



SEATON HOUSE SCHOOL

'ALIS VOLAT PROPRIIS'

SENIOR HOUSE

2020- 2021

Mission statement:

Seaton House provides children with a thorough educational grounding in a *happy, caring, stimulating and disciplined environment*. Individual pupils are encouraged to fulfil their academic, artistic, physical and social potential. Children progress to their next school confident, considerate and aware of their own worth.

Staff Contacts

Form Teachers and subject teachers should be the parent's first point of contact to arrange a meeting, address concerns or queries.

Please email the office and copy in the form teacher if your daughter will be absent or has an appointment.

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|--|-----------------------------------|--|
| Office | Mrs Drury Mrs Saunders | <u>office@seatonhouse.sutton.sch.uk</u> <u>pa@seatonhouse.sutton.sch.uk</u> |
| Head | Mrs Darvill | <u>head@seatonhouse.sutton.sch.uk</u> |
| Deputy Head | Mrs Wilson | <u>deputy@seatonhouse.sutton.sch.uk</u> |
| Deputy Head | Mrs McGreevy | <u>sarahm@seatonhouse.sutton.sch.uk</u> |
| Chair of Governors | Mrs Judith Evans | <u>jevans.gov@seatonhouse.sutton.sch.uk</u> |
| Maths /Form VI Tutor | Mrs Hossenbux | <u>shossenbux@seatonhouse.sutton.sch.uk</u> |
| Form VI Tutor | Mrs Hammond | <u>shammond@seatonhouse.sutton.sch.uk</u> |
| Science & ICT /Form V Tutor | Mrs Brooks | <u>hbrooks@seatonhouse.sutton.sch.uk</u> |
| P.E. / Form IV Tutor | Mr Colomer | <u>pcolomer@seatonhouse.sutton.sch.uk</u> |
| Form III Tutor | Mrs Smith | <u>msmith@seatonhouse.sutton.sch.uk</u> |
| English | Mrs Riddick | <u>uriddick@seatonhouse.sutton.sch.uk</u> |
| SENCO | Mrs Mason | <u>lmason@seatonhouse.sutton.sch.uk</u> |

FORM STAFF

| | | |
|----------|--------------|---------------------------------|
| Form VI | Form Teacher | Mrs S Hammond / Mrs S Hossenbux |
| Form V | Form Teacher | Mrs H Brooks |
| Form IV | Form Teacher | Mr P Colomer |
| Form III | Form Teacher | Mrs M Smith |

Senior Teaching Assistants

Mrs L Smith and Mrs L Fairweather

A full list of all Seaton House staff is available on the school website:

www.seatonhouse.sutton.sch.uk

CURRICULUM In Form III the girls continue with the creative curriculum, building on their knowledge and skills from Junior House with increased specialist teaching to enable them to make the best possible progress. From Form IV girls are taught by subject specialists and may move between rooms for their classes. (there will be no movement during Autumn 2020). They will continue to have a Form Tutor to provide pastoral support. This ensures the girls receive the highest quality teaching in all areas and that they are fully prepared for the demands of secondary school.

THE SCHOOL OFFICE is open from 8.00am – 4.30pm. 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.

SCHOOL HOURS

Normal school hours are 8.40am-3.30pm (doors open at 8.30am)

For Autumn 2020 Form III is 8.30am-3.10pm Form IV is 8.20am-3.20pm Form V is 8.15am-3.30pm and Form VI 8.15am-3.30pm.

Girls must be collected from school either by a parent or their elected representative. Please ensure any person who does not normally collect knows the Password for your child. Form VI girls may go home on their own, provided the parent has completed the relevant permission form.

EARLY BIRDS

For Autumn 2020 this will operate for children of Key Workers from 8am but must be pre-booked as places will be limited.

AFTER SCHOOL CARE (ASC)/PREP

There is supervised After School care for pupils between 3.30pm– 6.00pm. A charge is made for this service and will be billed half termly in arrears. All places must be pre-booked via the school office at least 24 hours in advance. Please note places are limited due to staffing ratios.

For Autumn 2020 ASC is only available until 4.30pm. Prep operates from 3.30-4.30pm. If Senior House girls are booked into ASC they will attend Prep which is supervised by a member of teaching staff. Any girl staying after 4.30pm (***although not in Autumn 2020***) will go to ASC following Prep.

EQUIPMENT

All girls should have their own stationary equipment (listed below), a named water bottle and lunch box (if applicable). Plus, girls **must** have shin pads and gum shields for Hockey (Spring term).

Stationery

Pencil case with the following items (please ensure it is a sensible size and not so creative it becomes a distraction and that all items apart from long ruler fit within it):

- Blue pens – fibre tip or frexion or fountain pen or similar
- At least 2 HB pencils
- Small ruler (10-15cm)
- Pencil sharpener
- Rubber
- Colouring pencils (12 maximum)
- 2 or 3 highlighter pens
- 1 green pen – fibre tip or biro
- Coloured felt tip pens (12 maximum and not gel pens)
- Small pair of scissors
- 1 small glue stick

Additional Items:

- Long 30cm clear ruler
- Clear protractor (Y5 & 6 only)
- Compass with pencil (Y5 & 6 only)
- Simple calculator (Y5& 6 only)

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 and all reading. Parents should check and then sign this record each week. If your daughter has been unable to complete the tasks set, for whatever reason, please write a brief explanatory note before signing.

Lengthy correspondence should NOT be recorded in your daughter's Planner.

Correspondence of this nature should be sent into school via email to either the school office or your daughter's Form Tutor. Please note, girls are expected to read daily for at least 20 minutes.

HOMEWORK

All homework will now be set via Google Classroom and there will be flexibility as to when in the week it is completed to allow pupils to plan around outside clubs and activities. Each week the following homework will be set:

- Reading
- 2 English tasks
- Spellings
- 2 Maths tasks
- Mental Maths
- Science task
- A piece of History or Geography

In addition, girls may also complete tasks on our online platform CENTURY.

Please support your daughter with her homework but do try to encourage as much independence as possible.

HUMANITIES

Humanities in Senior House embrace History, Geography and Religious Studies. All Humanities subjects are taught weekly throughout the year. In-depth project work may form part of the curriculum for one of these subjects. We also teach computing and touch typing.

EXTRA-CURRICULAR MUSIC LESSONS

Girls are able to access extra-curricular music lessons in a range of instruments eg piano, guitar, flute. Girls who absent themselves from timetabled lessons for tuition from one of the peripatetic music teachers may be expected to make up the work missed. Every effort will be made to avoid girls regularly missing core subjects. If your daughter is interested in taking up an instrument, please contact the office for further information.

AFTER SCHOOL ACTIVITIES (CLUBS)

Each term various after-school activities are made available to all girls. The choices are publicised well in advance so that pupils and parents can decide which clubs 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. Girls staying for an after-school club may bring a small snack if required. Please ensure you collect your daughter promptly when the club finishes from the designated collection point.

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. The Summer Term Report will be a short commentary on each subject, as well as information on the progress and attainment achieved throughout the year.

“Meet the Teacher” is an important introduction evening for parents, teachers and the Head and although we would like both parents to attend, we understand childcare can be an issue and one parent attending is always acceptable. (**Autumn Term 2020 – This will be a remote on-line meeting**).

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

Parents are able to make arrangements for meetings at times other than the formal Parents' Evenings, should there be issues needing discussion. If required, please contact the School Office to arrange an appointment at a mutually convenient time.

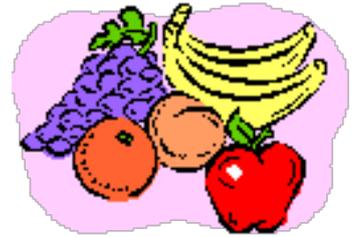
The Home / School partnership is of crucial importance in ensuring that your daughter enjoys life at Seaton House and derives maximum benefit from her time with us. If something is bothering her or you, please let us know. She needs the security of knowing that we are all working together.

BREAKTIMES

Breaktimes are outside, therefore it is important that your daughter always has her school coat.

SNACKS AND WATER

Girls may bring into school a small snack to eat during morning break. Permitted items are fruit (fresh or dried), prepared vegetables or a cereal bar. Please ensure that all items contain NO NUTS and cereal bars must not have chocolate on them. All girls should have a refillable water bottle (for water only). All drink containers and snack items should be clearly named.



PACKED LUNCHES + LunchMunch4Kidz

All girls should bring a healthy packed lunch each day which should contain a variety of food including fruit and vegetables. Please note NO NUTS are permitted and ensure your daughter has any necessary cutlery e.g. spoon for yoghurt. For those using LunchMunch services, meals should be pre-ordered a week in advance directly with LunchMunch who can be contacted at: Lunchmunch4kidz admin@lunchmunch4kidz.co.uk

BIRTHDAYS



Girls receive a card on their birthday and we also try to sing to the girls in Assembly or in the classroom. Whilst we realise that birthdays are very special occasions, we ask that parents only send in individual small cakes or a small packet of sweets for the girls in their daughter's class. These will be distributed at the end of day. Please ensure none of the products contain Nuts and be aware that some pupils have other allergies e.g. dairy.

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 and if you haven't already emailed in, please **write a letter (or email) confirming the reason for her absence**. 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 Head 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 Head will be deemed to be unauthorised.

All absences will be included in your daughter's end-of-year school report.

READING IN SENIOR HOUSE

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 20 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.



Reading is also embedded in many activities and lessons, with girls taught specific skills such as comprehension, inference, skimming and note taking. They also have designated reading sessions which may involve group or individual reading to build skills and reading stamina. All girls will have a vocabulary book and note new words to enable them to build a wide, varied vocabulary.

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 pen when they have gained their pen licence. 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.

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

SCHOOL POLICIES

Latest versions are available online, on our school website, or on request from the School Office.

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.alleycatz.co.uk/shop/schools/seaton-house-school>

Our current uniform list is available on our website and is attached to this booklet for your reference.

ADDITIONAL UNIFORM GUIDELINES

SHOES should be Black and may be purchased from any good shoe shop. Slip-on, open-toed and/or sling-back styles are not permitted. **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 or brown. 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 plain brown, maroon or silver.

NAIL POLISH is not allowed. Girls may not wear false nails.

WATCHES must be discrete and worn by girls only if they are able to tell the time. If worn, they should be clearly named. Over-large, brightly coloured watches are not an appropriate accessory to school uniform. Watches must be removed for PE.

JEWELLERY is not permitted. Small stud earrings may be worn **but must be removed for all PE lessons.** If your daughter cannot do this themselves please do not allow them to be worn to school.

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

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

NEARLY NEW UNIFORM may be advertised for sale. Please notify POSH if you require any items or have items for sale. If you would like to donate clothes, that is always appreciated. POSH can be reached at: posh@seatonhouse.sutton.sch.uk

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.

LOST ITEMS: If girls lose badges, school books or equipment, music bags or any other items 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. **The school does not take any responsibility for loss or damage to any mobile phones bought into school.**

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 laptops, iPads, interactive whiteboards, the Sports Lodge, digital cameras, Science & Technology equipment, playground equipment and storage units for the Nursery. Please support all future events and perhaps give consideration to volunteering to join the Committee, new members are always welcome. POSH can be contacted at the following address: posh@seatonhouse.sutton.sch.uk

