



**SEATON HOUSE SCHOOL**

**SENIOR HOUSE**

**2016 - 2017**

## SENIOR HOUSE: 2016 - 2017

### FORM STAFF

<u>Form VI</u>	Form Teacher	Miss Nancy Paton
<u>Form V</u>	Form Teacher	Mrs Victoria Mannooch
<u>Form IV</u>	Form Teacher (interim)	Mrs Shella Hossenbux
<u>Form III</u>	Form Teacher	Mrs Helen Brooks

**‘EARLY BIRDS’ – see separate leaflet**

**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 School Office during office hours. **Parents are requested NOT to enter Junior House before 8.30am. Senior House parents should not enter Senior House before 8.30 am if they do not have an appointment.**

### SCHOOL HOURS

The school is fully open from 8.30am each day. At 8.30am the passageway alongside Junior House (from Banstead Road South) 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 3.30pm for Forms III – VI

### AFTER SCHOOL CLUB/HOMEWORK CLUB

There is supervised After School care for any pupils in Main School between 3.30pm–6.00pm and a daily Home Work Club for Forms III-VI between 3.30pm-4.30pm. A charge is made **per hour** or part thereof 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 either 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 who have been attending After School Club or Homework Club.

**All girls MUST be collected by 6.00pm.**

## **EQUIPMENT**

As the girls have a much more structured timetable in Senior House, frequently changing lessons and often moving to a different classroom several times in the course of a normal school day, it is more practical for her to have her own basic equipment which she will carry around with her.

**Please refer to each individual Form Booklet for further details on equipment.**

## **PLANNER**

The Planner is a crucial means of communicating between home and school.

It is used by your daughter to record the details of all homework set. Parents should first check that all homework has been completed and **then sign**. If your daughter has been unable to complete the tasks set, for whatever reason, please write a brief explanatory note before signing. It is also used to record letters coming home and to record any other information / messages for parents. Parents should also **sign** this section once they have read the information thereon. Staff may write a note to parents and parents can write messages for staff using the planner and an Absence Note slip from the back of the diary can be completed and returned. However, lengthy correspondence should NOT be recorded in your daughter's Homework Diary. Correspondence of this nature should be sent into school in a sealed envelope.

Each morning your daughter's Form Teacher will check her Planner to ensure that it has been signed by a parent or other responsible adult (NOT an older sibling). Then she too will initial the previous day's entries. **Your daughter may be admonished if there is no daily parental signature** as, without that, there is no guarantee that you will have read any of the messages or checked that her homework was completed. The usefulness of the Planner system is totally dependent upon parental co-operation and Form staff vigilance and consistency.

## **READING RECORD**

Girls are expected to read for pleasure for at least 15 – 20 minutes every day and note down one or two new vocabulary words in their Vocabulary books. They should then enter the pages read in their Reading Record book and this entry should be signed by an adult **daily**.

## **HOMEWORK**

Homework assignments are meant to enhance and complement the work studied in the classroom and help the girls to develop independent learning skills. The tasks set should be neither too easy nor too difficult and should not cause a pupil (or parent!) to experience undue anxiety or stress. All assignments are meant to be completed within a limited amount of time and **written** assignments must be the girl's own work. 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 3.30pm, 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 has the opportunity to develop and pursue her own interests ~ music, reading, board games, Brownies / Guides, dancing, playing, riding her bike, to name just a few possibilities! However it is important that girls learn the discipline of completing homework according to deadlines given. Homework should always take precedence over attendance at an out of school activity, including sessions with a tutor.

**English Homework** may include set reading, grammar exercises, learning spellings or a written assignment.



## **WRITTEN REPORTS and PARENTS' EVENINGS**

**Written Reports** will be prepared twice a year, at the end of the **Autumn** and **Summer** Terms. The Autumn Report will take the format of a Report Card with symbols given to represent each pupil's progress, effort and attainment across all curriculum areas. The Summer Term Report will be a short commentary on each subject, as well as grades for effort, progress and attainment throughout the year.

**The Autumn Get-Together** is an important introduction evening for parents, teachers and the Headmistress and although we would like both parents to attend, we understand child care can be an issue and one parent attending is always acceptable.

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

Staff are always willing to make arrangements to see parents at times other than the formal Parents' Evenings, should there be issues needing discussion. Please contact the School Office to arrange an appointment at a mutually convenient time.

**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 of knowing that we are all working together.

## **BREAKTIMES**

All girls have a 20 minute break during the morning. In fine weather, all girls in Senior House go outside, putting on coats / blazers / rainjackets / sunhats etc if appropriate. If there is light rain, the girls may still be expected to go outside for at least part of the break-time. It is essential therefore, that all girls have the standard school hooded, rain jacket in school every day. In very wet weather, all the girls go into the Hall, supervised by the member of staff on duty.

### **Breaktime Snacks:**

Girls may bring into school a small snack of fruit or vegetables to eat during morning break (see following guidelines). **Girls may NOT bring nuts into school.** Many girls 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 reasonable amount of food. In addition to something to eat, girls may also bring in a small named carton/plastic bottle of uncarbonated drink (drinking water is always available). **No cutlery** to be used at break time.



## **WATER**

Water may be brought into class providing that it is in a **named** water bottle.

## **PACKED LUNCHES**

All girls in Senior House, apart from Forms V and VI, eat together in the Hall. Forms V and VI eat in their own Form rooms. There is one member of staff on duty in each room. 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 etc. Water is available for the girls to drink with their lunch or they may use their own water bottle. Please do not send in additional drinks with the packed lunch.

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

- GIRLS MAY NOT BRING NUTS TO SCHOOL. This is due to food allergies.
- Sweets and chocolates are **never** allowed.
- Girls are encouraged to bring in a well balanced variety of foods for their packed lunch.
- Girls are encouraged 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!
- Yoghurt in a tub on with a screw cap lid is allowed but not Frubes or pouches as they can ‘explode’ and make a mess!
- Girls in Main School should be able to open, **UNAIDED**, any packaging or containers in their lunchbox. It may be helpful to snip the end of potentially stiff plastic packaging.
- Girls should bring a spoon or plastic fork or knife from home.

## **BIRTHDAYS**



We celebrate birthdays by singing 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.

## **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 and if you haven’t already emailed in, please **write a letter (or email) confirming the reason for her absence**. A note written in your daughter’s Homework Diary is **NOT** acceptable, including notes for absence due to external music exams. You will need to send a separate absence note or complete one of the Absence Note slips in the back of the homework diary. 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**

Family holidays should not be arranged to fall within term-time. Only in very exceptional circumstances will 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.

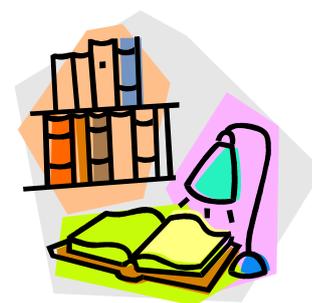
All absences will be recorded on your daughter's end-of-year school report.

### READING IN SENIOR HOUSE

1. On entering Senior House, girls will no longer be expected to continue reading from the Reading Scheme although it may be felt appropriate for some to do so. Some girls will require more practice than others and we have a comprehensive range of supplementary books to challenge and enthuse without causing frustration. Some girls will join our Reading Advancement programme where they will continue to be heard read on a regular basis, either individually or as part of a small group, with discussion of texts in order to improve their level of reading comprehension. Those girls who have completed the Reading Scheme or who confidently and independently read a range of literature will have access to a selection of fiction and non-fiction books, stored in either their Form room or the Senior Library. Girls will be expected to record their reading choices in a Reading Record book and these will be regularly discussed with their English teacher.
2. Throughout all areas of the curriculum, experiences and opportunities will be provided whereby girls will enjoy reading, will desire to read and will develop positive attitudes towards reading. We aim to help them to understand that 'learning to read' is essential so that, in due course, they are able to use reading as a tool, enabling them to 'read to learn'.

Reading is taught:

- to provide motivation and enjoyment
- to develop skills of independent reading
- to develop reading as a facilitator for other curriculum areas
- to enable girls to meet other reading needs as adults



3. It is expected that girls in Senior House will continue to read at home each day. Girls in Forms III & IV should aim to read for 15 minutes each day, while those in Forms V & VI should be aiming for 20-30 minutes per day. However, this expectation does not preclude her from being read to, 'sharing a book' with an interested partner, or listening to audio tapes. Our aim is to encourage the habit of reading for pleasure and as a form of relaxation.
4. Specific 'Reading' homework will also be set in Senior House. This may focus on the reading of a set text shared by the whole class, particularly in Forms V and VI. This will involve the keeping of a Reading Record book where the girls can record their reading. In addition, they should be regularly noting new vocabulary in their Vocabulary books.

## HANDWRITING



By the time they arrive in Senior House, many girls will have already developed a neat, well-formed style of joined handwriting. In Form III, the girls begin using a Berol Handwriting pen (there is a reduced risk of the ink smudging and they can gain their Pen Licence during the year when they reach the required standard) and from Form IV upwards they will be expected to use a fountain pen for the majority of their written work. Neatness and legibility are essential and, for some pupils, additional handwriting practice may continue to be needed until such time as their handwriting meets the standards expected. The handwriting style now being taught from the Nursery upwards is a cursive style with all small case letters beginning 'on the line' and having both entry strokes and exit tails. Numbers should also be correctly formed.

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

0 1 2 3 4 5 6 7 8 9

## 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.

<b>Senior House - FORMs III, IV, V and VI</b>	
<b>WINTER</b>	<b>SUMMER</b>
Navy Skirt (Form III upwards) <b>A</b>	School Summer Dress with matching fabric belt <b>A</b>
Blouse - White with <b>rever</b> collar (NOT a 'shirt style collar') <b>Please note that all girls MUST have at least one LONG SLEEVED blouse for concert performances etc.</b>	
Maroon V-neck Jumper with Logo (Rec-V) <b>A</b>	Navy Cardigan with Logo (Rec-V) <b>A</b>
<b>Form VI ONLY: Maroon Cardigan with Logo - to be worn with both winter and summer uniform. <b>A</b></b>	
Navy Duffel coat <b>A</b>	Blazer <b>A</b>
Socks - white knee length	White ankle length socks
Tights - thick, <b>NAVY only</b>	
Navy woolly hat <b>S</b>	Sun hat with school logo <b>S</b>
<i>Navy gloves (optional)</i>	
<i>School Scarf (optional) <b>A</b> or plain navy only</i>	
<b>Earmuffs are not permitted</b>	
<b>P.E. Kit</b>	<b>OTHER ITEMS</b>
Track suit top <b>A</b>	School Burgundy Rucksack <b>S</b>
Track suit bottoms <b>A</b>	Navy Art / Science Overall <b>A</b> (please attach a strong loop)
Skort <b>A</b>	School navy waterproof jacket <b>A</b>
Games shirt <b>A</b>	School navy waterproof trousers <b>A</b>
<i>White long sleeved base layer top (optional) <b>A</b></i>	
Maroon Fabric P.E. Kit Bag <b>A</b>	
Games Shoes - <b>Plain White</b> Trainers	
Short White Games Socks (not trainer socks)	Gum Shield
Long white hockey/football socks	Shin Pads
Navy leotard for after-school Gymnastics club or	

Gym Squad <b>A</b>	
Navy cycle shorts (optional) <b>A</b>	
Navy Swimsuit (Form VI will require a swimsuit for the Swimming Gala only)	
Swim Cap in House Colour	
Navy Waterproof Swimming Bag <b>A</b>	

### **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** Please enquire at the School Office for current information.

### **LOST PROPERTY**

There is a basket containing Lost Property in Senior House. Please note that, at the end of every half term, unnamed items will be disposed of, regardless of their condition. We do not have storage facilities to accommodate large quantities of unclaimed belongings.

### **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 RUCKSACKS**

School rucksacks are available from the School Office. They are sufficiently large to accommodate all the resources your daughter should **need** to carry to and from school each day. They will not hold the entire contents of her desk but we do not feel that that should be necessary! Larger lunchboxes may also have to be carried separately.

**SCHOOL MUSIC BAGS** are provided at no extra charge, lost or replacement bags however are chargeable. **Recorders** are available for purchase from the School Office. These should be stored in PE lockers when not in use.

**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.

### **MOBILE PHONES**

Girls should NOT bring mobile phones to school or on any School Outing. If there are exceptional circumstances where you wish your daughter to have a mobile phone because of an engagement / arrangement taking place after the end of the school day, then she MUST hand the phone to her Form Teacher at the beginning of the day and reclaim it before leaving school. During the day, the phone will be locked away securely. Form VI (and FV in the Summer term) are allowed to bring mobile phones if they walk home unaccompanied. This requires written parental permission and the necessary form can be obtained from the School Office. These phones will be looked after by her Form teacher during the day.

## **P.O.S.H.**

All parents of pupils 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.....Christmas Bazaar, Quiz Night, termly themed Discos, Summer Picnic, to name but a few. Their tremendous fundraising has enabled the school to acquire many additional resources: including class sets of laptops, interactive whiteboards, computers, Sports Lodge, digital camera, Science & Technology equipment, new tracksuits and fleeces for the School Sports Squads, gazebos and pergola, storage units for the Nursery, outdoor notice boards.....

Please support all future events and perhaps give consideration to volunteering to join the Committee.

