

June 2009

Dear Parents,

We hope that this handbook will provide you with useful information on the daily routines of our Junior School.

Our happy and successful school relies on a strong partnership between home and school. We value parental support and encourage close liaison in all areas.

We pride ourselves on achieving, not only high academic standards, but also high standards in Sport and in the creative subjects – Music, Art and Drama.

One of our highest priorities is to ensure that girls develop self-confidence and that they have good self-esteem. Please take time to read the school's Aims and Ethos overleaf.

Please do not hesitate to contact us if you have any queries about any of the information in this booklet. The first point of contact will normally be your daughter's form teacher or the Junior School secretary, but please be assured that I am available should you wish to see me.

I would like to take this opportunity of wishing your daughter a very happy and successful career at Burgess Hill School for girls. I am looking forward to getting to know her and to getting to know you too.

Yours sincerely,

Fenneke Fulleylove

(Head of Junior School)

Burgess Hill School for Girls was founded in 1906 by the Parents' National Educational Union. The first Headmistress was Miss Beatrice Goode who created a school which aimed to provide its students with a broad and full education which would equip them for life as an adult.

SCHOOL AIMS

Our aim is to provide quality education within a happy, challenging, supportive and caring atmosphere, which encourages young people to use their initiative, be inquisitive and creative, and develop responsibility and independence.

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OUR VISION FOR THE FUTURE

'We will work in partnership with our parents and pupils to ensure that each pupil is happily, successfully and confidently building a foundation for her future.'

To achieve this the School will maintain and strengthen its current status as a single-sex, selective, predominantly day-school for the full age range from 4-18 years with co-educational nursery provision; offering small classes, a balanced curriculum, a full programme of extra-curricular activities and preserving the tradition of courteous, well-behaved girls fulfilling their personal and academic potential.

The School will remain independent and will continue to develop links with, and offer benefit to, the wider community.

TO ACHIEVE OUR VISION WE AIM TO:

provide opportunities for each pupil to find and develop her talents

provide a safe environment which values everyone within it

seek and develop partnerships which enhance the experience within and outside School

maintain and strengthen the reputation of the School as an establishment that achieves excellence in every way

SCHOOL HOURS

8.00am	Breakfast Club is available if required. Please ring to book.
8.15am	Playgrounds are supervised by members of staff. Parents deliver Reception pupils straight to their classrooms at 8.25am. Girls in Year 1 and 2 should be delivered to the member of staff on duty in the playground. Year 3 to 6 assemble on the upper part of the playground. When it is wet, girls may go straight to their classrooms – <u>but not before 8.15am</u> Girls should not arrive before 8.15am as they will not be supervised.
8.25am	Girls go to classrooms
8.30am	Registration
8.40am	Assembly is held on most days
9.00am	Lessons begin
10.10-10.30am	Mid Morning Break
12.00 noon	Reception to lunch
12.15pm	Years 3/4 to lunch. Years 5 /6 go outside and wait to be called for lunch
12.30pm	Years 5/6 to lunch
1.30pm	Afternoon registration
3.30pm	School ends – After School Club available until 6 pm
3.50pm	Senior School day finishes
4.00pm	Buses and school minibuses leave

You are requested to comply with the collection arrangements relevant to your daughter's form, and to honour the "unofficial" one-way system in Glendale Road.
See Road User's Rules.

We ask that you keep young children with you when collecting your daughters. We are concerned for everyone's safety and, as Senior School lessons continue until 3.50pm, unsupervised children can be very distracting to students in classrooms near the collection areas.

Silverdale Road and Glendale Road entrances are supervised by staff at the end of the day. You are advised that the Ferndale Road gate is not manned by staff. If using these gates, please collect your daughter from inside the gate.

Children who travel by public transport should be reminded that, in the event of any difficulty, they should follow the same procedure as outlined in "After School Supervision".

JUNIOR SCHOOL STAFF 2009-10

		Mrs. Aughwane Miss Fulleylove	Headmistress Head of Junior School
<u>Class name</u>			
Penguins	Little Oaks	Miss Seager	
1 PA	Little Oaks	Mrs. Azhar	KS 1 Coordinator
1 GR	Little Oaks	Mrs. Riddle	
2 AS	Little Oaks	Mrs. Solomon	
2 TP	Little Oaks	Mrs. Pearson	Deputy Head, Junior School
3 BC	Oaks Room 16	Mrs. Cameron	Science Coordinator
3 LN	Oaks Room 17	Miss North	
4 OB	Oaks Room 21	Mrs. O'Brien	
4 SC	Oaks Room 18	Mrs. Collins	
5 CA	Oaks Room 15	Miss Armitage	
5 PM	Oaks Room 20	Mrs. Martin	Art Coordinator
6 HC	Oakdene Room 8	Miss Collins	Maths Coordinator
6 JS	Oakdene Room 9	Mrs. Smith	English Coordinator
6 LW	Oakdene Room 2	Miss Warner	ICT Coordinator
Music		Mrs. Playford Mrs. Haslam	Music Coordinator Infant Music
PE		Miss Petty + Senior School staff	PE Coordinator
SENCO		Mrs. Walkinton	
Teaching Assistants		Mrs. Adams, Mrs. Male, Mrs. Emmins, Mrs. Wood, Mrs. Siddaway	
Junior School Secretary		Mrs. Hollis	
ICT Support		Mrs. Jackson	
After School Club (Year 3 to 6) & Dining Room Supervisor			Mrs. Wickens
After School Club (Infants & Nursery)			Miss Lomberg

Senior School staff who also teach in the Junior School on a regular basis:

Miss Clapp	PE	Mrs. Condie	French
Mrs. Tapping	PE	Mrs. Redford	ICT
Mrs. Spybey	PE		
Mrs. Butterworth	PE		

ABSENCES

In the event of illness parents must telephone the school as early as possible, but by 9am at the latest, on the first day of any absence and pupils **must bring a short note to the form teacher** on returning to school.

Please notify us of any incidence of infectious disease so that other parents can be alerted. This includes head lice and threadworm.

Parents should let school know of any chronic illness such as asthma when their daughter starts school. Please also notify the School if your daughter has a contagious disease e.g:

- Chicken pox
- German measles
- Measles
- Impetigo
- Ringworm
- Headlice
- Diarrhoea and/or sickness.

If you are in any doubt, please ring the School Nurse.

Requests for permission for your daughter to be absent for a planned event or activity during term time should be made as far in advance of the event as possible; please address such requests to the Head of Junior School.

Our terms are shorter than the Local Education Authority Schools and our term dates are published well in advance to allow families to plan their holidays. As you may be aware, all educational establishments are under pressure to ensure appropriate attendance at school and not to authorise absence for reasons such as holidays. Please note, therefore, that permission is not usually given for requests relating to holidays and activities which could be undertaken during School holiday periods, any such absences will be recorded as unauthorised.

ACCIDENT/ILLNESS IN SCHOOL

The School Nurse is a fully qualified nursing sister. She deals with any medical issues/accidents which occur during the school day. The School Nurse, the Head or Deputy Head of the Junior School will take the decision about necessary action in the event of an accident. You will be contacted when appropriate.

Any medicines which need to be taken by the girls during the day should come in measured doses and with an accompanying letter. These are sent over to the Medical Centre that is situated on the ground floor of the Croft building. If a girl is well enough to attend school it is expected that she will be well enough to go out to play. Broken limbs are the obvious exception!

Please advise us of any change of address or telephone number and temporary changes in guardianship so that our database is, at all times, accurate.

ACCESS TO THE SITE & PARKING

The current car parks are for staff and official visitors only. Parents may use the visitor spaces, if available, for short periods of time if visiting the school shop during the school day or if you have an

appointment within School. Otherwise we ask that you do not bring your cars onto the School site between 7.00am and 4.30pm.

The current space is simply not suitable for significant traffic flow and we are concerned for the safety of pedestrians, particularly the girls, who need to use the area. Also, delivery vehicles need access at various times and extra traffic raises the potential for incidents and accidents which are otherwise avoidable. The car parks must not be used to pick up girls or drop them off between 7.00am and 4.30pm.

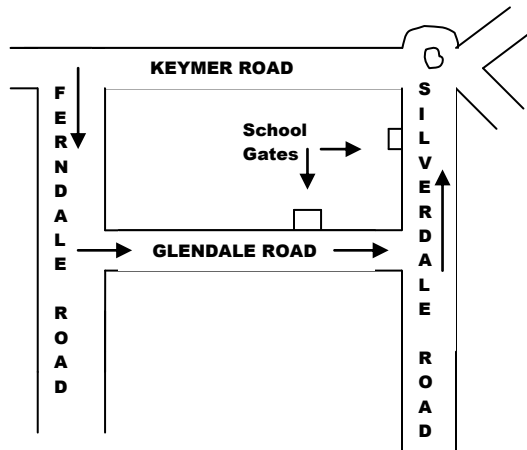
THE STAFF CAR PARK IS OUT OF BOUNDS TO GIRLS DURING THE SCHOOL DAY.

When parking on the roads, please ensure that you park with consideration, leaving all entrances and gateways clear. Parents must not park on the yellow or zig-zag lines or on the pavement.

PLEASE DO NOT PARK IN THE ALLOCATED MINIBUS SPACES AT ANY TIME.

Please use either Glendale or Silverdale gates when delivering or collecting your daughter as these gates are manned by staff at the end of the day. Please do not drop off in Keymer Road as this is very busy.

An “unofficial” one-way system operates around the school to improve traffic flow.



AFTER SCHOOL SUPERVISION

Girls waiting for sisters in the Senior School or for trains and minibuses, must wait in the Dining Room until 3.50pm where they are supervised. Please notify the Junior School in writing so that your daughter can be added to the register.

Please ensure that your daughter is aware of collection arrangements when she leaves you in the morning and notify the school if there are any significant alterations.

In the unlikely event that a child has not been collected by 4pm she will be taken to Oakdene to join the After School Club. After 6pm girls will be taken to join the boarders in the Dining Room or Silverdale Boarding House. There is a charge for After School Club supervision.

BAG CHECK!

We rely on the girls to be efficient and reliable messengers for the school. However, we do advocate that parents do a regular “bag check!”

BREAKFAST AND AFTER SCHOOL CLUB

Supervision is available from 8am in the Breakfast Club and age appropriate activities are available until 6pm in the After School Club for all pupils from Nursery to Year 6. Please do not use the staff car park as the spaces are all allocated and staff arrive between 7.30am and 8.15am.

Girls having breakfast should be taken to the Dining Hall at 8am (not before please). Nursery and Infants staying for After School Club will be cared for in Little Oaks. Years 3 – 6 will be in Oakdene.

Girls will be involved in a range of activities including homework supervision, art, indoor/outdoor activities etc. They will be provided with a light tea.

To register for this facility please contact the Junior School Secretary. Whenever possible, please try to give the school at least twenty-four hours’ notice.

CANINE FRIENDS

Whilst many of us love dogs, we do ask that you do not bring your dog onto school property. Even the most well-behaved of our canine friends can cause distress to some, especially our little ones in the Nursery and those who are not used to being around dogs. Thank you for your understanding.

CLASSES

When a year group has two or three parallel classes, the classes are not grouped according to ability. We aim to create well balanced classes with a good mix of girls by considering among other things, social aspects as well as academic, sporting and musical ability.

Sometimes classes will move up as a whole class at the end of an academic year. At other times we may feel it is in the girls’ best interests to mix up the parallel classes to achieve a good social and academic mix. Considerable thought goes into producing a well balanced year group.

CLUBS

We run many extra-curricular activities during the lunch breaks and after school which are part and parcel of the school day and do not carry any charge. These are mainly aimed at the juniors however there are some clubs open to Year 2.

These clubs may include: Choir, Chamber Choir, Orchestra, String Ensemble, Flute Ensemble, Brass Ensemble, Recorder, Netball, Hockey, Tennis, Basketball, Mini Tennis, Rounders, Football, Clarinet Ensemble, Games, Drama, Stamp Collecting, Art, Craft, Computer, Calligraphy, Web, Camera, Maths, Chuzzle (chess and puzzles), Chess, Choose and Chat, Computer Spelling, Gardening, Science etc.

ENTRY INTO THE SENIOR SCHOOL

There are plenty of opportunities for parents of girls in Year 6 to visit the Senior School. The girls in Year 6 will have a tour of the Senior School in the Autumn Term and there is also the opportunity to chat with the Headmistress. Girls in Year 6 do not have to sit an entrance test to go into the Senior School.

FIRE PRACTICE

The fire alarm is a continuous piercing noise. There are at least three fire practices per year. Evacuation procedures are run through on the first day of the school year with all classes so that the girls know the routes to the assembly point on the main school field. Every sounding of the fire alarm is treated as a real fire.

FRIENDS OF THE SCHOOL – F.O.S.

The school is fortunate to have a thriving Friends of the School Association of parents. Their activities reflect the committee's interest in the strength and success of the school. The aims of the F.O.S. are to provide a warm welcome to new parents and to organise social activities. Any money raised through events is allocated for 'luxury items' which benefit pupils throughout the school. Please do let us know if you would be interested in becoming a Form Representative. In the Junior School we like to have one Form Representative for each class.

GOVERNORS

We are fortunate to have a very active governing body. Our Governors attend many school events over the year. Should you ever wish to contact the Chair of Governors, your correspondence will be forwarded by the Bursar, who is Clerk to the Governors. Please send correspondence to Mrs Bronagh Liddicoat, c/o the Bursar at Burgess Hill School for Girls, Keymer Road, Burgess Hill, West Sussex. RH15 0EG

GROWING UP AND BECOMING INDEPENDENT

Within the school we try to encourage the girls to be self reliant and well organised and to think for themselves. Courtesy and consideration for others are qualities we value highly.

HOMEWORK

The following is a guide to the amount of time spent:

- Year 3 15 – 20 minutes approximately
- Year 4 20 – 25 minutes
- Year 5 25 – 30 minutes
- Year 6 30 – 35 minutes

You can help by providing a quiet place in which homework can be done. If a child is unable to do her homework for any reason, or if she encounters severe difficulties, a note should be sent to the form teacher so that help can be given and no one gets worried about it. No homework is set for holiday periods.

HOUSES

The House system allows children across the year groups to mix and work together and it provides an outlet for natural competitiveness. Girls are allocated to one of four houses:

BURNS	-	Blue
MILTON	-	Yellow
THOMAS	-	Red
YEATS	-	Green

Inter-House competitions include: Sports Day, General Knowledge Quiz, Swimming Gala, Netball, Rounders, Cross Country and Hockey Tournaments, Music Festival and Charity events.

Merit marks are also counted in Houses and contribute towards end of term trophies. If you are an old girl of the school or have family connections with one of our four houses, please let us know so that your daughter can be put in the same house.

INSTRUMENTAL LESSONS AND SPEECH AND DRAMA

A large number of girls choose to learn a musical instrument in school or to have individual singing lessons. We prefer girls to wait until Year 2 or Year 3 to start instrumental lessons simply because it is much harder for little ones to 'catch up' on a missed lesson than it is for the older girls. We do have a number of Year 2s who start Suzuki violin in Year 2 as we can arrange for the group lessons to be outside lesson times. Other lessons have to take place on a rota basis. Speech and Drama too is a popular choice, again usually started in Year 3. However, we will sometimes suggest to parents of younger pupils that Speech and Drama lessons would be helpful, particularly in terms of voice projection and general confidence when speaking.

LIBRARY

All the girls from Reception upwards have access to our libraries. There are Infant and Junior Libraries and most classrooms have a selection of books of their own. Form Librarians are responsible for their class libraries.

Gifts of books are welcome anytime and particularly when girls leave the Junior School. Good quality second-hand books are also appreciated.

LUNCH

There is a choice of a hot vegetarian or meat/fish dish or a choice from the salad bar and a second course consisting of a pudding with fresh fruit, yogurt or fruit salad as alternatives. The girls are encouraged to have a piece of fruit in addition to any dessert they select. Our catering manager is always very happy to talk with parents whose daughter has special dietary requirements for health reasons. Girls in Reception and Year 1 are served the main meal of the day but have a choice of dessert. Once in Year 2 they can choose their own lunch. We have at least three members of staff on duty throughout.

MID-MORNING BREAK

Milk is provided for children in Reception, Year 1 and Year 2. Milk is also available for girls in Year 3 upwards if ordered at the beginning of term. All girls from Reception to Year 6 may bring in a piece of fruit or vegetable or some dried fruit for their mid-morning snack. Any fruit should be "ready to eat" e.g. apples cut and cored if your daughter cannot manage it whole. If the fruit comes into school in a container, please make sure the container is named. There is no provision for storage in a refrigerator so perishables should not be brought into school.

Many girls bring water bottles into school. Drinking of water is encouraged at all times.

We have a number of girls with **severe peanut allergies**. We ask that any snacks brought into school to celebrate birthdays etc. **do not contain nuts** to avoid the risk of anaphylactic shock.

MONEY

It is not usually necessary for children to bring money into school. However, throughout the year there are charity fund raising events and on such occasions we do ask the children to bring in some money if they would like to contribute to the charity concerned.

NEWSLETTERS etc

Regular newsletters are sent home to tell you what has been going on and to detail forthcoming events. They are also useful if we want to send out reminders. The newsletters are also available on the school website www.burgesshill-school.com.

We particularly ask you to look out for these newsletters as they are an important means of communication which we feel help to strengthen our home-school partnership. We try not to bombard you with too many letters but we do want to communicate as best we can.

OPPORTUNITIES TO VISIT THE SCHOOL

- Welcome Evening – a social evening held a few weeks into the Autumn Term, to which you are all invited. This is a chance to meet the form teacher and new parents. The teachers will talk about the year ahead and there are opportunities for you to ask questions. Timetables, outline Term Plans and Clubs timetables are all on display.
- Consultation Evenings – an opportunity to discuss your daughter's progress. These are usually held towards the end of October and in March.
- Consultation with the Head of Junior School. Please contact the Junior School Secretary for an appointment. If you prefer a phone call, please leave your details with the Junior School secretary and the Head will ring you as soon as she is free.
- Open Afternoon at the end of the year – this is an informal 'Open House' which gives you an opportunity to visit your daughter's classroom. The girls may take their parents round other parts of the Junior School.

At any stage members of staff welcome pre-arranged meetings with you to discuss any matters of concern. If you need to speak to your daughter's teacher urgently it is best to let the Junior School secretary know so that she can ask the member of staff to ring you as soon as she is free.

OUTINGS AND VISITORS TO SCHOOL

There are opportunities for children to go on visits of an educational or cultural nature. In the main these visits are an extension of work in the classroom and provide a valuable additional dimension to a project.

Offers of help from parents for these outings are always welcomed and often necessary. Parents who help regularly will need to complete a CRB (Criminal Records Bureau) Disclosure Form. It would be helpful, and very much appreciated, if parents who can offer their support could let their

daughter's form teacher know at the Welcome Evening in September as this will give more time for any necessary checks to be made. Please call into the Junior School office to collect the relevant forms. It is quite straightforward.

The School does all it can to keep the cost of school outings to a minimum. Generally the cost is added to your bill. You are notified of the cost in advance when your permission is sought for your daughter to attend.

REPORTING AND ASSESSMENT

Parents receive two **written reports** each year.

- December - core subjects i.e. English, Mathematics and Science, PE, Music and General
- July – full curriculum report

There are formal **Consultation Evenings** in October and March at which you can discuss your daughter's progress. Music and PE staff are also available for consultations, as is the Head of Junior School. We work an appointment system of ten minutes.

If a longer appointment is necessary we would like to stress that the staff will be very happy to make an alternative arrangement at a mutually convenient time, e.g. after school.

If you have a concern about your daughter at any time during the year, please make an appointment to see the form teacher at the earliest opportunity. Do not wait.

Assessment is an integral part of the teaching and learning process and opportunities for assessment are built into the curriculum. We endeavour to minimise any stress or anxiety that the girls might feel and we would encourage you to do the same. Assessments should not stifle. They can take the form of discussions, written comments, comparisons with previous work and more formal tests and reviews.

On occasions staff may do some little 1:1 assessments with individual pupils if they have any concerns about their progress. This can help pinpoint specific areas that need focusing on, enabling appropriate support to be given. This may involve some extra 1:1 support beyond the in-class support and differentiation that already occurs within the classroom. Any concerns will be discussed with the Junior School Special Needs Coordinator. We have a useful booklet available for parents who are interested in helping to support their child's individual needs. This is available on request from the Junior School Special Needs Coordinator.

Pupils will be encouraged to assess their own achievements and to set themselves appropriate targets. Pupils' progress is monitored carefully and tracked throughout their time in the Junior School.

Formal summative assessments include:

- Regular informal tests – spellings, tables, check-up papers etc.
- End of Year Assessments which include the optional SATS tests in Years 3, 4 and 5. Year 6 usually completes past Key Stage 2 SATS papers which we do at a time that suits us and which we mark in school.
- Verbal and non-verbal reasoning is assessed at various junctures.
- Scholarship examinations (academic and music) for entry into Years 3, 4 and 7. These are open to both internal and external candidates. It is usual for the school to put forward internal candidates for the Year 3 and 4 scholarship examinations. This can be discussed at the

October consultation evenings. Year 6 parents are also advised to talk to their daughter's form teacher if they are considering entering their daughter for a scholarship.

Individual Pupil Profiles

Towards the end of the academic year pupils in Years 3 to 6 take home their individual profiles for a weekend to show to parents.

Your daughter's Pupil Profile will include:

- My Aims for the Year.
- Achievements and Activities (in and outside school).
- An annual piece of unaided creative writing so girls can see their progression.
- The annual drawing 'a house, a man and a tree' to show development.
- Girls may also select pieces of their 'best work' in Maths, English and Science to add to their profiles.

SCHOOL OFFICERS and SCHOOL COUNCIL

Democratic elections are held in all forms from Year 2 upwards when choosing Form Captains and Librarians. These offices are held for one term.

School Prefects are chosen from Year 6, on a half-yearly basis, and these girls have additional responsibilities throughout the school. Prefects and House Captains are elected by staff.

Pupils from Year 3 upwards may be voted for to represent their year group on the School Council. Campaign speeches are delivered, followed by an exciting polling day!

SMOKING

The School has a 'No Smoking' policy. Smoking is not allowed anywhere on the School premises.

SPIRITUAL MATTERS

The School is proud of its international, multi-cultural and multi-faith community. It does not tolerate discrimination in any form and does everything it can to enable pupils to practice their own faith, follow their own traditions and participate in festivals as appropriate. If requested, the School can provide special dietary requirements in accordance with cultural and religious needs.

TERM DATES

A 'Key Dates Calendar' is issued to parents each term giving details of parents' evenings and major events. Parents are most welcome to attend many of the events in this calendar.

An information sheet is provided giving details of our holiday dates for the forthcoming few years. This is issued well in advance so that families can plan holidays during the holiday periods.

TRANSPORT

The school arranges buses and minibuses. Some are contracted out and some are our own buses. Places have to be booked and paid for via the school fee accounts. Mrs Diana Wiltshire, the Transport Manager or Mr Fowle, the Bursar, will be pleased to respond to any queries about buses. Parents should contact Mrs Wiltshire if an extra place is needed on a certain day.

UNIFORM

New and second hand uniform can be purchased from the Uniform Shop. 35% of the cost of second hand uniform goes towards funding an Old Girls' Bursary, the other 65% to the parent selling the item.

Navy ribbons, slides or hair bands must be worn if hair is below collar length. Hair should be tied back off the face.

Jewellery may not be worn with the exception of **Medicaid** bracelets and confirmation crosses. Only plain studs or sleepers may be worn in pierced ears and these must be removed for PE lessons. Girls are expected to do this for themselves.

Complete games' kit and overalls are expected to be in school at all times. All items of uniform **must be clearly named**. Girls should check lost property for missing items.

Shoe bags are taken home at the end of each week.

WAYS IN WHICH PARENTS CAN HELP

Help in School

We welcome parental involvement and there are many ways in which interested parents can become involved in school life.

- Accompanying expeditions and visits (disclosure form essential).
- Supporting sewing, craft and cookery sessions.
- Helping with costumes for productions.
- Offering particular skills/talents or potentially useful contacts which might enhance the curriculum.
- Becoming Form Representatives on the Friends of the School Committee. (F.O.S.).
- Assisting with the Year 6 Cycling Proficiency week.

Reading

All children thrive in an atmosphere of interest and praise. Listening to your child read has by far the greatest effect on reading progress, and it is equally important in the junior years as it is in the infants.

By talking and listening to your child her vocabulary and general knowledge will increase and the learning process will be enhanced. It is also important to read to children. A reading list is given to the girls listing recommended titles for their age group.

The school also hosts a French Club for girls in Years 1–3. This takes place after school and incurs a charge as do the “Optional Extras” outlined in the booklet issued by the Registrar. A few other clubs e.g. trampolining and judo also carry a termly charge.

Extra-Curricular Club Timetables are displayed in classrooms and around the school.

POLICIES

The following policies are included in this booklet. Other policies are available on request.

- Anti-Bullying Policy
- Admissions Policy
- Complaints Policy

Other policies on the School’s website include:

- Child Protection
- Pupil Discipline and Exclusion
- Sex and Relationships Education Policy
- Complaints Procedures