



SEATON HOUSE SCHOOL

JUNIOR HOUSE

2016 - 2017

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FORM TEACHERS

Form II

Miss Rachel Goodsell

Form I

Mrs Tracy Hamilton (Monday, Tuesday and Wednesday)

Mrs Sarah Hammond (Thursday and Friday)

Reception Class

Mrs Hannah Simpson

Junior House Teaching Assistants:

Mrs Julie Budgett

Mrs Bernadette Pearce

Mrs Sam Cooper

Mrs Lorraine Ball

Mrs Laura Fairweather

Miss Lucy Parker

THE SCHOOL OFFICE is open from 8.30am – 4.00pm. If parents wish to leave a message for a member of staff before 8.30am, they should speak to the member of staff on duty with the Early Birds in Senior House. Parents wishing to speak, in person, to a member of staff before 8.30am or after 3.30pm should arrange an appointment through the staff in the School Office during office hours. **Parents are requested NOT to enter Junior House before 8.30am.**

‘EARLY BIRDS’ – see separate leaflet

SCHOOL HOURS

The School is fully open from 8.30am each day. At 8.30am Junior House is unlocked and Early Birds go to their own Form Rooms. All girls should have arrived at school by 8.40am. Registration is taken at 8.40am and any girl arriving in her form room after that time will have a late mark recorded. Late Marks will be noted in the end-of-year School Report.

The School Day finishes at 3.15pm (Reception only) and 3.30pm (Forms I and II)

Girls must be collected from school either by a parent or their elected representative and, at the end of the day, will be handed over to the appropriate adult by the Form Teacher or another teacher.

AFTER SCHOOL CLUB

There is supervised After-School care for any pupils in Nursery and Main School between 3.30pm – 6.00pm (5.30pm for Reception and Nursery pupils). A charge is made for this service. Sessions should be pre-paid in advance through the purchase of a Club Card, available from the School Office. Club Cards are available for different numbers of sessions at varying concessionary rates. If you wish your daughter to attend After School Club, please write a note in her homework diary on the day concerned. Any girl who has not been collected by 3.45pm automatically joins the After School Club which is held in the Reception classroom. Parents / carers should come to the front door of Junior House to collect girls attending After School Club.

BREAKTIMES

All girls have a 20 minute break during the morning. In fine weather, all girls in Junior House go outside, putting on coats / blazers / rainjackets / sunhats etc if appropriate. In very wet weather, the girls remain in their Form Room, supervised by School Prefects and the member of staff on duty. However, if there is light rain, the girls will be expected to go outside at break for at least part of the time. It is essential therefore that all girls have in school either their winter duffle coat or, in summer, a lightweight navy rain jacket (see the section about School Uniform).

Breaktime Snacks:

Girls may bring into school a **small** snack to eat during morning break. Permitted items are: **fruit (fresh or dried) or prepared vegetables**. **Girls may not bring in NUTS** as there are several children who are allergic to nut traces. The food should be wrapped in foil / clingfilm or placed in a plastic foodbag or named small container– it should not be in a separate lunchbox or similar large container. The girls may also bring in a drink (small carton or plastic bottle of uncarbonated juice, fruit smoothie, soya drink or water.) All litter and wrappings should be placed in a bin.



Many children are unable to eat a large apple, for example, in the time available so, in order to minimise waste, parents are urged to give their daughter only a small amount of food. If your daughter only eats fruit that is cut up or peeled, then it must be peeled and cut up at home. Please ensure that your daughter is able to unwrap her snack and insert the straw into her carton **UNAIDED** – it is impossible for the staff on duty to assist a large number of pupils with complicated packaging, tight lids etc. Forks and spoons are not allowed to be used at breaktime for health and safety reasons. All drink containers and snack items should be named!

WATER

Girls should bring into school a named water bottle so that they can drink water during the day.

PACKED LUNCHES

All girls eat together in the Hall. There is one member of teaching staff and two lunchtime assistants on duty. We encourage all girls to eat a well balanced and healthy lunch. We expect all girls to eat with good manners – not speaking whilst chewing, not putting too much food into their mouths, keeping mouths closed whilst chewing, not spilling food or drink etc. Girls should take their water bottles to lunch. Please do **NOT** send in additional drinks.

Food brought into school by girls for consumption at lunch time should satisfy various criteria:

- Sweets and chocolates are not allowed.
- Girls are encouraged to bring in a well balanced variety of foods for their packed lunch.
- Girls are expected to eat savoury items before sweet.
- Chocolate coated products (e.g. Kit-Kats or Penguin bars) are not allowed – **EXCEPT ON FRIDAYS**; it is however permissible to have chocolate flavoured mousse or biscuits such as Bourbons on any day!
- Girls in Form I and II should be able to regularly open any packaging or containers in their lunchbox.
- Girls should bring from home any cutlery needed (e.g. spoon for yoghurt).

- Yoghurts with a screw on cap are allowed but not tubes or pouches (these are very messy). If you pack a pot of yoghurt, please ensure that your daughter also has a napkin or serviette to help her keep clean.
- All packaging and any uneaten food will be returned to lunchboxes and taken home so that parents are aware of what their daughter has actually eaten.

BIRTHDAYS



We celebrate birthdays by singing to the girls in Assembly and presenting a Birthday Sticker. Girls whose birthdays fall within school holidays receive their sticker on the last day of term. Whilst we realise that birthdays are very special occasions, we ask that parents do **not** bring into school birthday cakes for sharing with the whole class. Should parents wish to send in a small packet of sweets (or similar) for the girls in their daughter's class, then the Form Teacher will be happy to distribute these at the end of the day, for consumption once the girls arrive home. Sweets and chocolate may not be consumed during the school day.

EQUIPMENT

All girls in Junior House will be provided with any equipment and resources necessary for their use during all lessons (i.e. the school provides pencils, crayons, scissors etc).

If they wish, and this is completely optional, girls in FI and FII may bring into school a colouring book (not a sticker book) and a **small** pencil case containing a few crayons or felt pens for **personal** use during wet breaktimes. Any such personal belongings should be clearly named.



HOMEWORK

At Seaton House the girls have a school day which is full and intensive. We expect them to give their complete attention and work to the best of their ability right through the day. They have very little 'free time' and, by the end of the afternoon they are understandably tired. We therefore feel that only a limited amount of homework is necessary to supplement the rich diet of learning which is provided in school. It is vitally important that your daughter also has the opportunity and energy to develop and pursue her own interests ~ music, reading, Brownies, dancing, playing, riding her bike, to name just a few possibilities.

Every week, the girls will be set the following tasks:

Reception: Reading or related task (5 minutes per day)

Tasks may include learning to recognise high frequency words or similar pre-reading assignments. Once your daughter is ready to be given a reading book, usually she will bring home a prescribed book to read from and you should comment on her progress via her Reading Record Book.

Occasionally she will not bring home a reading book and, on those days, we would like a parent to read to her from a book of your own choice. It will be of great benefit if you could talk to your daughter about the books being read ~ are you enjoying the story, what do you think will happen next, why do you think he/she did/said that, what would you do if you were.....? etc.

Once a week your daughter will be able to choose a book from Junior House library and will also receive one 'talking together' homework.

In the spring term, girls in Reception will be given a **weekly spelling list** to learn for subsequent testing in school and for the summer term weekly mathematics homework will be added on a Friday. During the year, additional work may also be sent home to aid consolidation or for practice.

Form I : All homework assignments should be completed within approximately 10-20 minutes twice a week and will consist of:

- Reading/Sound Flashcards (10 mins per day)
- Spellings
- Written work, such as worksheets relating to reading books, phonics or work covered in class or a mathematical task, may be sent home in addition to the above, usually on Fridays.
- Also, from time to time, the girls may be asked to undertake a little research in connection with their current topic work in Science or Humanities.

Form II: All homework assignments should be completed within approximately 10-20 minutes and will build up through the year to one piece of homework each day and will consist of:

- Reading
- Spellings
- A piece of punctuation, spelling or grammar task
- Comprehension activity
- Mental maths activity
- Written maths homework

Parental Help with Homework:

If your daughter has been asked to learn something for Homework, then she will probably appreciate having someone 'test' her to see whether her efforts have been successful. On other occasions she may welcome assistance with research or with a practical activity. However, any written assignments should be completed largely **UNAIDED**. It is crucially important that Staff know how well a pupil can work away from the classroom and without help. If your daughter experiences difficulty or is unable to complete the task set within the time limit given above, please write a note to that effect in her homework diary. Further help will then be given in school.

Reading in Reception and Form I

These pupils learn to read and write using the *ReadWriteInc.* Scheme and other carefully selected, graded reading material is sent home daily. *ReadWriteInc.* is a synthetic phonics based literacy scheme designed by Ruth



Miskin. Girls learn the 44 sounds of the English language and learn to blend them for reading fluency. They also learn to write these sounds, spell accurately and comprehend fiction and non-fiction texts. *ReadWriteInc.* has a very informative website: www.ruthmiskinliteracy.com

Reading Scheme

At Seaton House we use books from various published reading schemes in order to give as much breadth as possible at each level. Parents should not be confused by apparent discrepancies in the way different schemes label the 'reading levels' of their particular books. Our staff have spent a considerable amount of time studying the texts and have determined the parity between the various schemes. The graded nature of the schemes used, recognizes that all children learn to read at different rates and in different ways. Children will be moved through the schemes at the discretion of the class teacher.

The expectation will be that a reading scheme book is taken home and read alongside a parent/guardian most nights. This process will be monitored through the keeping of a home/school reading diary which a parent / guardian / teacher / learning support assistant will sign every time they read with a child. Parents are encouraged not to regard the scheme books as a 'race to the finishing post'. Home reading should focus on a small amount of quality reading every night where the child feels motivated to 'have a go'. We do stress the ongoing importance of parents reading to the child, as well as vice-versa. We also stress the importance of the reading scheme as only one facet of the child's reading experience. For example, we recognise the importance of picture books, audio tapes, reference material, trips to the library and the significance of the parent modelling good reading behaviour.

Lower ability readers will be encouraged to take reading scheme books home over vacation periods, otherwise the importance of 'real' books will be stressed for these periods of absence from school.

All girls will be encouraged to read as broad a range of books as possible alongside their reading scheme books. Girls will regularly visit the Junior House Library to select books of their choice to share with parents at home.

A period of quiet reading will be encouraged within Junior House from 8.30am onwards. A wide range of reading experiences, other than those provided by a personal reading scheme, will be provided on a daily basis. The opportunities for reading in its many manifestations will occur throughout the day, in all curriculum areas. Whatever the task, Junior House staff recognise the importance of learning to read and place it as a central focus in much of the teaching that goes on.



HANDWRITING IN JUNIOR HOUSE

The pupils in Junior House are taught a cursive style of handwriting where all small case letters begin 'on the line' with both an entry and exit tail. Handwriting practice will focus on correct letter (and number) formation and positioning. The girls will be encouraged to adopt a 'joined' script at the earliest opportunity.

It is vitally important that pupils use a correct grip when using pencils or crayons. It may take some time for your daughter to develop accurate control when colouring and writing so encouragement at home, within a 'play' context is greatly appreciated.

Please reinforce the correct use of this cursive style if your daughter is writing at home.

0 1 2 3 4 5 6 7 8 9

A a B b C c D d E e F f G g H h I i

J j K k L l M m N n O o P p Q q R r

S s T t U u V v W w X x Y y Z z

UNIFORM

The School Uniform Suppliers are: AlleyCatz Co Ltd
34 Molesey Road
Hersham
Surrey KT12 4RQ

Tel: 01932 223075

For online ordering and home delivery, their web address is <http://www.alley-catz.co.uk/shop/schools/seaton-house-school>

If there should be any difficulty of supply or uncertainty about what is appropriate, please consult the school, preferably in writing, before making a purchase.

The items marked in italics are not compulsory

All items of clothing should have a name tape sewn inside except for the PE bag and swimming bag which are named on the outside.

The following items marked with an **A** are from AlleyCatz only, those with an **S** can be purchased from the school office and anything else can be purchased from any supplier.

MAIN SCHOOL (Reception upwards)

Junior House - RECEPTION, FORM I and FORM II	
WINTER	SUMMER
Navy tunic A	School Summer Dress A
Blouse - White with rever collar (NOT a 'shirt style collar')	
Maroon V-neck Jumper with Logo A	Navy Cardigan with Logo A
Navy Duffel coat A	Blazer A
Socks - white knee length	White ankle length socks
Tights - thick, NAVY only	
Navy woolly hat S	Sun hat with school logo S
<i>Navy gloves (optional)</i>	
<i>School Scarf (optional) A or plain navy only</i>	
Earmuffs are not permitted	
P.E. Kit	OTHER ITEMS
Sweat shirt A	School Burgundy Backpack S
Sweat pants A	School Burgundy book bag with logo S
P.E shorts A	Navy Art Smock A
Games shirt A	Plastic A4 popper wallet for reading book
Maroon Fabric P.E. Kit Bag A	School navy waterproof jacket A
Games Shoes - Black or White slip-on plimsolls or plain white VELCRO trainers	School navy waterproof trousers A
A pair of white ankle socks	
Navy leotard for after-school Gymnastics club or Gym Squad A	
Form II from the Summer Term	Reception only
Navy Swimsuit	ReadWrite Inc Set 2 / 3 cards. S
Swim Cap in House Colour	These cards will be paid for from the
Navy Waterproof Swimming Bag A	money paid for trips/incidentals in

	September and will be issued to you as the sound is learnt.
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ADDITIONAL GUIDELINES

SHOES should be Black or Navy (**NOT PATENT LEATHER**) and may be purchased from any good shoe shop. Heels should be no higher than 2.5 cms. Slip-on, open-toed and/or sling-back styles are not permitted and they should also not have **any flashing lights**. **Shoes must be secured by a strap or laces**. If your daughter has laced shoes, please ensure that she can securely tie the laces unaided.

HAIR must retain its **natural colour** – girls are not permitted to have dyed hair for school. Hair styles should be neat, tidy and worn off the face. Fringes should not fall below the line of the eyebrows. Collar length hair should be retained by a hair band. Shoulder length (or longer) hair should be tied back.

HAIR BRAIDING is allowed ONLY if the braids are secured by elastic bands which are either black, brown or maroon. Hair braiding secured by beads is NOT allowed.

HAIR RIBBONS / HAIR BANDS / SCRUNCHIES should be navy, maroon or of fabric matching the summer dress.

HAIR SLIDES should be brown or maroon.

NAIL POLISH is not allowed (apart from clear ‘bitter-tasting’ preparations designed to deter nail biting!). Girls may not wear false nails. Girls are permitted to wear nail polish ONLY on the Monday following a Friday school disco or a weekend POSH event.

WATCHES may be worn by girls only if they are able to read most analogue times. If worn, they should be engraved with the owner’s name or clearly named with a marker pen. Watches should be discreet with a small, neat face; watches with over-large, brightly coloured faces are not an appropriate accessory to school uniform. Watches should only be worn when the owner is confident in telling the time.

JEWELLERY, including EARRINGS, is not permitted. Earrings can cause damage to ear lobes during PE lessons and are a health and safety hazard.

Please name **all** uniform, items of clothing likely to be removed for games and swimming and personal belongings before they are brought into school.

This includes items such as:

- Recorders, ocarinas
- Any other musical instrument
- Personal items brought in for after school, sleepovers etc.

Please ensure that naming is PERMANENT – ‘biro’ washes out very quickly!

MAROON P.E. BAGS SHOULD BE NAMED ON THE OUTSIDE WITH LARGE WHITE EMBROIDERED LETTERING. This lettering should still be visible when the bag is drawn closed.

GARMENTS TO BE HUNG ON PEGS SHOULD HAVE **STRONG LOOPS**.

All Name Tapes and Loops should be checked regularly as stitching can become insecure with the passage of time.

SECOND HAND UNIFORM may be advertised for sale. Please notify staff in the School Office of any items for sale.

LUNCHBOXES

Please ensure that your daughter's lunch box or bag will fit into her school rucksack. Please name all lunchboxes. If your daughter requires any cutlery, this should be sent in from home.



SCHOOL MUSIC BAGS are provided at no extra charge, when required.

Recorders (for Form II upwards) and Ocarinas (Form I) are available for purchase from the School Office.

LOST: If girls lose badges, school books or equipment, music bags or any other item provided by the School, parents will be asked to pay for the replacement of all such items.

AFTER SCHOOL ACTIVITIES

Each term various after-school activities are made available to all girls in Form I and Form II. The choices are publicised well in advance so that pupils and parents can decide which they would like to enrol for. Fees for these activities vary and are payable in advance. Some activities are run by members of staff and others by parents or external coaches. At the end of any after-school activity, all girls should be collected from Junior House. If parents are not there at the notified collection time, their daughter will be sent to join the After School Club and an additional fee charged.

ABSENCE FROM SCHOOL

If your daughter is unable to come to school because of illness or if she will be in late because of an appointment please let us know by **telephoning or emailing the School Office before 9.30am**. When your daughter returns to school after a period of illness please **write a letter or email confirming the reason for her absence**. A letter is required in addition to any previous telephone calls. Any unexplained absences are considered to be unauthorised.

If, by 10.00am, we are unaware of a reason for a child's absence we shall endeavour to contact parents to ascertain the reason. The London Borough of Sutton ask schools to report any children who miss more than 10% of the school year.

FAMILY HOLIDAYS should not be arranged to fall within term-time. Only in exceptional circumstances can the Headmistress authorise absence from school for the purpose of family holidays. At Seaton House we enjoy longer holidays than many other schools and we plan our teaching to fill the whole of the school terms. Therefore it is not in your daughter's best interests to take her out of school for social activities. Any such absences not agreed to by the Headmistress will be deemed to be unauthorised. A record of all absences and late arrivals will appear on your daughter's end-of-year School Report.

WRITTEN REPORTS and PARENTS' EVENINGS

Written Reports will be prepared twice a year, at the end of the Autumn Term and at the end of the Summer Term.

The **Autumn Term Report** will take the format of a report card with a personal comment for Form I and Form II and for Reception it will be a short report on all the areas of the Early Years curriculum.

For Form I and Form II, the **Summer Term Report** will be a short commentary on effort and attainment in all areas of the curriculum throughout the year. For Reception, the report will relate to the Early Years Profile.

Parents' Evenings will also take place in the Autumn and Summer terms, with a Celebration of Work evening in the Spring term.

P.O.S.H.

All parents of girls attending Seaton House School automatically belong to the parents' organisation P.O.S.H. (Parents of Seaton House). The Committee is extremely active in organising a wide variety of events during the school year such as bazaars, discos and the summer barbecue. Their tremendous fundraising has enabled the school to acquire many additional resources, for example interactive whiteboards, Science equipment, the pergola and storage units for the Nursery. Please support all future events and perhaps give consideration to volunteering to join the Committee.



FINALLY..... The Home / School partnership is of crucial importance in ensuring that your daughter enjoys life at Seaton House and derives maximum benefit from her time with us. If something is bothering her or you, please let us know. She needs the security and reassurance that we are all working together.