



HERINGTON HOUSE SCHOOL

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INFORMATION HANDBOOK

for

PARENTS and PUPILS

CONTENTS

	page
Introduction for New Parents	2
Code of Conduct for All Pupils	3
The School Day	4 - 5
Absence	5
After School Care	5
After School Clubs	5
Break Time Snacks	5
Medical Information	6
Packed Lunch – Kindergarten	6
Writing Equipment/Books etc.	6
School Uniform	7 - 11
Appointments	12
Parking	12
Payment for School Outings	12
Personal Property	12
School Fees	12
The School Car Park	12
Curriculum	13
Homework	14
Registers	14

HERINGTON HOUSE SCHOOL

Information for Pupils and their Parents

At Herington House we offer a caring environment
for the full realisation of a pupil's potential

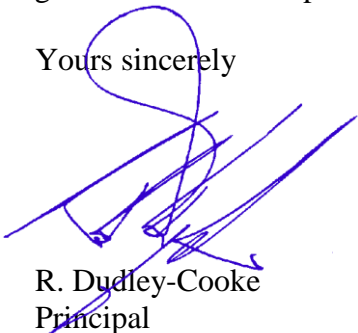
Dear Parent

We are pleased to welcome your son/daughter to Herington House and we look forward to him/her starting with us next term.

A child's first days at School can be daunting, whether he/she is entering the School in Kindergarten or is transferring from another independent or primary School.

It is our aim, however, to make this time in your child's life as happy as possible, believing that the journey through the primary years is a partnership between teachers and parents. To this goal I hope that you will read this booklet, which aims to give guidance as to the expectations of both parents and teachers.

Yours sincerely



R. Dudley-Cooke
Principal

November 2009

ALL PUPILS

At Herington House we believe in a working partnership between School and Parents in order that the pupils will strive to learn and achieve in a happy and ordered environment.

Discipline begins in the home, and the School can only perform custodial duties. It is important that each child feels comfortable and secure in the School environment, and to this end we ask your co-operation to ensure all children follow the Code of Conduct.

Code of Conduct for All Children

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

From Kindergarten upwards pupils are expected:

- To follow instructions that are given by an adult
- To attend to his/her own needs regarding the toilet and washing.
- To have consideration for his/her peers and adults.
- To be polite to both peers and adults.
- To value and appreciate the surroundings, other people's work and property.
- Not to cause damage to property or persons.
- Not to kick, pinch, punch, bite, spit at or push other children. (Regardless of provocation)
- Not to use offensive language or verbally abuse other children or adults.
- To tidy up as required after an activity.
- To share toys and equipment with other children.

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

The School Day

School starts for all children at 8.40 am.

Kindergarten children enter the School by the 'Children's Entrance' (second green door) and they are welcomed by a Form 6 pupil, who will help them to the classroom.

Transition children walk down the side of the building and round, to enter via the main Fire Door at the foot of the stairs. They are welcomed by a Form 6 pupil, who will see them to the classroom. At the end of the day however they are dismissed from the 'Children's Entrance'.

Form 1 children are welcomed by a Form 6 pupil who will see them to their classroom. Forms 2, 3, 4 and 5 enter by the 'Children's Entrance' (second green door).

Form 6 enter School at 8.15 am via the 'Children's Entrance' (second green door) and they prepare for their duties.

Registration has to be completed by 8.50 am and any child arriving after this time will receive a 'late mark'.

Assembly for the whole School begins at 9.00 am.

Mid-morning breaks

Kindergarten	10.10 am – 10.20 am.
Transition, Forms 1 & 2	10.20 am – 10.35 am.
Forms 3, 4, 5 and 6	11.00 am – 11.15 am.

Lunch time

Kindergarten children who only stay for the mornings 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. Kindergarten 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 lunch and an outdoor recreational period between 12.15 pm and 1.30 pm.

Afternoon sessions

Kindergarten	finish at 3.15 pm.
Transition	finish at 3.15 pm.
Forms 1 & 2	finish at 3.30 pm.
Forms 3 to 6	finish at 3.45 pm.

Children in Forms KG, TR & F2 are collected from the door by which they entered in the morning.

Children in Form F1 are collected from their classroom (the outside door which leads into the playground.)

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.

All parents are asked to be punctual at the end of the School Day.

The Form Teacher must be notified in writing if someone other than the parent/carer is collecting a child at the end of the day. If this is a permanent arrangement the School Office must also be notified.

Children are not allowed to eat or drink in their school uniform when leaving School; they must not eat until they reach home or are in their car. Full uniform must be worn when leaving School or walking home, to the car or in the High Street. Hats and caps must be worn at all times. On excessively hot days the School will give permission for blazers to be carried over the child's arm.

After School Clubs

One or more clubs take place after School on four evenings in the week from 4.00 pm to 5.00 pm. Football clubs for Forms 3-6 take place on a Wednesday evening from 3.15 pm to 4.15 pm. A clubs date list will be issued at the beginning of each term. Clubs do not usually take place during the first or last week of term.

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.

Absence

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 by the parent and authorised by the Principal or Deputy Head Teacher if a child is to be absent for a holiday during term time. All absences relating to sickness should be notified by telephone to the School Office at the beginning of the School day.

Similarly, if a child is unable to participate in P.E. or swimming lessons then a note from a parent to the form teacher is required.

Break Time Snack

A drink will be provided for all pupils in Kindergarten, Transition, Forms 1 & 2. All other pupils may bring a carton of drink (or small plastic bottle and a straw). The younger children will need to have their break in a small, labelled container. A biscuit, health food bar or a piece of fruit 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 crisps or similar food, and sweets and chocolate bars are discouraged. (if grapes or cherry tomatoes are brought into School, then they must be cut into half so as to prevent choking.)

Packed Lunch

Children who stay in Kindergarten 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.

Medical 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 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 twenty-four hours.

Please do not bring your child to School knowing that he/she is unwell, as this causes distress to the child, their friends and problems for the staff.

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.

Writing Equipment/Books etc.

These will be provided for all children in Kindergarten and Transition. 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. Children in Forms 3 to 6 will also need a cartridge pen and spare cartridges. These items will need to be kept in a small pencil case, which will fit comfortably in a desk.

A hymn book will be loaned by the School to each child but remains the property of the School.

Children in Forms 3 to 6 will need to purchase a copy of the 'Rainbow Good News Bible' ISBN 0-005-12842-0 (or similar).

Children will need to purchase from School a recorder and a recorder book, as required. These items will be invoiced separately.

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.

School Uniform

The 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. Mrs Dudley-Cooke is in charge of the School Uniform Shop. 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.

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. Hair accessories are available for the School Secretary. Green hair accessories are to be worn with the winter uniform and yellow or green with the summer uniform.

Summer & winter uniform is to be worn as follows:-

- | | |
|---|------------------|
| • September to Autumn half term uniform | Summer or Winter |
| • Autumn half term up to Easter holiday | Winter uniform |
| • Easter holiday to Summer Term | Summer uniform |
- (unless the weather is cold on return after Easter)

Regulation winter woolly pull-on hat 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.

Official School bags can also be purchased from the School Secretary. 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 1-6 use the back-pack style of bag.

Kindergarten and Transition children use the flat one-handed book-bag.

Brown or black shoes may be worn by children throughout the school, with a heel size not exceeding 5 cms.

Children in Forms 2 & 3 require black or navy blue swimwear.

Girls must have a swimming cap, any colour.

Boys must not wear the loose cotton shorts variety.

Goggles are optional.

Children in Forms 4, 5 & 6 require white shorts and primrose polo tee shirt or a black or navy leotard for gymnastics.

Jewellery is not to be worn in School. Girls with pierced ears may wear studs only and these must be removed for all P E lessons. If your daughter has newly pierced ears then the stud must be covered with microporous tape for P E. Watches (not too large and fancy) may be worn.

- **Please see following pages for full uniform lists.**

CLOTHING LIST**KINDERGARTEN - GIRLS**

<u>Autumn and Spring Term</u>	<u>Summer Term</u>
* Tunic	* Dress
* Hat	* Boater
* Coat	* Blazer
* Tie	* Pullover or Cardigan
* Scarf	* Yellow T-shirt (for Sports Day)
* Pullover or Cardigan	* Green drawstring shoe bag
* Blouse	* Green school briefs
* Green three-quarter socks or green tights	* Primrose ankle socks
* Green drawstring shoe bag	
Green Herington House bag (available from school office)	Green Herington House bag (available from school office)
White plimsolls	White plimsolls
Black or brown shoes (not fashion shoes)	Black or brown sandals/shoes
	* Green school briefs & yellow tee shirt are required for Sports Day

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

Shoulder length or long hair must be tied back. Hair ribbons and hair bands must be to match the uniform: green in the Autumn and Spring terms, and green or primrose yellow in the Summer term. Fancy hair clips are not allowed.

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**KINDERGARTEN - BOYS**

<u>Autumn and Spring Term</u>
* Cap
* Tie
* Scarf
* Waxed jacket
Short trousers (grey)
* Pullover
* Shirt (long sleeves)
* Green three-quarter socks
* Green drawstring shoe bag
Green Herington House bag (available from school office)
White plimsolls
Black or brown shoes

<u>Summer Term</u>
* Cap
* Tie
* Blazer
Short trousers (grey)
* Pullover
* Shirt (short sleeves)
Grey ankle socks
* Yellow T-shirt (for Sports Day)
* Green drawstring shoe bag
Green Herington House bag (available from school office)
White plimsolls
Black or brown sandals/shoes
* White shorts & yellow tee-shirt are required for Sports Day

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 - BOYS (Transition to Form 6)

<u>Autumn and Spring Term</u>	<u>Summer Term</u>
Grey trousers (short for infants long for juniors)	Grey trousers (short for infants long for juniors)
* Shirt (primrose, long sleeves)	* Shirt (primrose, short sleeves)
* Pullover	* Pullover
* Tie	* Tie
* Long green socks	Grey ankle socks
* Cap (up to & including Form 4)	* Cap (up to & including Form 4)
* Waxed jacket	* Blazer
* Scarf (optional)	
Black or brown shoes	Black or brown shoes/sandals
<u>Sports Kit</u>	<u>Sports Kit</u>
* White shorts	* White shorts
* Yellow polo-shirt	* Yellow polo-shirt
* Junior School tracksuit for Forms TR & F1 ¹	* Junior School tracksuit for Forms TR & F1 ¹
* Senior School tracksuit for Forms 2 to 6	* Senior School tracksuit for Forms 2 to 6
* Rugby jersey (Form 1 – 6)	
* White trainers	* White trainers
* White socks	
* Green lunch overall	

¹ If your child needs a new tracksuit in Form 1 then you can buy the senior (zipped up) version.

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

Green drawstring shoe bags are available from the School Uniform Shop (see below). Herington House School bags may be obtained from the school office.

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.

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 Outings

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 outings should be sent to the School, in cash or by cheque as requested, in an envelope clearly marked with the outing 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 and the School minibus only. To ensure the safety of all concerned, please keep the entrance clear. Pedestrian access to the car park is forbidden at all times. The pathway on the side of the car park is to be used.

Appointments

If you wish to discuss a specific issue concerning your child with their Form Teacher, please arrange an appointment 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 term every year, normally in the Autumn Term.

Personal Property

All items of clothing (including underwear, socks and shoes) lunch boxes and personal items 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.

CURRICULUM

Kindergarten and Transition

These groups follow The Early Years Policy that covers:

Language and Literacy
 Mathematics
 Knowledge and Understanding of the World
 Personal and Social Development
 Creative Development
 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.

Forms 1 to 6

These pupils follow the subjects as directed by the National Curriculum. In addition, we aim to cover a wide range of general knowledge/current events, and we promote practice in 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, orchestral instruments and the School choir.

Pupils from Forms 4, 5 & 6 who are interested in Drama have the opportunity to join the Drama Club and to perform in the annual School play.

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

Forms 3 – 6 have games every Wednesday afternoon

Forms 2 & 3 have swimming every Thursday afternoon

Forms 4 – 6 have gymnastics every Friday afternoon

Forms 2, 3 & 4 have P E every Tuesday afternoon

Appropriate clothing must be in School for these particular days; it should then be taken home at the end of that School day.

KG, TR, F1 & F2 have P E lessons during the week and bring their P E kits in on a Monday morning and take it home on a Friday.

These activities take place throughout the term; this includes the first day back after a holiday, even when they fall on one of these days.

Homework

This is seen as an important part of the daily timetable for the School. It is a daily task for each pupil in Form 1 and above. The homework timetable and full details for each evening will be issued by the Form Teacher.

Registers

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.

Accordingly it is most important that permission be sought from the School for any absence during term time before that absence takes place so that we may enter this in the correct authorised absence section. Failure to obtain permission beforehand will mean such absence will go under 'unauthorised absence'. The importance of permission therefore being sought beforehand cannot be over-stressed and we seek your co-operation.

R. Dudley-Cooke
November 2009