

MICKLEFIELD SCHOOL



Parents' Handbook

Introduction

Welcome to Micklefield School. We are delighted that you have chosen to place your child within the Micklefield family and we look forward to working in partnership with you for the best possible education for your child.

We aim to create a family atmosphere where each child is encouraged to develop their potential whilst becoming confident, responsible and independent members of our community.

We hope that your child will be very happy here and that the information contained in this handbook is useful and that it answers some of the many questions that may arise.

The staff always welcome the opportunity to talk to you if you have a query, and your child's class teacher should always be your first port of call should you require advice or assistance.

Although we try to give you the most up to date information in this booklet, occasionally situations do arise when changes are necessary and this may be the case during our building programme. Please use the school website for up-to-date information.

Information

School Address:	Micklefield School 10 Somers Road Reigate RH2 9DU
Website:	www.micklefieldschool.co.uk
Email:	office@micklefieldschool.co.uk
Telephone:	Office 01737 224212
Fax:	01737 248889
Chairman of Governors	Mr. Alex Hunter c/o Micklefield School 10 Somers Road, Reigate, Surrey RH2 9DU

MICKLEFIELD SCHOOL TEACHING STAFF

Headmistress: Mrs. L. Rose Bed (Hons), CertEd,DipPC
Deputy Headteacher: Mr G. Baguley BA (Stellenbosch) H.D.E.
Head of Lower School: Mrs. R. Rhodes, B.Mus (Hons), P.G.C.E.,
Ad. Diploma in Child Development
Head of Preps: Mrs. S. Warren NNEB Norland Dip., RSH
Director of Music: Mr. H. Eagles G.T.C.L., L.T.C.L
Mr. P Avery, BA (QTS) (Hons)
Mrs. E. Breen, OCR Dip., SpLDs., Cert. SpLDs.
Mrs. D. Cobain B.Sc Hons Psychology, P.G.C.E, Dip. Math.Ed.*
Mrs. J. Copeman, B.Ed. (Hons) Phys.Ed.*
Mrs. L. Cross, Cert. Ed., NRASTC *
Mrs. N. Easton BA (Hons), P.G.C.E.*
Mrs. D. Gentchev B.A., P.G.C.E.
Miss K Hewson BA (Hons), P.G.C.E.
Miss K. Johns, B.Mus., P.G.C.E.
Mrs. E. Kowal. Montessori Teaching Cert, Special Needs Cert., F .Degree Early Years
Miss S. Lee, KHA Teaching Certificate, RSA Certificate (Literacy and Numeracy Support)*
Mr. T. Mackrell BA (Oxon.) P.G.C.E.
Mr. C. Peskett, BA (Hons), P.G.C.E.
Mrs. L. Pimm, B.Ed.*
Mrs. J. Pratt, H.D.E.
Miss C. Russell, B.Sc.(Hons) P.G.C.E.
Mrs. R. Samuel BA (Hons) P.G.C.E.
Miss J Satchwell BA Ed (Hons)
Mrs A. Skitt Teachers Cert. OCR in Spld.
Mrs. F. Yarde, BA (Hons), P.G.C.E.
Mrs. C. Yardley-Rees. B.Ed. (Hons)

*- Part-time Staff

Assistant Staff

Mrs A. Archer NVQ3
Mrs. J. Bass BSc (Hons) NVQ3
Mrs. F. Berry, B.Ed (Hons)
Mrs. J. Brooks NVQ3
Mrs. S. Bull NVQ3
Mrs. L. Dewar-Smith NVQ3 *
Mrs. A. Hervè S.E.N.
Mrs. S. Hendon NVQ3*
Mrs. N. Howson
Mrs. D. Marks NVQ3
Mrs. L. Luker NVQ3*
Miss K Martin NVQ3
Mrs. H. Waite*
Miss. S. Wynter-Blythe BA (Hons)

Visiting Staff

Mrs. L. Dale B.Ed.Hons. Speech and Drama
Mr. J. Gardner (Brass)
Mr. S. James (Guitar) LTCL
Mrs.L.Lemont,G.T.C.L.,L.T.C.L.,(Mus.Ed.) Clarinet & Piano)
Ms. C. Stapel (Violin)
Miss A. Parker B.A.Hons, P.G.C.E. (Mus) (Piano)
Mrs. S. Shucksmith Cert. Ed (Harp)
Miss. E Skinner Bmus Hons (Singing)
Mr. I. Stott (Brass)
Miss J. Taft BMus(Hons), PGDip.Adv.ARCM (Flute)
Mrs. T. Glynne-Jones GRNCM (Singing)
Mr. O. Yates, LRAM (Drums)
Miss N. Zoob, A.R.C.M.,Dip.R.C.M, Hons Dip.Mexico (Cello)

Administrative Staff

Bursar: Mr. A. Wright
Assistant: Mrs. S.Pullen
Headmistress' P.A: Ms. C. Westwater
Front Office: Miss R Moseling (Publicity) and Mrs. L. Adam (Website)

Maintenance

Mr. S. Rzepka

Term Dates

Spring Term 2012

INSET Friday 6th January

Term starts Monday 9th January

Half Term 13th February – 17th February

Term Ends Friday 30th March

Lower School 11.45 a.m.

Upper School 12 noon

Summer Term 2012

INSET Friday 20th April

Term Starts Monday 23rd April

Bank Holiday Monday 7th May

Half Term 4th June – 8th June

Term Ends Friday 13th July

Lower School 11.45 a.m.

Upper School 12 noon

Autumn Term 2012

INSET Friday 31st August

Term Starts Monday 3rd September

Half Term Monday 22nd October – Friday 2nd November

Term Ends Friday 14th December

Lower School 11.45 a.m.

Upper School 12 noon

Initial Days at School.

Reception Children can arrive at school from 8.20am.

If your child is new to Reception during term time please bring them to the recessed front door of the school where you will be welcomed.

After the initial day, Reception children should be brought to the recessed door from where they will be supervised by staff.

Morning activities are prepared by the form teachers to help the children settle in quickly and happily. It is often an anxious time for parents, but we do advise you to keep calm and leave your child with us as soon as you can. Prolonged 'goodbyes' can be distressing for both you, and your child. You are welcome to ring us during the morning to see if all is well.

Reception children should bring:

Book Bag

Navy PE bag containing blue PE shorts, white tee shirt, short white socks, black plimsolls, a spare pair of pants, socks and trainers.

Blue overall

**Please also see Uniform List*

In the following days:-

Children from Year 1 upwards are permitted to enter school from 8.00 a.m through the recessed door and into the Gym where a member of staff is on duty to supervise them. This is a quiet time. Children should have a book in order to read to themselves until 8.20 a.m when they go out into the playground.

At 8.20 a.m. arriving children are supervised in the playground (if fine) and the Gym (if weather is inclement). The children may play safely in the playground but no footballs or playground toys are permitted at this time. The Trim Trail is only accessible to pupils during supervised school time. Siblings are not permitted to use the equipment.

If the weather is inclement, Lower School children go to their classrooms where a member of staff is available to supervise them. Upper School children go to the Gym where they are supervised until their form teacher collects them.

At any other time, parents must sign in and out of the building in the log provided outside the office hatch.

Any forgotten sports kit etc., should be handed to the office staff through the hatchway.

Additional Information for All children in Alphabetical Order.

After School Clubs and Games

Lower School children are offered a range of extra curricular activities during lunchtime. These clubs vary for each year group. Letters informing parents of the clubs on offer are sent by the teacher who leads the activity.

Upper School clubs and activities vary from term to term. A list of available clubs is sent out to all Upper School pupils during the first week of term. Pupils sign up to them and show a commitment to that club for a term. Clubs are offered during lunch breaks and normally from 3.30 until 4.30 in the afternoon. All pupils will be expected to be dressed appropriately for clubs and games. This includes shin pads for football and mouth guards for rugby. Failure to have the correct kit may result in the pupil being excluded from that activity for that day. This is for health and safety reasons. If a pupil is unable to attend, a written note from the parent is required.

Behaviour and Discipline Policy is attached. Other policies are available for your information. These are held in the school office – these include:- Admissions, Anti Bullying, Child Protection, Complaints Procedure, Off-Site Visits. English as an Additional Language, Equal Opportunities, First Aid, Health Safety and Welfare, Lost Child, Settling In and Special Educational Needs.

Birthdays

We celebrate birthdays in our Lower School assemblies. Some children like to bring a birthday treat to share with their classmates. Small, 'nut-free', individual cakes or biscuits are acceptable. Please do NOT send in large cakes requiring cutting.

Breakages

Parents will be expected to pay for any breakages or damage to school property caused through misbehaviour.

Care of Property

Everything brought and worn to school must be named. Articles of value should not be brought to school. Money should only be brought for a specific purpose, e.g. book sale or charity collections, and must be handed in for safe keeping as soon as possible to the Form Teacher. Children may bring a small toy for playtime. This will be the owner's responsibility and must fit into a coat or blazer pocket.

Named property will be returned to your child. Property that is not labelled will be displayed in Friday's assembly and if it remains unclaimed it will be given to second hand uniform or a charity if it is not an article of uniform.

It is imperative that all your child's equipment, kit and uniform are clearly named if we are to help return lost property. Children can be very anxious about missing kit and we would like to be able to return lost articles as soon as possible.

Parents are advised to insure valuable musical instruments against loss or damage.

Child Protection / Anti-Bullying

Micklefield School will not tolerate bullying of any kind. Dfes guidance defines bullying as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (e.g being ignored or not spoken to).

Encouraging other people to engage in any of these types of behaviour and deliberately getting other people "into trouble" are also bullying. The school has a rigorous Anti-Bullying Policy which is regularly explained to the pupils.

Micklefield will support all pupils by:

Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.

Promoting a caring, safe and positive environment within the school.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

We follow a comprehensive Child Protection Policy and there are Child Protection Officers within the school. These teachers can be contacted confidentially should the need arise. They are Mrs Lyn Rose, Mr Baguley, Mrs Rhodes and Mrs Warren.

All matters relating to child protection are treated with the utmost confidentiality.

Communicating with the school office.

Please inform the school office about absence and medical appointments. Tel: 01737 224212. It helps us considerably if we receive this information before school starts.

If you have any other general matters to discuss please ask to speak to Mrs Westwater, Mrs Rose's PA, or email her directly at westwaterc@micklefieldoffice.co.uk

Please do not email Mrs Rose directly.

Concerns about your child.

If you have any anxieties about your child's progress or welfare in school, please speak to the member of staff concerned directly. If you then feel that you would like to discuss the matter further, please arrange to speak to Mr Baguley for Upper School matters and Mrs Rhodes for Lower School. If you remain concerned, please arrange to see Mrs Rose.

Emergency Closure of the school – bad weather.

In the event that we are advised to close the school during (or after) heavy snowfall you will be contacted via Clarioncall and a message will be posted on the website. If you work a long way from school it might be sensible to have an emergency collection strategy with another parent. Staff are also sent home in these circumstances as many travel long distances to school.

We strive to stay open to avoid disruption to everyone but when advised by the police we post information on the school website or send a message via Clarioncall to advise of the school's re opening. Please don't ring the school office in these circumstances.

FOM – Friends of Micklefield.

Each family automatically becomes a member of FOM on joining the school. While some parents can play a more active part in the association than others, all are welcome. The association exists to support the work of the school by fundraising for important projects that benefit the children. There is a FOM Noticeboard just outside the recessed door with news of forthcoming events. We appreciate all that FOM do for the children here and hope that you will become involved in whatever way you can.

Form Representatives.

Each form has a Representative who will attend a termly meeting with Mrs Rose. These meetings offer an opportunity to discuss school issues and plans for the future. Form Representatives fulfil a social role in bringing parents together and in particular welcoming new parents to the school. They do not put forward complaints since the school encourages parents to discuss any anxiety with the member of staff concerned. If you are not sure who your Form representative is please contact Mrs Westwater.

Hair

Boys hair should be neatly cut. It must be above the shirt collar and eyebrows. Gel should not be used. Girls' long hair should be tied back and hair bands or scrunchies should be Micklefield tartan or royal blue. Children (boys or girls) will be offered hair clips to hold back any hair that interferes with their work or causes safety issues in Games, PE and Science.

Houses

All pupils from Reception to Year 6 are placed in one of four Houses: Cranston, Fonteyn, Somers and Waterlow. House Assemblies take place three times a term. House competitions are keenly fought and a House Trophy is awarded fortnightly to the House with the most House points. Pupils can earn House points both inside and outside the classroom. Effort, good behaviour and achievement can be rewarded with house points. Pupils should do all they can to promote the good name of their house by taking an active interest in all inter-house activities. Please encourage your child to wear their house badge.

Homework

Reception children have a range of simple letters, sounds and reading tasks to practise at home. These are designed to support the individual needs of the child and will vary from day to day.

Year 1 and 2 children have a daily reading task and weekly spelling activities. Occasionally other small tasks are set to enhance work undertaken in the classroom. Both staff and parents record progress using the child's Reading Record Book.

In the Upper School the homework set each day will vary according to the year group that your child is in. Presently this is set at 20 minutes for Year 3, 30 minutes for Year 4, 40 minutes for Year 5 (normally one subject) and 1 hour for Year 6 (normally 2 subjects of 30 min duration). All Upper School pupils are expected to write their homework task in the Homework Diary. **This book can also be used as a contact point for parents and staff and should be checked and signed daily.**

Homework Supervision

A supervised homework session is available to all Upper School pupils from 3.30pm – 4.30p.m. Pupils will be expected to sign up for this in the school office at the beginning of each day should they wish to attend. **For the benefit of all pupils please do not collect your child before 4.30 p.m.**

Illness and Absence

In the case of illness, please telephone the school office 01737 224212 between 8:00 and 9.00 a.m., so that the register can be marked accordingly. When your child is fit to return to school please send a written note to explain the absence to the form teacher. If your child requires a course of antibiotics to be completed, please arrange the doses so that they do not need to be administered during school time. In cases of sickness and diarrhoea, which are very infectious, please do not send your child back to school until he/she has been clear of all symptoms for 24 hours.

If a doctor or dentist appointment is necessary, please inform your child's form teacher in writing in advance. If your child becomes unwell during school, you will be contacted and arrangements made

for your child to be collected. It is imperative that all contact numbers are supplied and updated as necessary. If your child requires access to a routine medication (eg asthma medication) this should be sent to school with written instructions where it will be kept securely in the first aid room until administered.

Pupils are expected to attend school regularly. Parents are asked not to take children out of school for annual holidays. Academic work is not given to children who are away on holiday.

Only Mrs Rose can authorise holiday absences during term time. Each request is considered on its own merits. One day away from school is recorded as 2 absences.

Jewellery

Children should not wear jewellery to school other than plain silver or gold stud earrings for those with pierced ears.

Small neat watches may be worn, but they must be named.

Lower School

Lower school children should be collected promptly at 3.15pm from the recessed door. The form teacher will bring the class to the door and ensure that the children are handed to their parent/carer securely. **Parents are asked to inform their child's form teacher by means of the Home Contact Book if collection arrangements change.** Lower School staff will ensure that any uncollected children are settled with the late duty staff.

Lower School children who have siblings in Upper School are permitted to remain at school until 3.30pm. Children are supervised by Lower School staff during this time. **A member of Micklefield staff must hand children under 5 years of age to their parent / carer. Please collect your child from the late staff personally if your child is under 5 years of age.**

Lunches

Children have a cooked meal at lunch time. Year 3 and above may bring a packed lunch. We encourage healthy eating and therefore ask parents not to include crisps, chocolates and fizzy drinks. Please ensure that this packed lunch box is clearly named and this should be taken home every day.

Food is freshly prepared on the premises and any specific dietary requirements can be catered for with advance notice. Weekly menus are available for information on the school website, and on the school notice boards. Whilst we recognise that lunch is an informal occasion, we do observe silence while food is being served and Grace is said. The pupils may then chat quietly during lunch.

Please note that half a term's notice is required to change Upper School lunch arrangements and this should be done via the Bursar's Office.

Medicine

We ask that medication times are arranged so that it is administered at home.

Where this is not possible (perhaps with long term medication) please bring the medication to the main office. The medication should be clearly labelled with your child's full name and class. We cannot administer medicine without written instructions, signed by a parent or carer. Your child will need to come to the school office when their medication is due.

If your child has an Epipen or Asthma inhaler please ensure that it is up to date and in a clearly labelled bag that can be easily transported to the field or to other activities.

Mobile Phones

Year 6 parents who have requested permission for their children to walk home from school may send in a mobile phone. This must be named and handed into the School Office for safe keeping during the day.

Music at Micklefield

Music plays a very important part in life at Micklefield and everyone is encouraged to participate.

There are choirs, a String Quartet, String Ensemble, Flute Choir, Wind Ensemble, Guitar Group and Recorder Group. Members of the Chamber Choir meet to rehearse regularly. We have a dedicated group of peripatetic musicians teaching singing, piano, flute, oboe, clarinet, saxophone, cello, violin, guitar, Drum Kit, harp, trumpet, cornet and French horn to over 130 children, mainly in the Upper School.

Parents' Association - Friends of Micklefield

Parents automatically become members of the Friends of Micklefield (FOM). The school is very grateful to all committee members and helpers who promote the school and fund raise for the benefit of the children. FOM have a mail collection box outside the main office. FOM are always seeking extra support – please see the website for details of forthcoming events.

Parent Communication

Communication is key to your child's success at school.

There is the opportunity to speak to the staff on a daily basis. Lower School children use a Home Contact Book, which allows simple messages to be conveyed. During the first few days of term a curriculum timetable will be sent home. Music timetables are displayed outside the Woods Room.

Upper School children have a diary which should be signed daily and this can also be used to convey messages.

Prep and Lower School parents are invited to a Welcome Evening during September when daily routines are explained and there is an opportunity to meet their child's form teacher and teaching assistant. Information afternoons are held for Year 3, 4 and 5 parents during the first week of the Autumn Term.

General Meetings for other year groups are arranged at other points during the year. These are held during the Autumn and Summer terms. Written reports are sent home at the end of the Autumn and Summer terms. Parents' Evenings are arranged during the Autumn and Summer Term. Upper School parents also receive a Progress Report during the Spring and Summer term. Year 5 parents are invited for individual consultations with the Headmistress in the Spring Term to discuss their child's progress and choice of senior school. These discussions follow a general meeting for all year 5 parents held beforehand.

Please use the hatchway into the school office to direct any queries to the office staff, who will be happy to help in any way they can

If you would like to speak at greater length to your child's form teacher, please contact them to make an appointment either before 8.15 am or after 3.30pm.

Please avoid catching your child's class teacher for a chat as the whistle goes as this is a busy time for staff and it is important for the children that the morning routine is as settled and undisrupted as possible.

Each class has a Form Representative and it is worth getting to know your form's rep as soon as possible. Form Representatives meet with Mrs. Rose each term.

The school newsletter, the Micklefield Messenger, is produced periodically during each term providing parents with news and information about events at school. This will be emailed to you.

Parent Contact Details.

Please ensure that the contact details you give the office are correct and are updated when needed. In an emergency we need to be able to contact either parent or a nominated person. We strive to use the Clarioncall system for important messages only so please ensure that you read them.

Peripatetic Lessons

We are proud to have a large number of Peripatetic staff to enrich the curriculum. They often have commitments beyond Micklefield and therefore their times can vary from term to term. Depending on the subject offered, your child may be on a rota system for their individual lessons. This is a fair system and both the peripatetic staff and teaching staff do all they can to ensure that the child's teaching and learning is unaffected. It is not possible to allocate each child a permanent time slot. Please do not ask the peripatetic staff to change their arrangements to accommodate your child since the timing will have been discussed with your child's form teacher in advance.

Nails

For the safety of other children, nails should be neatly trimmed. Nail polish on fingers or toes is unacceptable.

Sanctions and Rewards

Micklefield disciplinary procedures are positive. Pupils are expected to behave well at all times, both inside and outside the school.

Work is regularly brought to the Head for comments and commendation certificates. The highest points scorers in each house in the Upper and Lower School gain certificates for their efforts. A special Assembly takes place each Wednesday morning for Upper School and Thursdays for Lower School and Belton House, where we recognise the successes and achievements of our pupils both within and outside the school.

House points may be withdrawn for minor misdemeanours.

In the Upper School, a yellow card can be given should the pupil's behaviour or work fall below the required standard expected of pupils at Micklefield. A red card is given when the pupil has been given more than two yellow cards within a term. This red card will be shown to the Head for possible further sanctions. Pupils may also be placed on a Disciplinary Report Card, which means that the child must report to a teacher at the end of every period for a comment and to have their card signed.

We believe that when a misdemeanour occurs it is the act that is unacceptable and not the pupil.

Skills Unit

This school provides a broad and balanced curriculum for all children.

The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. Some children have barriers to learning that mean they have special needs and require particular action by the school.

If our continuing assessments show that a child may have a learning difficulty, we use a range of strategies that make full use of all available classroom and school resources. The class teacher will keep parents informed and draw upon them for additional information. Support from the Skills Unit, if not already offered, will become offered if the teacher and parents feel that the child would benefit from this help.

Specialist help for dyslexia is available but it can incur an extra charge. Each child's support programme is individually tailored and parents are involved in discussions beforehand.

Snacks

Lower School children may bring fruit to eat at break time. Children in Upper School may bring in a light, healthy snack, in a small named container, to eat at morning break. Milk is available at break time, for Years 1 – 6 and is requested through the Bursar's Office. Please note that half a term's notice is required if you wish to stop your child's milk and this should be done through the Bursar's office. All children are encouraged to have a named bottle of water in school each day. Please do not send juice or squash.

Please note that Micklefield is a nut free zone and that food brought into school must be free of nuts or nut products.

Stationery Lists.

Year 3 and above

Calculator, (Casio School or similar)
Pencils, Pencil Crayons, Rubber, 30 cm Ruler
Pencil Sharpener
Glue Stick
Clipboard
Felt Tips

Year 4 and above

Cartridge Pen (and spare cartridges)
Ink Corrector Pen (not Tippex)
Concise School English Dictionary or similar
(must be small enough to fit in a desk)
Good News Bible (Collins Illustrated)

Year 5 and above

Geometry Set
Red, blue, green, black Gel pens/Biros for French
Collins Easy Learning French Dictionary

Star Club (After School Supervision)

A limited number of places are available for this service. Children must be registered with the School Office at the start of the week or first thing in the morning in order to remain after school. Last minute arrangements can be made in an emergency. Should you wish to contact Star Club after 4.30 p.m. please call the dedicated number - 07597 974624.

There are two sessions 3.30-4.30pm and 4.30pm -5.30pm. Children may be registered to stay for one or both sessions. There is a charge for this, which will be added to the end of term bill.

Travel

Parking in front of the school is controlled and **you risk a fine if you park your vehicle on the yellow lines outside the school.** Cars can be parked a short walk from the school in Somers Road and St Albans Road. If your child travels to school by bicycle or scooter this can be securely left at school by arrangement with the Bursar.

Uniform - The School Uniform lists follow.

Website

The website contains useful news of Micklefield events. Parents will also find information about the curriculum in the Parents Information section. Please check the web site regularly.

GIRLS' UNIFORM LIST LOWER SCHOOL

Regulation uniform (marked with asterisk) should be purchased from:

SWOTS

24, Church Street, Reigate, Surrey RH2 0AN

Telephone 01737 243825

- | | |
|--|--|
| * Navy coat | Navy Nylon Cagoule |
| * Blue Plaid Skirt | White socks (knee-length for summer) |
| * Pale Blue Blouse | Short White P.E. Socks |
| * Blue pullover | Navy Socks (knee length) or navy tights for winter |
| * Navy school winter hat | Black low heeled buckle or lace up shoes |
| * Summer dress ¹ | Small Shoe Bag |
| * Blazer with badge | Navy gloves or mittens |
| * Boater for summer | White T-shirt |
| * Tracksuit | Black slip-on plimsolls |
| * Blue overall | White trainers (velcro fastened) |
| * Sports cap | Navy blue hair band or school scrunchie (if worn) |
| * Gym shorts (navy) | |
| * Small School Book Bag | |
| * Navy Fleece Hat (winter only) (optional) | |

Small plastic break box

“Micklefield Explorer” overalls to be ordered from school – Reception Class only

¹ A new summer dress will be launched Summer 2012 and will be available for purchase from SWOTS. There will be a year's grace for older children.

School uniform is compulsory. All articles, including shoes, must be clearly marked with the child's name. Initials are insufficient. No jewellery may be worn to school except plain silver or gold stud ear-rings.

Please note that a winter coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient for the winter term.

GIRLS' UNIFORM LIST UPPER SCHOOL

Regulation uniform (marked with asterisk) should be purchased from:

SWOTS

24, Church Street, Reigate, Surrey RH2 0AN

Telephone 01737 243825

- | | |
|--|---|
| * Navy coat | Plain white trainers |
| * Blue plaid skirt | White cushioned sports socks |
| * Pale blue blouse | Large Blue drawstring bag for P.E. clothes |
| * Blue pullover | Navy nylon cagoule |
| * School winter hat (Yrs.3-5) | White socks (Short or knee length) |
| * Summer dress ¹ | Navy socks (knee length) or
navy tights for winter |
| * Blazer with badge for summer | Black low heeled buckle or lace up shoes |
| * Boater for summer (Yrs. 3-5) | Navy gloves or mittens |
| * Tracksuit | Navy hair band or school scrunchie (if worn) |
| * Blue overall | |
| * Sports Cap | |
| * School bag | |
| * Blue P.E. skirt | |
| * Blue Fleece (Optional extra for games) | |
| * Royal blue swimsuit (Summer term only) | |
| * Swimming hat (in house colour) | |
| * Blue games shorts | |
| * White polo shirt | |
| * Navy Fleece Hat (winter only) (optional) | |

From Year 6 girls will require a tennis racquet in the summer term.

¹ A new summer dress will be launched Summer 2012 and will be available for purchase from SWOTS. There will be a year's grace for older children.

School uniform is compulsory. All articles, including shoes, watches and fountain pens must be clearly marked with the child's name. Initials are insufficient.

No jewellery may be worn to school except a wrist watch and plain silver or gold stud earrings. Please note that a winter coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient for the winter term.

BOYS' UNIFORM LIST LOWER SCHOOL

Regulation uniform (marked with asterisk) should be purchased from:

SWOTS

24 Church Street, Reigate, Surrey RH2 0DN

Telephone 01737 243825

- | | |
|---|-------------------------------|
| * Pale blue shirt (long sleeved for winter)
(short sleeved for summer) | Grey socks |
| * Blue plaid tie | Grey trousers (Short or long) |
| * Blazer with badge | Black Shoes |
| * Cap with badge | Games Bag |
| * Blue pullover | Navy gloves or mittens |
| * Navy duffle coat | Navy nylon cagoule |
| * Blue overall | Trainers (velcro fastened) |
| * Sports Cap | White T-shirt |
| * Track suit | Black slip-on plimsolls |
| * Small School book bag | Small plastic break box |
| * Navy gym shorts | Short white P.E. socks |
| * Navy Fleece Hat (winter only) (optional) | |

“Micklefield Explorer” overall to be ordered from school – Reception Class only

In Years 1 and 2 boys will also require the following items for Football.

- | | |
|--------------------|-------------------------------------|
| * Navy shorts | |
| * Rugger shirt | Football boots (plastic studs only) |
| * Royal blue socks | and boot bag |
| * Shin guards | |

School uniform is compulsory. All articles, including shoes, must be clearly marked with the child's name. Initials are insufficient.

Please note that a winter coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient for the winter term.

BOYS' UNIFORM LIST UPPER SCHOOL

Regulation uniform (marked with asterisk) should be purchased from:

SWOTS

24, Church Street, Reigate, Surrey RH2 0AN

Telephone 01737 243825

- | | |
|---|-------------------------------|
| * Pale Blue shirt (long sleeved for winter)
(short sleeved for summer) | Grey socks |
| * Blue plaid tie | Grey trousers (Short or long) |
| * Blazer with badge | Black shoes or sandals |
| * Cap with badge (Yrs. 3-5) | Navy gloves or mittens |
| * Blue pullover | Navy nylon cagoule |
| * Navy duffle coat | Football boots and boot bag |
| * Blue overall | Plain white trainers |
| * Sports Cap | White cushioned sports socks |
| * Track suit | Gym shorts (navy) |
| Large Blue Drawstring Bag for P.E.clothes | |
| * School bag | |
| * Navy shorts | |
| * Rugger shirt | |
| * Royal blue socks | |
| * White polo shirt | |
| * Royal blue swimming shorts (summer term) | |
| * Swimming hat (thin rubber) in house colour | |
| * Blue Fleece (Optional extra for games) | |
| * Navy Fleece Hat (winter only) (optional) | |

Year 6 boys will require a tennis racquet in the summer term

School uniform is compulsory. All articles, including shoes, wristwatches and fountain pens must be clearly marked with the child's name. Initials are insufficient.

Please note that a winter duffle coat is required as the children have morning and lunchtime play outside in the cold weather. A blazer is insufficient for the winter term.

BOYS' UNIFORM LIST FOR PREP/RISING 3 CLASSES

Regulation uniform (marked with asterisk) should be purchased from:

SWOTS

24, Church Street, Reigate, Surrey RH2 0AN

Telephone 01737 243825

PREPS

- * Small Shoe Bag
- Black slip-on plimsolls
- Black shoes
- Wellington boots
- Grey socks
- Grey trousers or shorts
- * White aertex shirt with collar
- * School tracksuit top
- * Sports cap (Legionaires style)
- * Small book bag
- * Blue lunch overall
- 'Micklefield Explorer' Overall to be ordered from school.
- * Navy Fleece Hat (winter only) (optional)

All items, including shoes, must be clearly marked with the child's name.
Initials are insufficient.

GIRLS' UNIFORM LIST FOR PREP/RISING 3 CLASSES

Regulation uniform (marked with asterisk) should be purchased from:

SWOTS

24, Church Street, Reigate, Surrey RH2 0AN

Telephone 01737 243825

PREPS

- * Small Shoe Bag
- Black shoes
- Wellington boots
- Navy socks or navy tights for winter
- White socks (short for summer)
- * Grey pleated skirt
- * White aertex shirt with collar
- * School tracksuit top
- * Sports cap (Legionaires style)
- * Small book bag
- * Blue lunch overall
- * Summer dress ¹
- * Navy Fleece Hat (winter only) (optional)
- 'Micklefield Explorer' Overall to be ordered from school

¹ A new summer dress will be launched Summer 2012 and will be available for purchase from SWOTS. There will be a year's grace for older children.

All items, including shoes, must be clearly marked with the child's name. Initials are insufficient.

Micklefield's Policy on Behaviour and Discipline



"We aim to create a family atmosphere where each child is encouraged to develop their potential whilst becoming confident, responsible and independent members of our community".

1 Aims and objectives

- 1.1 It is a primary aim of Micklefield that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. This policy aims to promote an environment in which everyone feels happy, safe and secure so that we can live and work together harmoniously.
- 1.2 We have a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn.
- 1.3 The school expects everyone to behave in a considerate way towards others and we use our **Golden Rules** as the basis for our behaviour whether child or adult;
We are kind and helpful
We are gentle
We are good listeners
We are hard working
We are honest
We are careful with property.
We treat each other as we would like to be treated.
- 1.4 We treat all children fairly and apply this behaviour policy in a consistent way.

2 Rewards and Sanctions

- 2.1 We praise and reward children for good behaviour in a variety of ways:
 - * Teachers congratulate children.
 - * Teachers give children house points for good work or behaviour, or to acknowledge outstanding effort or acts of kindness about the school. House Points may be withdrawn for unacceptable behaviour.

- * Each week, we have Awards Assemblies in Lower and Upper School where children can receive Awards for good behaviour, work or achievements connected with sport or hobbies. This reinforces good behaviour and raises self esteem.
 - * Children who have produced excellent work or have displayed an improvement in behaviour are sent to any member of SMT for praise, stickers, certificates and house points, as appropriate.
- 2.2 The school acknowledges all the efforts and achievements of children, both in and out of school. The Micklefield Messenger contains information regarding children's achievement out of school, e.g. music or swimming certificates. Children in Year 6 record their achievements on the Pupil Profile in readiness for their Senior School interviews.
- 2.3 The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.
- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
 - We expect children to try their best in all activities. If they do not do so, we may ask them to repeat a task.
 - If a child is disruptive in class, the teacher reprimands him or her. If a child misbehaves repeatedly, we send the child to the Deputy Head in the first instance
 - The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
 - If a child threatens, hurts or bullies another child, the class teacher records the incident and the child is sanctioned. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
 - In the Upper School, a yellow card can be given should the pupil's behaviour or work fall below the required standard expected of pupils at Micklefield. Yellow cards are given to the Deputy Head. A red card is given when the pupil has been given two or more yellow cards within a term. This red card will be shown to the Head for possible further sanctions. Pupils may also be placed on a Disciplinary Report Card which means that the child must report to the teacher at the end of each lesson and have their card signed.
- 2.4 The class teacher discusses the Golden Rules with each class and these are also displayed in each classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class at an appropriate time.
- 2.5 The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

- 2.6 All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfES Circular 10/98, relating to section 550A of the Education Act 1996: The Use of Force to Control or Restrain Pupils. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.

3 *The role of the class teacher*

- 3.1 It is the responsibility of class teachers to ensure that the Golden Rules are used in their classes, and that their classes behave in a responsible manner during lesson time.
- 3.2 The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.
- 3.3 The class teacher treats each child fairly, and maintains the classroom code consistently. The teachers treat all children in their classes with respect and understanding.
- 3.4 If a child misbehaves repeatedly in class, the parents are informed. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Deputy Head or Headmistress.
- 3.6 The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.

4 *The role of the Headmistress*

- 4.1 It is the responsibility of the Headmistress, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the headmistress to ensure the health, safety and welfare of all children in the school.
- 4.2 The headmistress supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.
- 4.3 The headmistress keeps records of all reported serious incidents of misbehaviour.
- 4.4 The headmistress has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the headmistress may permanently exclude a child. These actions are taken only after the school governors have been notified.

5 *The role of parents*

- 5.1 The school collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school.
- 5.2 We explain the school rules in the school prospectus, and we expect parents to read them and support them.
- 5.3 We expect parents to support their child's learning, and to cooperate with the school. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

- 5.4 If the school has to use reasonable sanctions to punish a child, we expect parents to support the actions of the school. If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Headmistress. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented with the governing body.

6 *The role of Governors*

- 6.1 The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the headmistress in adhering to these guidelines.
- 6.2 The headmistress has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the headmistress about particular disciplinary issues. The headmistress must take this into account when making decisions about matters of behaviour.

9 *Monitoring and review*

- 9.1 The Headmistress monitors the effectiveness of this policy on a regular basis. She also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.
- 9.2 The school keeps a variety of records concerning incidents of misbehaviour. The class teacher records minor classroom incidents. The Headmistress records those incidents in which a child is sent to him/her on account of serious matters of bad behaviour. We also keep a record of any incidents that occur at break or lunchtimes: lunchtime supervisors give written details of any incident in the incidents book in the office.
- 9.3 The Headmistress keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.
- 9.5 The Governing body reviews this policy every two years. The Governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives Recommendations on how the policy might be improved.

Reviewed January 2012.

Lyn Rose