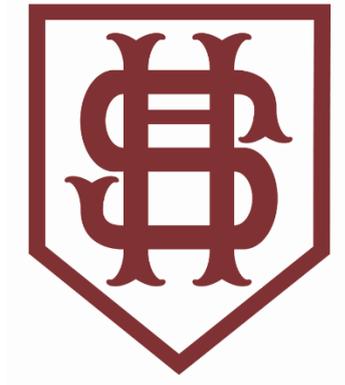


SEATON HOUSE SCHOOL



'ALIS VOLAT PROPRIIS'

JUNIOR HOUSE

2022 - 2023

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.

Office	Mrs Hurgobin Mrs Saunders	office@seatonhouse.sutton.sch.uk pa@seatonhouse.sutton.sch.uk	
Headteacher	Mr Bates	cbates@seatonhouse.sutton.sch.uk	
Deputy Head	Mrs McGreevy	sarahm@seatonhouse.sutton.sch.uk	
Form I	Mrs Simpson/Mrs Hammond	hsimpson@seatonhouse.sutton.sch.uk shammond@seatonhouse.sutton.sch.uk	
Form II	Mr Endersby	fendersby@seatonhouse.sutton.sch.uk	
P.E.	Mr Colomer	pcolomer@seatonhouse.sutton.sch.uk	
SENCO	Mrs Mason	lmason@seatonhouse.sutton.sch.uk	
Chair of Governors	Mrs Judith Evans	jevans.gov@seatonhouse.sutton.sch.uk	
ELSA	Mrs Hill and Mrs Smith	elsa@seatonhouse.sutton.sch.uk	
Bursar	Mr Roads	bursar@seatonhouse.sutton.sch.uk	

FORM TEACHERS

Form I

Mrs Hammond / Mrs Simpson

Form II

Mr Endersby

Junior House Teaching Assistants:



Mrs Budgett



Mrs Hill

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

www.seatonhouse.sutton.sch.uk

CURRICULUM

In Forms I & II we follow the national curriculum. Subjects are integrated to ensure girls make links between their learning. There is a focus on ensuring core skills in English, Maths and Science are secure to enable them to build on these foundations in future learning. Other subjects such as history and geography may be grouped together in topics. We use the National Curriculum as a starting point for the skills which need to be covered and then extend both in breadth and depth. As well as learning in the classroom we enhance skills through educational visits, external speakers and immersion days. In addition, the girls benefit from specialist teaching in PE, French, Music, Computing and Science.

THE SCHOOL OFFICE is open from 8.00am – 5.00pm. 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

8.30 am - Form I and Form II - Junior House Door

3.20 pm – Form I – Junior House Door

3.25 pm – Form II – Junior House Door

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.

BREAKFAST CLUB / EARLY BIRDS

Entrance to Breakfast Club is via the LRC door, which opens at 7.30am. There is a charge for this service and bookings are per half a term – not Ad Hoc.

Early Birds from 8am is free and is via the LRC door. The door is open 8-8.15am and then closes. Late arrivals will need to wait until the normal school day commences to enter the school.

Places must be booked in advance for both Breakfast Club and Early Birds via Parentmail.

AFTER SCHOOL CARE (ASC)

There is supervised After-School care for pupils between 3.30pm – 6.00pm. A charge is made for this service. **All places must be pre-booked and paid for via ParentMail at least 24 hours in advance.** Please note places are limited due to staffing ratios.

BREAKTIMES

Break times 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. No cutlery should be bought to school for the snack. 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). Please ensure the water bottles have sports style lid. 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.

EQUIPMENT

All girls in Junior House will be provided with any equipment and resources necessary for lessons.



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. We do expect the girls to read every day, practise spellings and mental maths. In addition, from the second term in Form I, they will have work set each week to be completed on Google Classroom. Please support your daughter with her homework but do try and encourage as much independence as possible. It is also vitally important that your daughter also has the opportunity and energy to develop and pursue her own interests such as music, reading, Brownies, dancing, playing, riding her bike.

READING

In Forms I we continue to use the *ReadWriteInc.* Scheme alongside other carefully selected, graded reading material. Girls are encouraged to build their phonic skills, alongside their sight vocabulary and contextual skills. In Form II, *ReadWriteInc* is used to develop spellings. Further information about *ReadWriteInc* can be found on the Oxford Owl website.

Reading Scheme

The expectation will be that a reading scheme book is chosen by each child and 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.

We support the girls to develop comprehension skills by asking them both direct and inferential questions about the text. Good comprehension is an essential element to develop effective reading.

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 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. In this way, we aim to promote a life-long love of reading.



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.

Copies of the correct handwriting formation are available from your child's class teacher.

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 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.

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 and swimming. Smart watches of any description should not be worn to school.

JEWELLERY is not permitted. Small stud earrings may be worn **but must be removed for all PE lessons including swimming**. If your daughter cannot do this herself, 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 Please notify P.O.S.H. 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_uniform@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 plastic cutlery, this should be sent in from home.



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. 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.

EXTRA-CURRICULAR MUSIC LESSONS

Girls are able to access extra-curricular music lessons in a range of instruments e.g. piano, guitar, and 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.

LOST ITEMS: 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.

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**. 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 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. A record of all absences and late arrivals will be included in 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** 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.

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.

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 interactive whiteboards, laptops, Sports Lodge, digital cameras, Nursery playhouse and storage units for Early Years. 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