



Parent Handbook

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section on our website (<http://www.heringtonhouseschool.co.uk>).

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At Herington House we believe in a working partnership between School, Parents and Pupils where our children will strive to learn and achieve in a happy, stimulating and structured environment.

We have high standards of behaviour and we believe that discipline begins in the home. It is important that each child feels safe and secure in the School environment, and to this end we ask for your co-operation to ensure all children follow the Code of Conduct.

Parents are asked to show their respect for formal School occasions such as Speech Days, Christmas Concerts and School plays etc by dressing in an appropriate manner befitting such occasions.

Code of Conduct for All Children

Boys and girls of all ages must learn to work and play together as well as respect each other's space and privacy.

From Reception 1 upwards pupils are expected:

- To ensure they model acceptable behaviour appropriate to the Herington House ethos at all times. This includes when wearing School uniform whether in the school grounds or environs, visiting other schools or taking part in school visits.
- To follow instructions given by members of staff at all times.
- To have consideration for his/her peers and adults.
- To be polite to both peers and adults.
- To attend to his/her own needs regarding the toilet and washing.
- To value, respect and appreciate the surroundings, other people's work and property.
- Not to cause any physical or emotional harm to members of the school community regardless of provocation.
- To share resources and equipment with other children.

In the event of any problem, parents will be notified by the School and invited to discuss the matter with the appropriate member or members of staff.

During 'Drop off' and 'Pick Up' at the school or environs, parents must ensure the good behaviour of their child/ren in accordance with the Code of Conduct for All Children and The School Behaviour Policy.

Reward Schemes

Special recognition in the form of awards are given for Academic achievement, Academic Effort, Academic progress and Citizenship.

- Stars are awarded to pupils by all teachers across all subjects and extra-curricular activities. These are recorded by their Form teacher during the course of each term.

- 10 stars = 1 House Point
- At the end of each term the total number of house points are calculated and the winning house (Nightingale and Robins) is awarded the school cup in the final assembly.
- Special recognition is given to the pupil in each Form with the most House Points during any given term.
- Deputy Head/Principal's stickers are awarded to those pupils who display excellence in academia (achievement, effort, progress) and/or citizenship.
- At the end of every academic year Herington House School hosts Speech Day where individual pupils (previously chosen by their subject teacher) are awarded a cup/shield/book for outstanding progress or achievement in certain subject areas or Citizenship.

Discipline

At Herington House School, we work on the principle that timely warnings and explanations are more constructive and positive than any number of carefully graded sanctions. A child will, from time to time, act in thoughtless, silly or unkind ways, but it is important to explain to a child the error of their ways either informally or formally.

Whilst Herington House School adopts positive reinforcement when dealing with behavioural concerns, parents must: accept the authority of the Principal and of other members of staff on the Principal's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the school community as a whole. This applies to all pupils when they are on school premises, or in the care of the School, or wearing school uniform, or otherwise representing or associated with the School.

Sanctions

Sanctions at Herington House are few, with associated loss of privileges and written letters of apology, felt to be the most effective means of underlining the School's displeasure when a child's behaviour falls below the standard we expect from a Herington House pupil.

Some misdemeanours are judged worthy of being formally recorded. A Behaviour Record is written out by the member of staff who witnessed the transgression. The School monitors patterns of unacceptable behaviour for individual children, forms/year groups and presents this information when necessary in staff meetings. Behaviour Records are filed and repeat offenders can expect the Form Teacher/Deputy Headteacher/Principal to contact parents.

- If the teacher/teachers/member of staff feels appropriate, a red card will be issued to the child and the matter is reported to the appropriate form teacher, both by the child and the member of staff and recorded on the pupils profile database.
- A red card will be placed in the child's homework diary with an explanatory note for parent information purposes and for the parent to sign.

- If a child receives 3 red cards during a term then they are asked to see the Principal with the appropriate Form teacher or Deputy Head present.
- The Principal will, after discussion with the child, issue a detention to be undertaken by the child after school. Parents will be informed of the date and time.

The School Day

Breakfast Club	7:40-8:40	Hall
School Starts For:		
Reception 1 & 2	8:40	Reception 1 & 2 enter the School by the ' Children's Entrance ' (second green door) and they are welcomed by their Form Teacher and a Form 6 pupil, who will help them to the classroom. They are dismissed from the same place by their Form Teacher.
Form 1 & 2	8:40	Form 1 and 2 walk down the side of the building, past the computer room and enter via the main Fire Door at the foot of the stairs. They are welcomed by their Form Teacher and a Form 6 pupil, who will see them to their classroom. At the end of the day they are dismissed from the same door.
Form 3, 4, 5	8:40	Form 3, 4 and 5 enter by the ' Children's Entrance ' (second green door).
Form 6	8:15	Form 6 enter School via the main entrance (first green door) and they prepare for their morning duties.
Registration	8:50	Registration is completed by 8.50 am and any child arriving after this time will receive a 'late mark'.
Assembly	9:00	Assembly for the <u>whole</u> School in the School hall.

Mid-morning break		
Reception 1 & 2	10.00 am – 10.20 am	Playground
Forms 1 & 2	10.20 am – 10.35 am	Playground
Forms 3, 4, 5 & 6	11.00 am – 11.15 am	Playground
Lunch		
R1	12:15-1:00	Reception 1
R2	12:15–1:00	School Hall and Playground
Form 1-6	12:15-1:30	School Hall and Playground
Home Time		
Reception 1 & 2	3:15	2 nd Green Door
Form 1	3:30	2 nd Green Door
Form 2	3:30	Fire Door at bottom of the stairs
Forms 3-6	3:45	Second Green Door
After School Care and Clubs	4:00-5:00	Dismissed from main entrance

Break Time Snack

- Your child is required to bring in a healthy snack such as a piece of fruit or crackers to enjoy at break-time. Lower school (R1-F2) are provided with a mid-morning healthy drink. Upper School (F3-F6) are allowed to bring in a bottle of water **only** and a healthy snack.
- A drink will be provided for all pupils in Reception 1–Form 2. All other pupils may bring a small bottle of water. Drinking fountains are available in the school.
- The younger children will need to have their snack in a small, labelled container.
- A piece of fruit or vegetable, health food bar or a biscuit, are suggested as suitable snacks. It is not appropriate for the children to have yoghurts or larger quantities of food at break time.
- We do not allow sweets, crisps or chocolate.
- If grapes or cherry tomatoes are brought into School, **then they must be cut into half so as to prevent choking.**

Lunchtime

- Reception 1 children who only stay for the morning sessions leave School at 12 o'clock. They will be taken to the children's entrance by the class teacher and handed over to their parents.

- Reception 1 children who stay for the afternoon session will have outdoor play followed by a packed lunch and a rest period, prior to starting the afternoon activities.
- All other children will have a school lunch and an outdoor recreational period between 12.15 pm and 1.30 pm.

Packed Lunch

- Children who remain in Reception 1 all day will need to bring a packed lunch, suitably contained in a labelled lunch box.
- Please take care not to send food that will deteriorate if it is kept at a normal room temperature.
- We request that their packed lunch is healthy. Suggested suitable foods include; sandwich, pieces of fruit or vegetables, crackers and cheese.

School Lunch

- The School provides a hot lunch for all children (excluding Reception 1).
- There is a bespoke three week menu plan which provides a variety of hot and cold options.
- The children eat in the School Hall with all other Form groups and are supervised by members of staff.

Collection at the End of the School Day

- Children in R1, R2, F1 & F2 are collected from the door by which they entered in the morning.
- Parents collecting Upper School children are asked to wait in the area near the School gate.
- Upper School children are not allowed to leave the School premises unless they and their teachers have seen their parents from their classroom window. Please ensure you are visible.
- All parents are asked to be punctual at the end of the School Day.
- The Form Teacher and the School Office must be notified in writing if someone other than the parent/carer is collecting a child at the end of the day.
- Parents who wish their Upper School child to walk home alone, should put this in writing to their Form Teacher and this must be authorized by the Principal and the Deputy Head.
- Children will not be allowed to leave school and walk home without a parent unless a letter has been received by the Form Teacher, and the School Secretary has been notified of the arrangement.
- Children are not allowed to eat or drink in their school uniform when leaving School. We ask they wait until they have reached home or are in the family car.
- Hats and caps must be worn at all times by Reception 1-Form 3 children.
- On excessively hot days the School will give permission for blazers to be carried over the child's arm.

Breakfast Club

- Breakfast club runs from 7:40-8:40 every weekday.

- Children are provided with a healthy breakfast. Options include; a variety of cereals, toast and spreads and fruit juices, milk or water.
- Please inform the School Office if you would like your child to attend breakfast club, giving as much notice as possible.

After School Care

- An After School Care class, which is recreationally based, is offered to all children in the School.
- It commences at the end of your child's School day (from 3.15 pm) and finishes at 5.00 pm. We expect parents to collect their child/ren at 5:00pm promptly.

After School Clubs

- One or more clubs take place after School on all five evenings during the week from 4.00 pm to 5.00 pm.
- **Football Club** for Forms 2-6 take place on a Wednesday afternoon from 3.15 pm to 4.15 pm at Long Ridings School. Parents are requested to collect their child/ren from Long Ridings by 4:15pm.
- A clubs dates list will be issued at the beginning of each term.
- Clubs **do not** usually take place during the first or last week of term, with the exception of football club, which is on every week throughout the term.
- Clubs do not take place if there has been an afternoon public performance in school e.g. nativity, concert or Sports Day.

After School Clubs Timetable

Day	Club	Time	Club	
Monday	Art	4:00-5:00	Quiz Club	4:00-5:00
Tuesday	Drama	4:00-5:00		
Wednesday	Football	3:15-4:15	Early Music	4:00-5:00
Thursday	Fitness	4:00-5:00	Conservation Club	4:00-5:00
Friday	Science	4:00-5:00		

Attendance

- In view of the length of School holidays parents are asked not to arrange to take their child out of School during term time. However, permission ***must*** be, in any event, requested in writing or by email by the parent and authorised by the Principal, if a child is to be absent for a holiday during term time.
- We are obliged by the **Department of Education** to keep a register which shows the **'authorised'** and **'unauthorised'** absences from School.
- This register is inspected by the **Department of Education** and **Ofsted** during any inspection.

- Your child is expected to have an attendance record of **95%** and above. Any requests for unauthorised leave will be considered in line with this requirement.
- All **absences** relating to sickness should be notified by telephone or email to the School Office no later than 9:30am on the first day of sickness.
- Similarly, if a child is unable to participate in P.E. or swimming lessons then a note or email from a parent to the Form Teacher is required.
- Accordingly it is most important that permission be sought from the School for any absence during term time and, ***before*** that absence takes place. This must be in the form of a written letter addressed to the Principal in advance. It is therefore, at the discretion of the Principal to grant permission for any request for absence outside of the normal school calendar.
- Failure to obtain permission from the Principal beforehand will result in such absence being deemed as '**unauthorised absence**'. The importance of permission therefore, being sought beforehand, cannot be over-stressed, and we seek your co-operation.

Medical and Personal Information

- Every parent must complete a **Medical and Personal Details Form** for their child on entry to School. This form is renewed annually and parents are asked to inform the School **immediately** if there is a change to the recorded information.
- The administration of medicines, short term and long term, will be at the discretion of the School. School staff are ***not allowed*** to administer any medication without written or emailed consent from parents and agreement of the School.
- Children who have suffered sickness during the night or en route to School should not be brought to School for 24 hours.
- Please do not bring your child to School knowing that he/she is unwell, as this causes distress to the child and their friends.
- The School makes every effort to send a sick child home. To assist the School, an emergency contact name and telephone number must be entered on the medical form. This person must live locally. Please ensure this information is kept up to date.

Learning Resources

- These will be provided for all children in Reception 1 and 2. All other children will need to have a pencil, rubber, drum sharpener and a set of colouring pencils (not felt tip pens, unless specifically requested for art work) and a clear straight 30 cm ruler.
- At the end of the school year, before your child enters his/her new class, Forms 1-6 will be issued with the specific equipment list for their forthcoming form.
- Children in Forms 3-6 will also need a cartridge pen, washable spare blue ink cartridges and an ink eraser. These items will need to be kept in a small pencil case, which will fit comfortably in a desk.
- A school Hymn Book is to be purchased from the School when your child is in Form 1.
- Children in Form 3 will need to purchase a small pocket dictionary.
- Children in Form 4 will need to purchase a copy of the 'Rainbow Good News Bible' ISBN 0-005-12842-0.

- Your child will be issued with text books at the beginning of the School year; each book will be numbered with your child's number. If these are lost then parents must pay for them accordingly.
- Children will need to purchase from School a recorder and a recorder book, as required. These items will be invoiced separately.

School Uniform

- You can obtain clothing lists and order forms for boys and girls from the School Office. A full uniform list is supplied to all new parents.
- The Friends of Herington House (Parents Association) run a Thrift Shop and this normally has a good stock of second-hand uniform. The telephone number can be obtained from the School Secretary.
- Hair should be tidy and of an appropriate style for School.
- Girls' long hair should always be tied back and boys' hair should be off the collar.
- Extreme hairstyles are not acceptable.
- Girls may wear green hair accessories with winter uniform and primrose yellow or green with the summer uniform.
- Jewellery is not to be worn in School except a suitable watch.
- Girls with pierced ears may wear small plain studs only and these must be removed for all PE lessons.
- If your daughter has newly pierced ears then the stud must be covered with microporous tape, during the 6 week 'new' period only, for PE.

CLOTHING LIST

RECEPTION 1 & 2 - GIRLS

<u>Winter Uniform</u>	<u>Summer Uniform</u>
* Tunic	* Dress
* Berretta	* Boater
* Coat	* Blazer
* Tie	* Cardigan
* Scarf	* Yellow T-shirt (for Sports Day)
* Cardigan	* Green drawstring shoe bag
* Blouse	* Green school briefs (for PE and Sports Day)
* Long green three-quarter socks or green tights	* Primrose ankle socks
* Green drawstring shoe bag	* Tracksuit – R2 only
* Green Herington House book bag	* Green Herington House book bag
* Woolly Hat	
* Tracksuit – R2 only	* Tracksuit – R2 only
White plimsolls	White plimsolls
Black or brown shoes (not fashion shoes or shoes with flashing lights).	Black or brown shoes (not fashion shoes or shoes with flashing lights).
* Green Gloves	• * Legionnaires
* Overall (for lunch time)	* Overall (for lunch time)
* Outside playsuit	* Outside playsuit
Wellington Boots	Wellington Boots

Please provide your child with a long-sleeved plastic painting apron with elasticated cuffs (any colour). If he/she is staying all day, she will also need a green lunch apron, obtained from the school outfitters.

Break time drinks are provided, but the children may bring in a small snack in a suitable container, clearly labelled with their name.

NB Items marked with an asterisk* should be obtained from the School Uniform Shop which is open on Tuesday afternoons from 2:45-3:45 pm, or from the Thrift Shop (telephone number available from the school office).

IMPORTANT:

ALL CLOTHING AND PERSONAL BELONGINGS MUST BE CLEARLY MARKED WITH THE CHILD'S NAME.

CLOTHING LIST**RECEPTION 1 & 2 - BOYS**

<u>Autumn and Spring Term</u>	<u>Summer Term</u>
* Cap	* Cap
* Tie	* Tie
* Scarf	* Blazer
* Waxed jacket	Short trousers (grey)
Short trousers (grey)	* Pullover
* Pullover	* Shirt (short sleeves)
* Shirt (long sleeves)	Grey ankle socks
* Long grey socks	* Yellow T-shirt (for Sports Day)
* Green drawstring shoe bag	* Green drawstring shoe bag
* Green Herington House book bag	* Green Herington House book bag
* Tracksuit – R2 only	* Tracksuit – R2 only
White plimsolls	White plimsolls
Black or brown shoes	Black or brown sandals/shoes
* Green gloves	* Shorts & yellow tee-shirt are required for Sports Day
* Woolly Hat	
* Overall (for lunch time)	* Overall (for lunch time)
* Outside playsuit	* Outside playsuit
Wellington Boots	Wellington Boots

Please provide your child with a long-sleeved plastic painting apron with elasticated cuffs (any colour). If he is staying all day, he will also need a green lunch apron, obtained from the school outfitters.

Break time drinks are provided, but the children may bring in a small snack in a suitable container, clearly labelled with their name.

NB Items marked with an asterisk* should be obtained from the School Uniform Shop, or from the Thrift Shop (telephone number available from the school office).

IMPORTANT:

ALL CLOTHING AND PERSONAL BELONGINGS MUST BE CLEARLY MARKED WITH THE CHILD'S NAME.

CLOTHING LIST**UNIFORM - GIRLS (Form 1 to Form 6)**

<u>Winter Uniform</u>	<u>Summer Uniform</u>
* Coat	* Blazer
* Berretta (up to & including F4)	* Straw Hat (up to & including F4)
* Cardigan	* Cardigan
* Tunic (skirt only in F6)	* Dress
* Blouse (Primrose Long Sleeve)	* Primrose ankle socks
* Tie	
* Long green socks or green tights	
* Scarf (optional)	
Black or brown shoes (plain, formal Style suitable for school, NOT fashion shoes)	Black or brown shoes/sandals (plain style, NOT open toed)
* Green lunch overall	* Green lunch overall
* Green gloves	* Legionnaires hat
* Woolly hat	
<u>Sports Kit</u>	<u>Sports Kit</u>
* Skorts	* Skorts
* Netball Top	* Netball Top
* School tracksuit	* School tracksuit
White trainers	White trainers
Long white games socks - for Forms 2 to 6	* Primrose or white ankle socks
* Rugby jersey - for Forms 2 to 6	
* Black/Navy Swim Suit (Forms 2 & 3)	* Black/Navy Swim Suit (Forms 2 & 3)
* Swimming Cap	* Swimming Cap

Please provide your child with a long-sleeved art apron (any colour).

Green drawstring shoe bags and Herington House School bags are available from the School Uniform Shop.

Shoulder length hair must be tied back. Hair ribbons and hair bands must match the uniform: green with the winter uniform, and green or primrose yellow with the Summer uniform. Fancy hair clips are not allowed.

NB Items marked with an asterisk* should be obtained from the School Uniform Shop which is open every Tuesday between 2:45 and 3:45pm, or from the Thrift Shop (telephone number available from the school office).

IMPORTANT:

ALL CLOTHING AND PERSONAL BELONGINGS MUST BE CLEARLY MARKED WITH THE CHILD'S NAME

CLOTHING LIST**UNIFORM - BOYS (Form 1 to Form 6)**

<u>Autumn and Spring Term</u>	<u>Summer Term</u>
Grey trousers (shorts for lower school long for upper school) <i>Lower school boys are allowed to wear long trousers in very cold weather.</i>	Grey trousers (shorts for lower school long for juniors)
* Shirt (primrose, long sleeves)	* Shirt (primrose, short sleeves)
* Pullover	* Pullover
* Tie	* Tie
* Long grey socks	Grey ankle socks
* Cap (up to & including Form 4)	* Cap (up to & including Form 4)
* Waxed jacket	* Blazer
* Scarf (optional)	* Green lunch overall
* Green gloves	* Legionnaire Hat
* Woolly hat	
Black or brown shoes	Black or brown shoes/sandals
* Green lunch overall	
<u>Sports Kit</u>	<u>Sports Kit</u>
* Shorts	* Shorts
* Yellow polo-shirt	* Yellow polo-shirt
* School tracksuit	* School tracksuit
* Rugby top	
* White trainers	White trainers
* White socks or short grey socks	White or short grey socks
Long white football socks and shin pads for Football Club	Long white football socks and shin pads for Football Club
* Black/Navy Swim Trunks (Forms 2 & 3)	* Black/Navy Swim Trunks (Forms 2 & 3)
* Swimming Cap	* Swimming Cap

Please provide your child with a long-sleeved art apron (any colour).

Green drawstring shoe bags and Herington House School bags are available from the School Uniform Shop.

NB Items marked with an asterisk* should be obtained from the School Uniform Shop which is open every Tuesday between 2:45 and 3:45pm, or from the Thrift Shop (telephone number available from the school office).

IMPORTANT:

ALL CLOTHING AND PERSONAL BELONGINGS MUST BE CLEARLY MARKED WITH THE CHILD'S NAME.

Summer & winter uniforms are to be worn as follows:-

September to Autumn half term

Summer or Winter Uniform

Autumn half term up to Easter holiday

Winter Uniform

Easter holiday to Summer holiday

(unless the weather is cold on return after Easter)

Summer Uniform

Regulation winter woolly pull-on hats and summer caps are available from the School office for use in P.E. and in the playground only. These hats are not to be worn on journeys to and from School.

School Bags

- We purchase green bags of a certain shape as these bags fit in the boxes in the cloakroom and stand tidily underneath a School desk.
- These bags form part of the School uniform.
- Children in Forms 2-6 use the back-pack style of bag.
- Reception 1-Form 1 children use the flat one-handled book-bag.

Brown or black shoes may be worn by children throughout the school, with a heel size not exceeding 5 cms. It is suggested that girls **should not** wear flat ‘ballerina’ style pumps as these can be dangerous and they are not sufficiently robust.

Swimming

- Children in Forms 2 & 3 require black or navy blue swimwear.
- Girls and boys must have a swimming cap, any colour.
- Boys must not wear the loose cotton shorts variety of trunks.
- Goggles are preferred.
- Green drawstring bag – available from the Secretary’s Office

Gymnastics

- Children in Forms 4, 5 & 6 required to wear white shorts and primrose polo t-shirt or school skort and matching top .

Personal Property

- All items of clothing (including underwear, socks and shoes) lunch boxes and personal items, including pencils and pens, **MUST BE CLEARLY NAMED.**
- Children should not bring toys into School, unless a specific request is made by the teacher for a particular lesson. This avoids disappointment in the event of loss or damage.
- Mobile phones are not allowed in School except for extenuating circumstances. This must be arranged and the phone remain with the school office.

School Fees

- An account for School fees is issued each term by the Bursar.
- School fees are payable on or before the first day of each term and these should be sent to the School.
- Any account not paid within two weeks of the start of term will be deemed to be late and will be liable to an interest charge of 1.5% per month, or part thereof.

Payment for School Trips

- These events are arranged and paid for in advance, according to the number of children in each class or group.
- The arrangements are made several weeks ahead of the event. It is therefore not possible to waive the fee for children who, due to sickness or for other reasons are unable to attend the outing.
- All monies for trips should be sent to the School, in cash or by cheque payable to **Herington House School Limited** as requested, in an envelope clearly marked with the **trip title, child's name** and **form**.

Parking

- Please obey the local parking restrictions that apply in the areas near to the School.
- Parking is not permitted outside the School even for a short period. This can cause danger to other road users and to the children.
- We wish to maintain good relations with all our neighbours, and we ask that you do not enter the car park belonging to the Banqueting Suite under any circumstances, or enter or obstruct the driveways of local residents.

The School Car Park

- This area is for staff cars. To ensure the safety of all concerned, please keep the entrance clear. **Pedestrian access to the car park for children and parents is forbidden at all times.**
- The pathway at the side of the car park, leading from the gate, must be used.

Appointments

- If you wish to discuss a specific issue concerning your child with their Form Teacher, please arrange an appointment with the school secretary for the beginning or end of the School day.
- If you wish to make an appointment with the Principal or the Deputy Head Teacher please telephone the School to make the necessary arrangements.
- Parents' evenings are held during the autumn and Spring term every year.

CURRICULUM

Reception 1 and Reception 2

These groups follow The Early Years' Foundation Stage Profile and Herington House Programmes of Study that cover:

Communication and Language

Literacy

Mathematics

Understanding of the World

Personal, Social & Emotional Development

Expressive Arts and Design

Physical Development

- Children are encouraged to participate in all activities, whether they are academic, creative or physical.
- The staff aim to hear every child read daily, and we expect parents to promote reading to, and with, their child at home.
- Please do not use the School reading scheme at home unless advised by your child's Form Teacher.
- Vocabulary learned in conjunction with the Reading Scheme at School should be practised at home, at the direction of the Form Teacher. This ensures that the Early Years' children are ready for their transition into Form 1.

Forms 1 to 6

- These pupils follow the subjects as directed by the National Curriculum incorporated with the Herington House '*Above and Beyond*' Programmes of Study. In addition, we aim to cover a wide range of general knowledge/current events, and we promote practice in verbal and non-verbal reasoning. This gives pupils the opportunity to fulfil the requirements for the **Selection Examinations at 11+** as well as for the entrance examinations to **Independent Senior Schools** of the parents' choice.
- The children have the opportunity to experience a wide range of musical instruments, as well as learning the descant recorder as part of the curriculum.
- They are encouraged to participate in singing, playing orchestral instruments and singing in Cantata (the School Choir).
- Pupils from Forms 4, 5 & 6 who are interested in Elocution and Drama have the opportunity to join the Drama Club and/or Elocution lessons (**LAMDA** Examination Board) and to perform in the Annual School Play.

- The School very actively promotes sport in its various forms; athletics, swimming, cross country, gymnastics, hockey, rounders, netball, football and cricket.

Year Group	Day of the week
Year 2 & 3	Tuesday Afternoon (Games at School)
Year 3-6	Wednesday Afternoon (Games at Long Ridings School)
Year 2 & 3	Thursday Afternoon (Swimming at Billericay Swimming Pool)
Year 4	Thursday (Games at School)
Year 4-6	Friday afternoon (Gymnastics at Havering Centre)

- Please ensure that your child has the appropriate clothing with them on these particular days.
- Reception 1, Reception 2 and F1 have P.E lessons during the week and should bring their P E kit in on a Monday morning and take them home on a Friday evening.
- All children attending Football Club will need to have their P.E kit on Wednesday.
- Children in Form 2 and 3 come to school on Thursday already in their P.E kit with their swimming kit in the green drawstring bag ready for swimming in the afternoon
- **Please note** - these activities take place throughout the term; this includes the first day back after a holiday.

Homework

- This is seen as an important part of the daily timetable for the School. It is a daily task for every pupil in Form 1-Form 6.
- The content of the after school and holiday homework will be detailed in your child's introductory talk given by the form teacher at the beginning of every academic year. Specific homework instructions are given in the homework diary throughout the term.

Homework can be expected as follows:

Form 1	15 minutes per evening
Form 2	30 minutes per evening, increasing to 45 minutes in the third term
Form 3	30 minutes per evening, increasing to 45 minutes in the third term
Form 4	45 minutes per evening, increasing to 1hr in the third term
Form 5	1hr per evening
Form 6	1hr per evening

The following is a guide:-

- R1, R2 and F1 - Reading initial sounds and reading school reading book with flash cards in preparation for reading the next day. R2 – learning 2x, 5x 10x tables and General Knowledge facts. Form 1 should have General Knowledge homework during the longer holidays
- Most Forms are given Maths and/or English each evening Monday – Friday
- Spellings are given weekly with one week to learn
- Most forms are given reading (recorded in diary) every night and extended reading in the holidays.
- Times tables are given weekly.

Principal
R. Dudley-Cooke

May 2017