



**REIGATE ST MARY'S
PREPARATORY AND CHOIR
SCHOOL**

**Interim
Parent Handbook**

Introduction

During the course of the last three years there have been a number of significant changes to the structure of the curriculum, the management and the routines at St Mary's and therefore the existing Parent Handbook is out of date to the point where tweaking it is no longer possible. Also, as new policies are currently being written, a final version will not be issued until later in the year. Therefore, this greatly simplified and abridged version has been produced as an interim measure. If you have questions that are not answered here, do please let us know.

Starting school and general information

Following enrolment at Reigate St Mary's a comprehensive pack of information will be given to parents by the office staff including dates, fees, uniform list, medical information, consent forms for minibus and photographic images. On the first day at school children should attend in full school uniform and bring their games kit. All items should be clearly named. The term's fees can be paid to the Accounts Office Manager in the school entrance hall or paid by standing order in advance by agreement with the Bursar.

The first day

Children in Kindergarten 3 to Year 4 spend the first day getting to know the routines of the school and the other children in their class. Pupils in Years 5 and 6 start on timetable from the afternoon of the first day, having received their timetable for the year.

Structure of the day

Early morning care is available from 8 am by prior arrangement with the school office for pupil's parents who have to catch early trains etc. From 8.00 am a member of staff is on duty in the playground and children in Years 1 to 6 may be dropped off from this time. At 8.25 am the playground bell is rung and children line up in their form groups. They are then taken to registration by their form teachers.

Kindergarten

Kindergarten runs its own timetable with morning sessions from 8.30 am – 11.30 am and afternoon sessions from 12.30 pm – 3.30 pm. Packed lunches can be brought for the lunch hour. Pupils starting in Kindergarten 3 normally begin by attending Tuesday, Wednesday and Thursday mornings only, increasing to 5 mornings in the second term. By the end of Kindergarten 4, pupils are encouraged to attend full-time as we begin Transition pupils on full days, unlike the maintained sector.

Lower school

Lower school (Transition, Year 1 and Year 2) run a timetable consisting of 9 x 30 minute periods; many of these are full hour doubles for the core subjects; a morning break, lunch break, including ½ hour for lunch in the school dining room, and afternoon break. The day ends at 3.30 pm.

Upper school

The upper school (Years 3 to Year 6) run a timetable consisting of 7 x 45 minute periods; with a morning break, lunch break including ½ hour for lunch in the school dining room and an afternoon break. The day ends at 4.00 pm

Assemblies/Matins

Lower and upper school pupils attend assemblies and/or Matins services every morning at 8.40 pm. Year 2 to Year 6 attend Matins services, led by the Choristers and School Chaplain, in St Mary Magdalene Parish Church opposite the school on a Tuesday morning. Years 3 to Year 6 attend Matins services on a Thursday morning. On Tuesdays and Thursdays the remaining pupils, including Kindergarten, attend their own junior assembly in the church hall, adjacent to the school.

Extended day clubs and activities

The school runs a variety of after school clubs, some of which are organised by members of staff and are therefore not charged for. Some activities are organised by visiting providers and therefore a charge is made. Details of all clubs are available from the school office at the beginning of each term.

Pupils whose parents cannot collect them at 4.00 pm are able to attend extended day class. This is available for under 8 year olds until 5.00 pm and available for over 8 year olds until 5.30 pm. Charges for this are currently £3.00 per half hour session.

Meals and snacks

The school has its own dining room and meals are provided for all children, from Transition to Year 6. These meals are prepared in our own kitchens and are not reheated. Special dietary needs should be advised to the school office as should details of any allergies.

Snacks can be brought for morning and afternoon breaks. For morning breaks this should only be fruit or vegetables. For afternoon breaks, fruit, vegetables, cereal bars or a sandwich may be brought in. No chocolate or sweets. Any products containing nuts are not allowed for safety reasons. Pupils are encouraged to bring a named, reseal able water bottle to keep hydrated.

Parking

Parking spaces are limited and families are encouraged to travel by alternative 'green' methods if at all possible. If cars must be used parents are encouraged to drop their children in the front car park, next to the fenced pen, where a member of staff will meet them. If it is necessary to park whilst dropping children off, the lower car park behind the school or the church hall car park may be used. Parents should take extreme care when parking on site. There is a 20 mph limit on Chart Lane approaching the school.

Illness and Medication

Parents should ensure that all medical information is recorded on the form that is sent out from the school office. Admin staff are all First Aiders and teaching staff also receive basic First Aid training on a regular basis. Children who are unwell or injured during the school day are taken to the school office and parents informed if the First Aiders deem it necessary. Medication, including Epipens and inhalers, should be clearly labelled and handed to the school office with clear instructions about when these should be administered.

If a child is sick or has diarrhoea, they should be kept away from school for 24 hours after the last bout of the illness.

House system

All pupils from Kindergarten to Year 6 are allocated to one of four Houses. The Houses compete in a variety of activities. Within the Houses team work and support for children's peers is encouraged and team spirit engendered.

The Houses are:

Hobson (green house)	named after the first Headmaster of Reigate St Mary's.
Malcolmson (blue house)	named after the first Chairman of Governors of Reigate St Mary's.
Osmond (yellow house)	named after a former governor and continued supporter of the school.
Searle (red house)	named after Godfrey Searle, founder of the Godfrey Searle Choir Trust and former owner of the house which currently forms the main school building.

Uniform

At Reigate St Mary's we encourage children to take pride in their uniform and to be good ambassadors for the school whilst on site and when out at fixtures or other organised educational activities. Therefore, pupils should have the correct uniform for both general wear and sports activities. Lost uniform is the bane of most parents' lives and therefore labelling of all kit is essential

Haircuts/Pupils personal appearance

Children are expected to attend school in the correct uniform and be of smart appearance. Boys should have tidy short hair and girls are required to have hair tied back, if it is more than shoulder length, with black/navy blue/red hair bands. Jewellery is not permitted.

Bulletin

A weekly bulletin containing information about the past week and forthcoming events is published and sent out every Thursday. The Bulletin is designed to keep parents informed of current events. An electronic version can be found on our website.

Parents Association

FOSMA (Friends of St Mary's Association) is a group of parents from Reigate St Mary's who meet monthly in an attempt to raise funds for the children of the school. Although Reigate St Mary's is a fee paying school, the monies received are accounted for as in any other educational establishment. FOSMA raise the funds for any extra recreational equipment that will enhance the children's time at school. FOSMA is always happy to receive offers of assistance or ideas for fund raising activities. Please let the school office have your name if you are willing to be involved.

Form Reps

Each form appoints a Form Representative. All Form Reps. meet as a group with the Headmaster every half term to discuss ideas or raise concerns for the benefit of the school as a whole. This provides a forum for any parent to raise concerns or ask questions should they feel the need.

Curriculum & Assessments

At Reigate St Mary's the framework of the national curriculum is followed from the Early Years through to Year 6. Specialist teachers in Years 3 to Year 6 add extended work which takes children beyond the requirements of Key Stage 2 both in breadth and depth of study. The extended work is also designed to prepare children for Senior School entrance exams.

Standardised Nelson testing is conducted throughout Key Stage 1 and 2 to track pupils' progress and to assess their potential for senior schools. SATS practice papers are used to prepare children for the SATS tests at the end of Year 6. Through Key Stage 2 practice papers are also used to monitor pupils' progress. The SATS tests, which are conducted nationally for all children aged 7 yrs and 11 yrs, are used for our own internal purposes and these are not published for use in league tables. The Key Stage 1 tests support the teacher's assessment of levels achieved. These are marked and moderated internally. The Key Stage 2 tests in Year 6 are sent away for external marking. The results of the Key Stage 2 tests are published at the end of the summer term and the results are included in the school reports.

Senior Schools

The majority of pupils leaving Reigate St Mary's move on to Reigate Grammar School or Box Hill School. Some move to other local independent schools in the area and these senior schools conduct their own assessments for entry between November and January. However, some pupils may leave Reigate St Mary's and return to the maintained sector and therefore the standardised SATS tests detailed above provide a benchmark for their new schools to work with when assessing their ability for setting etc.

Anti-Bullying Policy

Although bullying and unkind behaviour is pleasingly rare at St Mary's, it can occur at times among all children. At St Mary's it is our policy to deal with cases of bullying swiftly and firmly to ensure that there is no repeat of the incident. We feel that bullying

must be seen to be taken seriously and dealt with appropriately. This ensures that the message is clear to all St Mary's pupils, that bullying will not be tolerated.

If any bullying is suspected or experienced, pupils are asked to go straight to a member of staff. Staff are expected to always listen to pupils and investigate any suggestion of bullying. If someone is found to have been bullied, staff will take action immediately. They will deal quickly, firmly and sensitively with any incidents, according to the school discipline policy. Parents may be involved where necessary, to reinforce how damaging bullying can be, both to the victim and the whole atmosphere within the school. We also help those who instigated any acts of bullying by talking about what happened to discover why they became involved. In addition, the pupil's parents/guardians would be informed where necessary. In addition, staff continue to observe any pupils involved in bullying in order to stop any ongoing anti-social behaviour.

SEN

If a pupil causes a subject or class teacher concern following observations of learning difficulties or behaviour, the member of staff completes a cause for concern sheet and the pupil is then monitored for a period of time. Should the concerns continue, a Special Educational Needs (SEN) system is employed. Parents may also raise concerns.

The school will support pupils in the classroom through differentiated work and IEP's (individual education plans) and can also offer small group or specialist tuition. Our full SEN policy is available from the Deputy Head.

Pastoral Care

The pastoral care of pupils at St Mary's is primarily the responsibility of their form teacher. However, the Head of Early Years, Mrs Cload, has overall responsibility for Kindergarten to Transition. The Key Stage 1 Coordinator, Mrs Butt, for Years 1 and 2. The Pastoral Care Coordinators for Years 3 & 4, Miss Holmes, and for Years 5 & 6, Mrs Davis, are all responsible to the Headmaster.

Staff List

Below is a list of staff and their responsibilities for the year 2006/2007.

Reigate St Mary's staff list 2006/07

Debbie Baker	Head of Science
Debbie Banning	Classroom Assistant
Colin Banning	Groundsman
Nessa Bessant	Games Coach (part-time)
Judy Bloomfield	Form Teacher (Transition)
Heather Butt	Form Teacher Yr 2
Arthur Candy	Security Officer/Caretaker
Lynn Chippendale	Classroom Assistant
Annie Clark	Classroom Assistant
Teresa Clifford	Headmaster's Secretary
Jacque Cload	Head of Early Years/Form Teacher (Transition)
Adrian Collman	Form Teacher Yr 1

Kate Copley	Form Teacher Yr 3/History Co-Coordinator
Marcus Culverwell	Headmaster
Anne Davis	Form Teacher Yr 5/Head of English
Louise Eveleigh	Games Coach (part-time)
Jon Fielder	Form Teacher Yr 6/Head of Music
Julie Filmer	Form Teacher/Nursery
Carol Ford	Deputy Head
Jo Friend	Form Teacher Yr 6/Head of Geography/Art
Catherine Gear	Office Manager/Admissions
Janet Harnan	Secretarial Assistant
Annette Harper	Form Teacher Yr 5/Head of Maths
Diana Hewson	Form Teacher Yr 1
Peter Hollands	Form Teacher Yr 4/Special Needs Co-coordinator
Marian Holmes	Form Teacher Yr 4/Head of PHSE/RS
Caroline Howell	Form Teacher Yr 2/ICT Co-Coordinator Key Stage
1	
Lynette Howell	Form Teacher (Kindergarten)
Sharon King	Part-time Music teacher (on maternity leave)
Hazel McKay	Special Needs teacher
Angela Salmon	Classroom Assistant
Philippa Smith	Form Teacher Yr 3
Trevor Sumpter	PE/Games Master/Head of ICT
Paul Thompson	Caretaker
John Tobin	Master of Choristers
Sue Turner	Classroom Assistant
Kim Upson	School Office Assistant/Swimming Coach
Sarah Wright	Classroom Assistant

Responsibilities and communication

Form teachers should always be the first point of contact for academic or pastoral concerns. If the form teacher is unable to deal with your enquiry, there is a management structure above which will ensure that you are supported.