

# SEATON HOUSE SCHOOL

*'ALIS VOLAT PROPRIIS'*

## SENIOR 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.

<b>Office</b>	Mrs Saunders Mrs Hurgobin	<a href="mailto:pa@seatonhouse.sutton.sch.uk">pa@seatonhouse.sutton.sch.uk</a> <a href="mailto:office@seatonhouse.sutton.sch.uk">office@seatonhouse.sutton.sch.uk</a>	 
<b>Headteacher</b>	Mr Bates	<a href="mailto:head@seatonhouse.sutton.sch.uk">head@seatonhouse.sutton.sch.uk</a>	
<b>Deputy Head</b>	Mrs McGreevy	<a href="mailto:sarahm@seatonhouse.sutton.sch.uk">sarahm@seatonhouse.sutton.sch.uk</a>	
<b>Art/ Form III Teacher</b>	Mrs Baker	<a href="mailto:rbaker@seatonhouse.sutton.sch.uk">rbaker@seatonhouse.sutton.sch.uk</a>	
<b>Computing &amp; Form II Teacher</b>	Mr Endersby	<a href="mailto:fendersby@seatonhouse.sutton.sch.uk">fendersby@seatonhouse.sutton.sch.uk</a>	
<b>P.E. / Form V Teacher</b>	Mr Colomer	<a href="mailto:pcolomer@seatonhouse.sutton.sch.uk">pcolomer@seatonhouse.sutton.sch.uk</a>	
<b>Science &amp; Geography /Form VI Teacher</b>	Mrs Brooks	<a href="mailto:hbrooks@seatonhouse.sutton.sch.uk">hbrooks@seatonhouse.sutton.sch.uk</a>	
<b>Form IV Teacher</b>	Mrs Smith	<a href="mailto:msmith@seatonhouse.sutton.sch.uk">msmith@seatonhouse.sutton.sch.uk</a>	 
<b>Maths</b>	Mrs Hossenbux	<a href="mailto:shossenbux@seatonhouse.sutton.sch.uk">shossenbux@seatonhouse.sutton.sch.uk</a>	
<b>English</b>	Mrs Riddick Mrs Smith	<a href="mailto:uriddick@seatonhouse.sutton.sch.uk">uriddick@seatonhouse.sutton.sch.uk</a> <a href="mailto:msmith@seatonhouse.sutton.sch.uk">msmith@seatonhouse.sutton.sch.uk</a>	
<b>French</b>	Miss Syed	<a href="mailto:ssyed@seatonhouse.sutton.sch.uk">ssyed@seatonhouse.sutton.sch.uk</a>	
<b>SENCO</b>	Mrs Mason	<a href="mailto:lmason@seatonhouse.sutton.sch.uk">lmason@seatonhouse.sutton.sch.uk</a>	
<b>ELSA</b>	Mrs Lisa Smith	<a href="mailto:lsmith@seatonhouse.sutton.sch.uk">lsmith@seatonhouse.sutton.sch.uk</a>	
<b>Bursar</b>	Mr Roads	<a href="mailto:bursar@seatonhouse.sutton.sch.uk">bursar@seatonhouse.sutton.sch.uk</a>	
<b>Chair of Governors</b>	Mrs Judith Evans	<a href="mailto:jevans.gov@seatonhouse.sutton.sch.uk">jevans.gov@seatonhouse.sutton.sch.uk</a>	

## FORM STAFF

Form VI	Form Teacher	Mrs H Brooks
Form V	Form Teacher	Mr P Colomer
Form IV	Form Teacher	Mrs M Smith
Form III	Form Teacher	Mrs Baker

Senior House Teaching Assistants    Mrs L Smith, Mrs A Kah and Mrs L Fairweather  
SENCO    Mrs L Mason

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

[www.seatonhouse.sutton.sch.uk](http://www.seatonhouse.sutton.sch.uk)

**CURRICULUM** In Senior House, the girls build on their knowledge and skills from Junior House with increased specialist teaching to enable them to make the best possible progress. From Form III girls are taught by subject specialists and may move between rooms for their classes. 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 – 5.00 pm.** 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**

8.30am – 3.30pm      Forms III & IV – LRC Door

8.30am – 3.30pm      Forms V & VI – Southway Gate

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.

### **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.

## **EQUIPMENT**

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

### **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 frixion 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 – thin 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)

## **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 completed. 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**

Homework is set each day. Each week the homework will include:

- Reading
- 2 English tasks
- Spellings
- 2 Maths tasks
- Science task
- History
- Geography
- Verbal Reasoning

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

Daily Homework (by Form):

FIII – 2 x 20-minute homework plus reading

FIV - 2 x 20-minute homework plus reading

FV - 2 x 30-minute homework plus reading

FVI - 2 x 30-minute homework plus reading

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 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.

### **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.

**“The Autumn Get Together”** 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 take place in the Autumn and Spring term, with a Celebration of Work evening in the Summer term.

Parents are able to arrange 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.

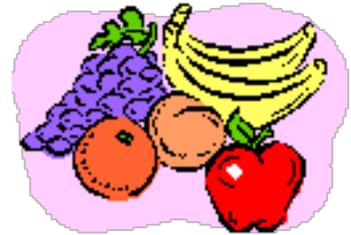
**The Home / School partnership** is of crucial importance in ensuring that your daughter enjoys life at Seaton House and derives maximum benefit from her time with us. If something is bothering her or you, please let us know. She needs the security of knowing that we are all working together.

### **BREAKTIMES**

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. 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](mailto: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. Please note that copies of the correct formation are available from your 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 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 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 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\\_uniform@seatonhouse.sutton.sch.uk](mailto: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 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 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](mailto:posh@seatonhouse.sutton.sch.uk)

