurence and Coplestone, Jim |
| | UP | MacB | Arksey, Neil |
| | LP | Mister Magnolia | Blake, Quentin |
| | LP | The Green Ship | Blake, Quentin |
| Multi-cultural | UP | Surprising Joy | Bloom, Valerie |
| Classics | LP | Paddington | Bond, Michael |
| (series) | MP | The Tales of Olga da Polga | Bond, Michael |
| | LP | A stranger at Green Knowe | Boston, Lucy |
| Series | UP | The Children of Green Knowe | Boston, Lucy |
| | UP | The River Boy | Bowler, Tim |
| | UP | The War that saved my life | Bradley, Kimberley, B, B |
| | LP | Gorilla | Brown, Anthony |
| | LP | Flat Stanley | Brown, Jeff |
| | UP | The Tunnel | Browne, Anthony |
| | UP | Zoo | Browne, Anthony |
| | UP | Voices in the Park | Browne, Anthony |
| | UP | The Whisperer | Butterworth, Nick |
| | UP | The Midnight Fox | Byars, Betsey |
| Fantasy | UP | Artemis Fowl (series) | Colfer, Eoin |
| | UP | Over sea, under stone, | Cooper, Susan |
| History (WWII) | UP | Framed | Cottrell Boyce, Frank |
| Humour | UP | Millions | Cottrell Boyce, Frank |
| Humour | UP | Cosmic | Cottrell Boyce, Frank |
| | UP | The Unforgotten Coat | Cottrell Boyce, Frank |

| | | | |
|-------------------------|----|-------------------------------------|---------------------------|
| Series | MP | How to Train Your Dragon | Cowell, Cressida |
| Series | MP | Just William | Crompton, Richmal |
| Series | MP | The Demon Headmaster | Cross, Gillian |
| | UP | The Great Elephant Chase | Cross, Gillian |
| | UP | Arthur, The Seeing Stone | Crossley-Holland, Kevin |
| | UP | Short: a book of very short stories | Crossley-Holland, Kevin |
| | LP | The BFG | Dahl, Roald |
| | UP | The Witches | Dahl, Roald |
| | UP | Matilda | Dahl, Roald |
| | LP | Jitterbug Jam | Deacon, Alexis |
| | LP | The Tale of Despereaux | DiCamillo, Kate |
| | MP | The Children of Winter | Doherty, Berlie |
| Historical | UP | Street Child | Doherty, Berlie |
| Historical | UP | Treason | Doherty, Berlie |
| Mystery | UP | The London Eye Mystery | Dowd, Siobhan |
| Humour | MP | The Giggler Treatment | Doyle, Roddy |
| | UP | A Greyhound of a Girl | Doyle, Roddy |
| Classics | LP | My Naughty Little Sister (series) | Edwards, Dorothy |
| | LP | The Diary of a Killer Cat | Fine, Anne |
| | LP | The Angel of Nitshill Road | Fine, Anne |
| | MP | Bill's New Frock | Fine, Anne |
| | MP | Goggle Eyes | Fine, Anne |
| | MP | Flour Babies | Fine, Anne |
| | LP | Dinosaurs and All that Rubbish | Foreman, Michael |
| | UP | The diary of Anne Frank | Frank, Anne |
| | LP | The Smallest Samurai | French, Fiona |
| | UP | The Thief Lord | Funke, Cornelia |
| | UP | Inkheart | Funke, Cornelia |
| | UP | The Wolves in the Walls | Gaiman, Neil |
| | UP | Coraline | Gaiman, Neil |
| | MP | The Boy with the Magic Numbers | Gardner, Sally |
| | UP | The Owl Service | Garner, Alan |
| Multi-cultural | LP | Grandpa Chatterji | Gavin, Jamila |
| Historical (Victorians) | UP | Lizzie's Wish | Geras, Adele |
| History (WWII) | UP | A Candle in the Dark | Geras, Adele |
| | UP | The Glassmaker; Cat Royal Series | Golding, Julia |
| | MP | The Little White Horse | Goudge, Elizabeth |
| | UP | Linnets and Valerians | Goudge, Elizabeth |
| | UP | Sir Gawain and the Green Knight | Hastings, Selina |
| | UP | The Mouse and his Child | Hoban, Russell |
| Classics | UP | The Secret Garden | Hodgeson-Burnett, Frances |
| Classics | UP | The Little Princess | Hodgeson-Burnett, Frances |

| | | | |
|----------------------------|-----|--|------------------------|
| History (WWII) | UP | I am David | Holm, Anne |
| Series | MP | The Last Polar Bears | Horse, Harry |
| | UP | Journey to the River Sea | Ibbotson, Eva |
| Fantasy | All | The Secret of Platform 13 | Ibbotson, Eva |
| | All | One Dog and His Boy | Ibbotson, Eva |
| | UP | The Star of Kazan | Ibbotson, Eva |
| | UP | Journey to the river sea | Ibbotson, Eva |
| Classics | LP | Little House in the Big Woods (series) | Ingalls-Wilder, Laura |
| Classics | LP | Finn Family Moomintroll | Janssen, Finn |
| Series | UP | Howl's Moving Castle | Jones, Diana Wynne |
| | LP | Dear Greenpeace | Jones, Simon |
| | UP | Emil and the Detectives | Kastner, Eric |
| | UP | The divide; Back to the divide; Jinx in the Divide | Kay, Elizabeth |
| | UP | Nancy Drew series | Keene, Carolyne |
| Series | UP | When Hitler Stole Pink Rabbit | Kerr, Judith |
| Classics | LP | The Sheep-Pig | King-Smith, Dick |
| Classics | LP | The Queens Nose | King-Smith, Dick |
| | LP | The Finger-Eater | King-Smith, Dick |
| Historical (Roman); series | UP | The Roman Mysteries | Lawrence, Caroline |
| | UP | The thieves of Ostia | Lawrence, Caroline |
| Series | UP | A Wizard of Earthsea | LeGuin, Ursula |
| Science fiction | UP | A Wrinkle in Time | L'Engle, Madeleine |
| | UP | Sky Hawk | Lewis, Gill |
| | UP | The Lion, the Witch and the Wardrobe (series) | Lewis, CS |
| Classics | LP | Pippi Longstocking | Lindgren, Astrid |
| | UP | The Ghost of Thomas Kempe | Lively, Penelope |
| Historical (WWII) | UP | Goodnight, Mr Tom | Magorian, Michelle |
| Historical (WWII) | UP | Back Home | Magorian, Michelle |
| Historical (WWII) | UP | A Spoonful of Jam | Magorian, Michelle |
| | LP | The Man Whose Mother was a Pirate | Mahy, Margaret |
| | UP | Dead Man's cove | Marlin, Laura |
| Classics | | The box of delights | Masefield, John |
| | UP | Robin Hood and a world of other stories | Mc Caughrean Geraldine |
| | UP | The Kite Rider | Mc Caughrean Geraldine |
| History (Egyptians) | UP | Casting the Gods Adrift | McCaughrean, Geraldine |
| | UP | Rooftoppers | McCaughrean, Geraldine |
| Series | UP | Saffy's Angel | McKay, Hilary |

| | | | |
|----------------------|----|---|-------------------------------|
| | LP | Have you seen who's just moved in next door to us? | McNaughton, Colin |
| | MP | Adventures of the Little Wooden Horse | Moray Williams, Ursula |
| | LP | Emily's Legs | Morpurgo, Michael |
| Historical (Tudors) | LP | My Friend Walter | Morpurgo, Michael |
| Historical (WWII) | UP | Adolphus Tips | Morpurgo, Michael |
| War, Africa | UP | Dear Olly | Morpurgo, Michael |
| | UP | Alone on the Wide Sea | Morpurgo, Michael |
| | UP | Trash | Mulligan, Andy |
| Magic | LP | The Worst Witch (series) | Murphy, Jill |
| Classics | UP | The Railway Children | Nesbit, E |
| | UP | The Wind singer | Nicholson, William |
| | UP | The Snow Spider Trilogy | Nimmo, Jenny |
| Science fiction | UP | Aquila | Norris, Andrew |
| Classics | UP | The Borrowers (series) | Norton, Mary |
| | | Mrs Frisy & the rats of Nimh | O'Brien Robert |
| | UP | Wonder | Palacio |
| | UP | Eragon | Paolini, Christopher |
| | UP | A Single Shard | Park, Linda Sue |
| Series | UP | Wolf Brother | Paver, Michelle |
| Classics | UP | Tom's Midnight Garden | Pearce, Phillippa |
| | LP | Lion at School and other stories | Pearce, Phillippa |
| History (Victorians) | UP | A Slip in Time | Pearson, Maggie |
| | UP | Ulysses More Series | Pierdomenico Baccalaro |
| Adventure | UP | Swallows and Amazons (series) | Ransome, Arthur |
| Historical (Romans) | UP | Tiger, Tiger | Reid-Banks, Lynne |
| | UP | The Indian in the Cupboard | Reid-Banks, Lynne |
| | MP | Krindlekrax | Ridley, Philip |
| | UP | Rooftoppers | Rundell, Katherine |
| | UP | Holes | Sachar, Louis |
| Animal | UP | Varjak Paw | Said, SF |
| | LP | True Story of the Three Little Pigs | Scieszka, Jon and Smith, Lane |
| Historical (WWII) | UP | The Silver Sword | Serrallier, Ian |
| | UP | The Sleeping Army | Simon, Francesca |
| | UP | Wolf brother | Smale, Holly |
| | UP | The Hundred and One Dalmatians | Smith, Dodie |
| | | Can you whistle Johanna? | Satrke, Ulf |
| | UP | Kidnap in the Caribbean; Dragonfly; Kentucky Thriller | St John, Laura |
| | LP | Clever Polly and the Stupid Wolf | Storr, Catherine |
| classics | UP | Ballet Shoes | Streatfeild, Noel |
| Historical (Romans) | UP | The Eagle of the Ninth | Sutcliffe, Rosemary |

| | | | |
|-----------------------------|----|--------------------------|------------------|
| | UP | How to Live forever | Thompson, Colin |
| Historical (Ancient Greece) | UP | Mission to Marathon | Trease, Geoffrey |
| Historical (Tudors) | UP | Cue for Treason | Trease, Geoffrey |
| Historical (WWII) | UP | Big Tom; A twist in time | Ure, Jean |
| Classics | LP | Charlotte's Web | White, EB |
| Classics | UP | Stuart Little | White, EB |
| Classics | UP | The Sword in the Stone | White, TE |

APPENDIX B: School Policies

Subject Policies:

- English
- Maths
- Science
- ICT/Computing
- DT
- History
- Geography
- PE
- Art & Design Technology
- Music
- RE
- Foreign Languages
- CD/PSHE

Curriculum Policies:

- General Curriculum Policy
- Marking & Feedback
- Assessment
- Monitoring & Evaluation
- Early Years
- Key Skills
- Teaching & Learning
- Homework

General Policies:

- Admissions
- Adult Volunteer Helpers
- Anti-Bullying
- Appraisal
- Attendance
- Behaviour & Discipline
- Child Protection & Safeguarding
- Communications
- Complaints
- CPD
- EAL
- Educational & Off-site Visits and Activities
- Equal Opportunities
- E-safety
- Extremism & Radicalisation
- Fire Safety & Procedures
- First Aid
- Health, Safety & Welfare
- Home Visits
- Minibus
- NQT
- Parental Involvement

- Record Keeping
- Risk Assessment
- Safer Recruitment
- School Uniform
- SEN
- Teaching Assistants
- Whistle Blowing

Appendix C

REPORTING TO PARENTS

Nursery – Year 6

| | MICHAELMAS 1 | MICHAELMAS 2 | HILARY 1 | HILARY 2 | TRINITY 1 | TRINITY 2 |
|--------------------|----------------------------|--|-------------|--|-----------|---|
| Nursery * | | Parent/Teacher Meeting | Mini Report | Parent/Teacher Meeting | | Celebration of Work Evening End of Year Report |
| Reception * | Baseline assessment Report | Parent/Teacher Meeting | Mini Report | Parent/Teacher Meeting | | Celebration of Work Evening End of Year Report |
| Year 1 - 6 | Incas Report | Parent/Teacher Meeting Target Tracker Report Celebration of Work Evening | | Celebration of Work Evening Target Tracker Report | | Parent/Teacher Meeting End of Year Report |

* In the Early Years the Tapestry Programme will provide parents with regular updates on their children's progress. This programme replaces the need for a Celebration of Work evening in Early Years until Trinity 2.