

Stonyhurst St Mary's Hall

Hodder House Family Handbook



Stonyhurst St Mary's Hall

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Welcome to Hodder House

OUR ETHOS

Every child should be happy, secure, valued and confident. At Hodder House, our philosophy is to value every child as a unique individual, who enjoys learning and thinking for him or herself. We provide a supportive and secure environment in which every child can flourish and learn at their own pace and in their own individual way. Our role is to stimulate and encourage their development and enjoyment of learning through a variety of different activities in secure indoor and outdoor situations, through play and through structured and creative activities. We encourage the growth of social skills and empathy amongst the children. The relationships which the children develop with each other and with our staff are central to their happiness and lay the best possible foundation for their future. We recognise our pupils as citizens of a future world we do not yet know and seek to equip them for this world with creative and problem solving skills.

HODDER HOUSE AT STONYHURST ST MARY'S HALL

Stonyhurst is an independent school for children from 3-18. St Mary's Hall is the Prep school catering for children up to 13 years. Hodder House is the Pre-Prep Department of the school for children aged 3- 7 years and The Foundation Stage Unit is situated in the bottom floor of Hodder House and caters for children aged 3 to 5 years. All of the children who enter our Foundation Stage are part of the Stonyhurst community.

Hodder House is a purpose built facility for our 3 - 7 year olds and is a separate building with play areas for the children. However, as an integral part of Stonyhurst St Marys Hall, the Foundation Stage children make full use of the campus facilities, such as the grounds, chapel, swimming pool, theatre and Health Centre. We expect them to remain pupils of Stonyhurst St Marys Hall until they reach the age of 13. The majority of children are expected to transfer to the College at age 13.

St Marys Hall is registered with the DCSF as an early years provider. We participate in the Government's Nursery voucher scheme for 3 and 4 year old children.

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PUPIL NUMBERS AND OUR DAILY ROUTINE

Children who have turned 3 on or before 31st August of the previous academic year can join us either for mornings or afternoons only, for a minimum of 5 sessions a week, or for the whole day (8.00 am – 3.50 pm) – subject to availability. The hours of our half day sessions and full school day are as below:

The School Day			
		FS1 (Nursery)	FS2 (Reception) & KS1
Supervision from		8.00 am	8.00 am
School starts			8.20 am
	Session 1	9.00 am - 11.30 am	
Lunchtime/ Circle & Reading Time		11.45 am - 12.15 pm 12.15 pm - 1.15 pm	11.45 am - 1.30 pm
	Session 2	1.20 pm - 3.50 pm	
End of day			3.50 - 4.05 pm
Teatime Club		4.05 pm – 6.00 p.m.	4.05 - 6.00 pm

Children attending the morning session may stay for lunch, which is served at 11.45am, and be collected at 1.15pm, instead of 11.30am. The afternoon children arrive in time for the afternoon session which starts at 1.20 pm. The afternoon session ends at 3.50 pm. Our term dates are on our web site, in the school diary and are sent to parents in the Headmaster's End of Term Circular.

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OUR STAFF

Mrs Marie Lea has overall responsibility for Hodder House. In the absence of Mrs Lea, Mrs Sarah Gibson and Miss Jean Ridehalgh deputise as Head of Pre-Prep. Mrs Lea, an experienced teacher and EYP, is in charge of the Foundation Stage with day to day responsibility for all of its activities. The “named deputy” to Mrs Lea in the Foundation Stage is Mrs Claire Holden who is a full-time Classroom Assistant qualified to Level 3. Mrs Val Shaw works in the Foundation Stage in the afternoons, is a Level 4 Teaching Assistant. The children are supervised by qualified staff at all times when they are under our care. Our lunch time staff, Miss Danielle Grimshaw and Miss Hannah Shaw work with the children in the classroom as well as during lunch, are qualified to at least Level 3 and have appropriate food hygiene qualifications; they are supervised by Mrs Val Shaw. Mrs Jo Eastwood, Assistant SEN coordinator for Hodder House, is in the department every afternoon.

Name	Responsibilities
Mr Larry Crouch	Headmaster of St Marys Hall. Deputy safeguarding officer.
Mrs Marie Lea	Head of Pre-Prep, Early Years Professional. Key Worker for FS children.
Mrs Claire Holden	Classroom Assistant (L3) named deputy for the FS. Full time with FS.
Mrs Val Shaw	Classroom Assistant (L4). Part time FS & KS1. Lead lunchtime supervisor.
Miss Danielle Grimshaw	Classroom Assistant (L 4). Part time. FS & KS1. Ass Woodland Classroom co/Risk Assessment co/Paed.First Aider. Teatime/Holiday Club.
Miss Hannah Shaw	Classroom Assistant (L3). Part time. Part time FS & KS1. Teatime Club/Holiday Club
Miss Jean Ridehalgh	Teacher PP2. Drama. Paed. First Aider (outdoor). Forest School co. Deputises as Head of Pre-Prep in Mrs Lea's absence.
Mrs Sarah Gibson.	Teacher PP1. Music. Deputises as Head of Pre-Prep in Mrs Lea's absence.
Mrs Jo Eastwood	HLTA (L4) Assistant SEN coordinator - Hodder House. Hodder Toddlers Leader. Paed.First Aider.
Mrs Angela Moyle	Teatime Club/Holiday Club leader (Level 2). Paed.First Aider.
Mrs Jacqueline Hines	Safeguarding Officer for St Marys Hall and Hodder House.
Mrs Angela Bell	School Nurse

THE FOUNDATION STAGE CURRICULUM

In Hodder House we aim for excellence and enjoyment in all aspects of our provision and follow the EYFS guidance and regulations following the principles of Every Child Matters. We offer a broad and balanced Foundation Stage curriculum for our youngest pupils, which is based upon the Early Learning Goals and the six areas of learning. All children are given equal access and opportunities to develop their knowledge and skills in:

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

All children learn through a balance of child initiated, free-flow, guided and directed activities both indoors and outdoors. Our Foundation Stage programme is planned on a two-year cycle of starter themes (see below) as most children are in the department for two years between ages 3 and 5 years; extra sub-themes are added based on the children's emerging interests, and activities are planned based on observations of the children taking next learning steps into consideration. We believe that children learn best through active learning experiences and adults facilitate this learning by providing adult support, resources and environments that encourages their learning. We gradually introduce synthetic phonics and the basics of literacy are taught daily. Numeracy is introduced through a range of activities, such as counting games, weighing activities and measuring, and is also taught daily. All children are encouraged to participate in dance, music and drama as well as ongoing creative opportunities woven into daily activities. All children are gradually introduced to the principles of writing, and to the use of ICT. Opportunities to explore and experiment with a good range of quality resources helps the children develop problem solving skills and encourages scientific enquiry. Physical development is catered for through daily indoor and outdoor activities, a weekly PE lessons for both FS1 & 2 and swimming lessons in FS2. By the end of two years, the children are enthusiastic and confident learners, who are ready for the more structured, less play-based, environment of PP1 (Year 1). We endeavour to make transitions between classes and key stages as smooth as possible, to this aim a menu based Plan/Do/Review curriculum is practised in PP1 and a principle of active learning continues.

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Two-Year Cycle of Starter Themes for the Foundation Stage

THE KEY STAGE 1 CURRICULUM

Term	Cycle 1	Sub-themes	Themed Workshop areas	Cycle 2	Sub-themes	Themed Workshop areas
1(i)	Alphabet Castle/ Ten Town	<i>Fairy Tales & Nursery Rhymes</i> <i>Sing a Song of Sixpence</i>	<ul style="list-style-type: none"> • Alphabet Castle role-play • Counting House • Wizard's Workshop • Castle Garden 	Three Bears Move House	<i>3 Pigs/Goats</i> <i>Estate Agent</i>	<ul style="list-style-type: none"> • Home/Estate Agent role-play
1(ii)	Christmas	<i>Kipper's School</i>	<ul style="list-style-type: none"> • School role-play • Santa's Workshop 	Festivals of Light	<i>Fire Station</i>	<ul style="list-style-type: none"> • Christmas bedroom • Santa's Grotto • Fire Station • Fire Station Toys
2(1)	Spaceman Sid	Hairy McClary	<ul style="list-style-type: none"> • Space ship • Moon Maths 	Percy the Park Keeper	<i>Opposites</i> <i>Seasons</i> <i>British Wildlife</i>	<ul style="list-style-type: none"> • Space ship • Moon Maths
2(ii)	Families	My Naughty Little Sister	<ul style="list-style-type: none"> • Home role-play • Dolly area with prams etc 	All Creatures Great and Small	<i>Spot</i> <i>Pets</i> <i>Peter Rabbit</i>	<ul style="list-style-type: none"> • Pets/Vets role-play
3	Seaside & Holidays	<i>Lighthouse Keeper's Lunch</i> <i>Rainbow Fish</i>	<ul style="list-style-type: none"> • Lighthouse role-play • Under the sea play/book area 	Rumble in the Jungle	<i>Dear Zoo</i> <i>Rumble in the Jungle</i>	<ul style="list-style-type: none"> • Jungle role-play • Music centre

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To ensure smooth transitions between the Foundation Stage and Key Stage 1, we run a *Creative Curriculum*. The Playroom is used to engage the children in active learning experiences and some parts of the day are planned around a Plan/Do/Review system, much like in the Foundation Stage, although more traditional teaching and learning runs alongside this. This approach encourages children to develop skills of critical thinking, problem solving, creativity, self motivation and independence which will serve them well throughout their lives. Example timetable:

PP1 Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	8.00-8.20	8.00-8.20	8.00-8.20	8.00-8.20	8.00-8.20
8.20 -8.45	PSHE	Hodder House Assembly	Teacher's Assembly	Headmaster's Assembly	PSHE
8.45 -9.45 Period 1	LIT	LIT	LIT	LIT	LIT
9.45-9.55 Period 2 Snack	Snack & Chat	Snack & Chat	Snack & Chat	Snack & Chat	Snack & Chat
9.55 -10.40 Period 3	MATHS	MATHS	MATHS	RE	LIT/MATHS
1st rec. 10.40 11.00					
11.00-11.30 Period 4	ICT	MATHS	JR - WILDLIFE EXPLORERS	MATHS	PE/GAMES
11.30-12.15 Period 5		CC INPUT			
12.15-12.45 Lunch					
(12.45 – 1.30)	CC/READING	CC/READING	CC/READING	CC/READING	CC/READING/ MATHS *
2nd rec 1.30- 2.00					
2.00 -2.15 Fruit					
2.15- 2.45 Period 7	CC WEEKLY INTRO	CC	DRAMA	REVIEW & STORY	CC ACCOUNTABILITY/ GOLDEN TIME
2.45-3.15 Period 8			RAINBOW	SWIMMING	
3.15-3.50 Period 9	MASS	GOLDEN TIME	MUSIC		REVIEW & STORY
3.30-3.50					
End of day 3.50 - 4.05					

CC= Creative Curriculum

Rainbow = MFL/Thinking Skills/Listening Skills

The Playroom is set up for role-play and creative activities based on a theme. Recently themes have included *The Circus* and *Castles*. These themes run alongside the KS1 topics which are included in the *Creative Curriculum* in PP1. An overview of the KS1 topics can be found below.

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Year 1 Term	Topic	Year 2 Term	
Autumn	Me & My School . Geog Unit 1 Around our school – the local area . Art Unit 1A Self-portrait . Sc Unit 1A Ourselves . ICT Unit 1A An introduction to modelling	Autumn	. Science Unit 2B Plants and animals in the local environment . Art Unit 2B Mother Nature, designer . ICT Unit 2B Creating pictures ICT . Geography Unit 5 Where in the world....
	Christmas/Light & Dark . Sc Unit 1D Light and dark . D&T Unit 1B Playgrounds/Making Lanterns . ICT Unit 1B Using a word bank . History Unit 1 How are our toys different from those in the past?		. Science Unit 2A Health and growth . ICT Unit 2E Questions and answers . History Unit 4 Why do we remember Florence Nightingale? . Art Unit 2A Picture this!
Spring	Houses & Homes . Science Unit 1C Sorting and using materials . Art Unit 1B Investigating materials . History Unit 2 What were homes like a long time ago? . D&T Unit 1D Homes . ICT Unit 1C The information around us	Spring	. Science Unit 2D Grouping and changing materials . History Unit 5 How do we know about the Great Fire of London? . Art Unit 2C Can buildings speak . ICT Unit 2C Finding information
	Using Our Senses . Science Unit 1F Sound and hearing . Geog Unit 2 How can we make our local area safer . ICT Unit 1E Representing information graphically . D&T Unit 1A Moving pictures		. Unit 3 An island home . D & T Unit 2A Vehicles . Science Unit 2E Forces and movement . ICT Unit 2D Routes: controlling a floor turtle
Summer	Growth & Change . Sc Unit 1B Growing plants . D&T Unit 1C Eat more fruit and vegetables . Geography Unit 5 Where in the world is Barnaby Bear? . ICT Unit 1F Understanding instructions and making things happen	Summer	. Science Unit 2F Using electricity . ICT Unit 2A Writing stories: communicating information using text . D & T Unit 2B Puppets
	Out and About . Science Unit 1E Pushes and pulls . Art Unit 1C What is sculpture? . History Unit 3 What were seaside holidays like in the past?		. Science Unit 2C Variation . History Unit 3 What were seaside holidays like in the past? . Geography Unit 4 Going to the seaside . D & T Unit 2C Winding up

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Outdoor Learning

All of the Foundation Stage children are encouraged to play in their secure dedicated, outdoor space throughout the day, except in the worst weather when we use the sports hall attached to Hodder House. We have a Woodland Classroom adjacent to Hodder House which is used to support all the children's learning on a regular basis. Stonyhurst has extensive and beautiful grounds and children are regularly taken on supervised walks to learn about the seasons of the year, by collecting autumn leaves, looking for signs of Spring, looking for animal foot prints in the frosty grass etc.

Masses, Assemblies and Class Periods

The children attend a Lower School Mass once a week and parents are welcome to join us. A highlight of the week for the children is the Headmaster's assembly when Mr Crouch makes up a story based on our themes; the Head of Pre-Prep also takes a weekly assembly. There are two assemblies and one hymn practice a week at Hodder House and children in the Foundation Stage join KS1 for these. Assemblies provide an excellent public setting in which to commend children for special work, acts of kindness or helpfulness through our Headmaster's Awards, Star of the Week certificates or the Hodder House Cup. As a Catholic school in the Jesuit tradition we follow the liturgical calendar and our assemblies are based in the Catholic ethos. We pay regard to the SEAL scheme of work, and the RE Here I Am scheme of work in assemblies and integrate the messages of our assemblies into daily life. Our class periods support our PSED work with the children.

Visits and Visitors

Recent visits have included The Sealife Centre and Eureka Children's Museum.. Your son's or daughter's school calendar lists the major visits that are due to take place over the coming term, although some very local visits, which involve no more than an hour out of school, are arranged at shorter notice. We require signed permission slips each time, for even the shortest visits. We will send you a letter in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day. The school's policy for out of school's visits can be found in the Family Handbook on our website. Pre-site visits are carried out in order to assess potential risks etc. and visits have approval from the Headmaster and trip details are checked by the Head of Pre-Prep. Staff/child ratios are at least in accordance with EYFS regulations, and normally higher; ratios are adjusted according to the venue, transport arrangements and needs of the individual children in line with risk assessment. Risk assessments are conducted before any new visit and reviewed regularly for repeat visits. A Paediatric First Aider always accompanies the children. From time to time visitors are invited to come into school, e.g. a theatre company to perform a pantomime, a clown to teach circus skills or a Hindu to talk about Diwali and help make diva lamps.

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EXTRA CURRICULAR

Activities

An activities timetable is put together each term and parents are asked to sign up on clipboards in the FS classroom. Activities are mostly for KS1 children and include e.g. : Gymnastics, Fencing, Mad Science, Judo, Maths, Dance, Music, Football, Craft, Drama, Mandarin.

Teatime Club

Teatime Club runs from 4.05 -6.00 pm Session 1 runs until 5.00 pm and session 2 until 6.00 pm. Parents are asked to book places in advance. A cooked tea is served during session 2. Monday to Friday after school. Foundation Stage children are welcome and EYFS ratios and regulatory requirements are adhered to. More details can be found in the *Joining Hodder House Booklet* which you will receive in your joining pack.

Hodder House Holiday Club

During the school holidays you will have the option of leaving your child in the care of our Holiday Club team. EYFS ratios and regulatory requirements are adhered to and your child will enjoy the same high standards of activity and care. A paediatric first aider is always present and the children remain in a safe and secure environment. Children are required to bring a packed lunch which is stored in a refrigerator. We encourage children to eat a healthy diet and so parents are asked to pack a healthy lunch and not send sweets, chocolate or sugary, fizzy drinks into school. More details on the Holiday Club can be sent to you on request and forms to book places are routinely sent to parents.

BEHAVIOUR

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's possessions. We expect them to be honest, helpful and polite, to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Mrs Lea is in day to day charge of the management of behaviour in the Foundation Stage, a responsibility that has been delegated to her by the Headmaster, Mr Crouch.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions, but sometimes we may invoke a reflection period for hurtful behaviour. Parents are always informed in person or by phone if there have been problems during the day, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with Mrs Lea. A copy of our Behaviour Management Policy can be found at the end of this document.

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FOOD AND DRINK

Children are offered a milk and a biscuit at morning break and fruit and a drink of water at afternoon break. Drinking water is available throughout the day.

The FS1 children who stay all day, together with FS2 and some of those attending the morning session, eat lunch with their Classroom Assistants in the Foundation Stage classroom at 11.45 pm before the other children in Hodder House. PP1 & 2 eat at 12.15 in the same area. A calm atmosphere, good manners, polite conversation and independence are encouraged by the staff. If you have queries about lunchtime, either Miss Grimshaw or Miss Shaw will be with the children at the end of the day and will be able to help you.

Weekly menus are posted at Hodder House entrance. We offer a wide choice of food, with plenty of fresh fruit and vegetables, with finger foods such as carrot sticks always available. We offer our pupils a healthy, balanced and nutritious diet. We also attempt to cater for all tastes and preferences, including vegetarian. Meals are served in Hodder House at lunchtime and children are taken to the school refectory for a cooked dinner if they stay for Teatime Club.

Parents are asked not to send food or drink to school with their child. We actively encourage a healthy diet and do not offer sweets as rewards.

Holiday Club - Arrangements for Meals

Children do need a packed lunch for Holiday Club and **we ask that this is nut free** to prevent nut allergy sufferers coming into contact with nuts. We encourage children to eat a healthy diet and so parents are asked to pack a healthy lunch and not send sweets, chocolate or sugary, fizzy drinks into school.

Special Diets

We have a nut free kitchen and a policy of no nuts in the school, however packaged foods sometimes warn of traces of nuts so please always inform us if your child has a nut allergy. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

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COMMUNICATION & GETTING TOGETHER:

The Annual Information and Drinks Evening

All parents of children in the Hodder House are invited to an annual information and drinks evening at the start of the autumn term. The purpose of this evening is to welcome new parents and introduce them to current parents; explain the day-to-day house keeping arrangements; to give an overview of how the curriculum will be delivered and how parents can help or get involved; to meet the staff and explain procedures for communication; to answer parents' questions; to explain the principals of synthetic phonics, how parents can help and how we can help parents. All parents of children in Hodder House are sent a document at the start of each term, in which the topics that will be covered and how parents can help are briefly explained.

Home/School Links

All children have a green school bag which needs checking daily. Every child is given a home/school link book in FS1 (Nursery) this is used to communicate between home and school anything that is not communicated verbally at drop off or pick up times and is normally centred on the take home packs. Take home packs are sent home to support the children's learning in school approximately twice a week. In FS2 (Reception) and KS1, the children have a Reading Record Book. Home/School Link notes are sent home from time to time to help parents support their children's learning at home. We expect every child to have acquired the habit of doing homework every day after school before he or she moves into Year 1. More details about homework can be found in *Guidance for Homework at Hodder House*.

Hodder Toddlers - smooth transitions

We appreciate that sending your child to school is a big step and that it is understandable that some parents may worry or feel anxious about their child's well-being and happiness. To help smooth the transition between home and school we run a mother and toddlers session on a Wednesday afternoon from 2.00 - 3.30 pm to which all prospective parents and their children are invited to attend. Once s/he has joined us, you are always welcome to visit the school.

Pastoral care

Mrs Lea is the teacher/key worker responsible for your child's pastoral care in the Foundation Stage and, with our small classes, speedily gets to know every individual child extremely well. You will see the Mrs Lea each morning when you drop off your child and other members of the FS team and the KS1 teachers are also available at the end of the day; many worries can be speedily resolved by an informal chat at these times. Otherwise, you are welcome to make an appointment for a longer (or more private) conversation with your child's class teacher, the Head of Pre-Prep or the Headmaster. Any concerns will always be treated in complete confidence.

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Messages Book

The Messages Book is an important document in the smooth running of Hodder House and is checked every morning for messages. The book is generally used to back up verbal messages given, such as the time of an early pick up or to give permission for another adult to pick up your child. It can also be used to write messages in if you haven't time to speak to the teacher - messages must be signed.

School Calendar, Newsletter, Notices, Events

All parents are sent a copy of our termly School Calendar and we have a weekly electronic newsletter for parents, both of which are intended to keep you informed about activities and outings on a termly and weekly level. Notices in the entrance to Hodder House also inform and remind parents of activities and events. We send invitations to parents to a number of events during the year, and very much hope to see you at:

- Hodder House Information and Drinks Evening
- The Nativity Play
- The Carol Service which involves the whole Prep School
- Parents' Weekends
- Hodder House Mini-Marathon
- Sports Afternoon
- Figures Mini-Fair
- Ruds Fair
- Weekly Mass - (Mondays 3.15pm in SMH Chapel).

We also run special events weeks/days as part of our Creative Curriculum e.g. Pirate Day, Build a City Day, Book Week, Easter Eggstravaganza, Maths Week which we hope you will feel able to contribute to in some way, either by coming into school or working with your child on a project at home.

Getting Involved

There are also social events organised for SMH & College parents which we encourage our parents to attend such as charity banquets, race nights and balls. Parents may join the parents *Book Club* which meets once a month, details of which are posted in the weekly newsletter. Parents are sometimes asked to help with making costumes or helping to run a charity event. Please talk to the staff if you want to find out more about any of the above and we will introduce you to other parents who will be able to tell you how to get involved.

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Reporting to Parents

We start each academic year with our Information and Drinks Evening. In the second term we hold more formal Parents' Consultations at which parents have the opportunity to talk to their child's teacher about his/her progress and to raise any worries which they may have. The teacher will report on each child's progress against the Foundation Stage Profile assessment scales or National Curriculum levels. Parents are encouraged to have an ongoing dialogue about their children with the staff who are always happy to make time to talk further, if not immediately, by appointment.

Children are assessed throughout their time through observations, and questioning using the EYFS Development Matters statements as guidance, the Early Years Foundation Stage Profile and National Curriculum levels. A Record of Achievement (ROA) is kept on each child to track and record significant achievement based on this information. This contains examples of work, photographs (annotated with FSP Scale points for FS), written comments and assessment sheets. The assessment sheets show the progress your child has made and what targets he/she is working towards. Narrative reports, which supplement the comments in the ROA, are prepared on each child and sent to parents at the end of the Autumn, Spring and Summer terms as part of the ROA. At the end of your child's two years of "early years" education, we complete a detailed "EYFS Profile" on him or her which summarises his or her learning and development against the assessment scales and learning goals, which have been determined by the Government. We are required to send your child's EYFS to Lancashire Education Authority. At the end of KS1 children are assessed using NC levels via internal assessments. We do not enter children for SATs.

Parents as Partners

Throughout your FS child's ROA there are points where you can add your own observations about your child or activities to do together. At the beginning of the term we will send you an outline of activities for that term and ways in which you can support your child in his/her learning.

Reports and Record Keeping -Pupil Data Protection Policy

Parents have free access to developmental records about their child (for example, the EYFS Profile). We store all of our records on pupils in locked cabinets. Parents may arrange to see the records of their children in accordance with the whole school's Pupil Data Protection Policy (which is on our web site in the Family Handbook and can be sent to you on request). You have the right to make written comments on your child's records, which will then be treated as part of that record. The School is registered under the Data Protection Act and complies with its provisions for example, about the disclosure of information relating third parties.

COMPLAINTS

We hope that you will not feel the need to complain and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's complaints procedures (which apply equally to the Hodder House) are on our web site. We will send you copies on request. We undertake to investigate all complaints and to notify you of the outcome of investigation within 28 days. We maintain records of complaints after your child has left our school. Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Foundation Stage, because it is part of an independent school, parents should though be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. They can download the Ofsted leaflet: "Complaints to Ofsted about Schools: Guidance for Parents" reference 080113 from www.ofsted.gov.uk .

CHILD PROTECTION

The school's child protection policies, including its policy for the safer recruitment of staff, are enforced rigourously in Hodder House including the Foundation Stage. Copies of the policies, which apply throughout the school, are on our web site and can be sent to parents on request.

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MEDICAL MATTERS

Please keep your child at home if he or she is ill or infectious, and phone us on the first day that s/he is ill. An ill child will not be happy in school, and will only infect others. We will therefore telephone you and ask you to collect your child if he or she becomes ill during the day.

The Foundation Stage, like the rest of the school, has access to our Infirmary which is led by the School Nurse, and her colleagues. They are responsible for any medical care or first aid that your child may require during the school day. There is always a qualified nurse on duty in the school who is available to administer first aid, to deal with any accidents or emergencies, or if someone is taken ill. A first aid box is located in the Foundation Stage kitchen, and is checked and, if necessary, replenished regularly. The following members of the staff are qualified Paediatric First Aiders: Miss Grimshaw, Mrs Moyle.

We will *always* contact you at once if your child suffers anything more than a trivial injury, or if he or she becomes unwell during school day, or if we have any worries or concerns about his or her health. We will ask you to collect your child if he or she becomes ill during the school day. We will inform you by note if he or she has a minor accident or graze at school and ask you to sign a slip to say that you have received it. Further details can be found in our *Joining Information Booklet*.

Medical Care

Although your son and daughter will normally receive medical care from your family GP practice; we hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. We would therefore be grateful if you would complete and return the medical questionnaire enclosed in your joining pack before he or she joins the school.

Children with Medical Needs or Special Education Needs who require special adjustments

If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the Head of Pre-Prep and other appropriate persons who may include the School Nurse, the Headmaster, Mrs Eastwood the school's Assistant Special Education Needs Coordinator with responsibility for Hodder House and any outside Specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for his or her individual care, well before s/he joins the school.

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Medical Records

We keep records of all treatment and immunisations that your child receives during his or her time at the school. We record all accidents and injuries to your child and of all medicines that are given to him or her. We will always tell you in writing if your child has received any form of medical treatment – however minor. All medical records will be stored in the Medical Centre until your son/daughter's 25th birthday, when they will be securely destroyed. Access to these records is restricted to the Medical Staff.

Emergency Medical Treatment

In accepting a place at the school, we require parents to authorise the Headmaster, or an authorised deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

Medicines, Illness, Absence

A medical pack will be sent to you under separate cover from our Health Centre; please ensure you complete the medical form and return this as soon as possible in the envelope provided.

Please contact Hodder House or the School Office by 8.30am, by phone or email, if your son or daughter will be absent from School, we also require a letter of explanation for our records on his/her return. We ask that parents keep their children off school until well enough to attend. This will help prevent the spread of infection. Any child who has been sick over night should be kept at home for 24 hours. Any child with diarrhoea and vomiting should remain at home for 48 hours after the symptoms have cleared. If your child has been prescribed antibiotics, please could you encourage the doctor to prescribe a three times a day dose, so that staff do not have to administer at school. If a child is unwell and still on antibiotics he/she should not be in school. If your child needs medication while at school, please take it to the Infirmary at St Mary's Hall where you will be asked to complete a consent form. *Please remember that we need your written consent for every medicine before we are allowed to give it to your child.*

If your child is unwell at school, and it is deemed necessary to give Paracetamol, every attempt will be made to contact you to inform you that he/she has required medication and will therefore need to go home. In order for Paracetamol to be given, St Mary's Hall requires an annual consent from parents/guardians which will be sent to you. **Please complete the form and return it to Hodder House as soon as possible.**

A full copy of our *Health Policy and Medical Care*, including administering medicines, can be seen on our website in the Family Handbook or sent to you on request.

Stonyhurst St Mary's Hall

MAINTAINING A SAFE AND SECURE ENVIRONMENT

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow your child to go home with you, unless we have received your advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area – which is fenced off from the rest of the school
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

Visitors to Hodder House are asked to go directly to Reception at St Mary's Hall where a seated waiting area is provided. All visitors will be asked to wait there until they have signed in and their escort has arrived. The security locks in Hodder House stop visitors from proceeding further until this process has been completed.

The entrance to our building provides a sheltered area. Parents and carers are asked to wait in this area for their children at the end of a session. Each child is handed over by a member of staff to his or her parent or carer.

HEALTH AND SAFETY

We update and review our risk assessments on the Hodder House classrooms and other indoor areas, the outdoor play space and all the equipment and toys used by the children every year in order to ensure that everything with which your child may come into contact has been assessed and that potential hazards are kept to a minimum. We welcome your comments and suggestions for improvement.

Stonyhurst St Mary's Hall

POLICIES

Policies for the St Mary's Hall can be found on the school website and are available to parents on request. Most of these policies cover the needs of the Foundation Stage and KS1 children in Hodder House, however the policies or procedures below supersede or add to those on the SMH website as they are written to cover the particular needs of our youngest children.

Equal Opportunities Policy

We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community where there is complete equality of opportunity and everyone is valued for being him or herself. Copies of the school's Equal Opportunities Policy are on our web site and can be sent to parents on request. We also welcome children with disabilities and special education needs.

PROCEDURES FOR WHEN A CHILD IS NOT PICKED UP ON TIME - HODDER HOUSE:

- Parents are asked to call Reception if they know they are going to be late picking up their child if for instance they are stuck in traffic.
- If a child is not picked up by 4.05 p.m. s/he will automatically be placed in the care of the Teatime Club staff.
- If a child is still in the care of Teatime Club staff at 5.00 pm and parents have not notified the school that they are expecting to be late, attempts will be made to contact them or any listed emergency contacts.
- If a child has not been picked up by 6.00 p.m. without prior arrangement, further attempts to contact the family will be made.
- If a child has still not been collected and Teatime Club is closed, a message will be left at Reception and a note will be put on the front door of Hodder House as to the whereabouts of the child e.g. in Boarding or with a member of HH staff. A contact telephone number will be available. The Head of Pre-Prep will be informed.
- The Head of Pre-Prep will try to contact the family or a known family friend to try to establish what has happened.
- If all else fails and no family member can be contacted, the Head of Pre-Prep will contact the Headmaster who may feel it necessary to call the police at this stage.
- The child will be cared for within the boarding area until the issue is resolved.

HODDER HOUSE BEHAVIOUR POLICY - CODE OF CONDUCT, REWARDS & SANCTION

In the Hodder House we try to take a positive approach to fostering good behaviour among the children. We try to keep our rules simple, relevant and easy to follow:

- Walk inside school
- Talk, don't shout
- Take turns to speak
- Lines are silent, straight and still.
- We have a silent stairway.
- Put up your hand if you have something to say
- Keep your own belongings in the correct place
- Keep your classroom tidy
- Be caring towards your friends

Teachers work with pupils to develop a classroom code of conduct each year in line with our PHSE SoW. In FS this is reiterated verbally. Example of Code of Conduct - Foundation Stage :

- Walk inside school.
- Talk, don't shout.
- Be careful of children's construction. Don't knock them over and move carefully around them.
- Build to shoulder level only with wooden bricks.
- Put away whatever you play with.
- At circle/story times:
 - ⑩ Stay in your place
 - ⑩ Take turns to speak
 - ⑩ Put up your hand if you have something to say
 - ⑩ Listen to your friends

Children are expected to reflect on their behaviour and describe how it affects others.

Stonyhurst St Mary's Hall

Rewards:

Children are rewarded with praise, peer approval, cubes (which accumulate for class rewards), stickers (with individual sticker charts to complete). There is also a weekly class Star of the Week. Children can be put forward for a Headmaster's Award for significant achievement in a particular area and are eligible to be put forward for the Hodder House Cup awarded half-termly.

Sanctions:

If a child behaves in a way that is clearly unacceptable and normal classroom sanctions are not helping, the child is given 'time out' for a short period. It is important at this stage that the child is clear about what he/she has done wrong and that apologies are made. Parents are normally told about these incidents so that they are aware of how the child is feeling rather than to further sanction him/her. The FS staff will meet as soon as possible after the incident to discuss dealing with similar problems in the future. If a child persistently behaves e.g. in a way that is harming other people, or preventing other class members engaging in activities, a meeting will be set up to discuss the situation with the child's parents to tackle the problem together and another meeting set to review the situation. 'Positive Approaches to Behaviour Management' will be used as a basis for discussion and follow up, focussing on changing the antecedents to bad behaviour and changing the consequences. A copy of this programme can be shown to parents on request. Achievement ladders are used to reward children for good behaviour and to help children break bad habits. If we feel that there is an underlying cause that is a SEN problem the SEN policy will be followed.

MISSING CHILD POLICY - HODDER HOUSE

In the event of a child being deemed as "missing" the following procedure will be followed:

1. Action will be taken internally to locate the pupil. The following will ideally occur simultaneously:
 - a. The search will be widened accordingly, first checking any likely exits e.g. an unlocked door, something that can be climbed over.
 - b. Cupboards, and other hiding places popular with young children will also be checked.
 - c. The safety of the other children will be secured by staff accordingly to release other adults to look for the child.
2. If it is feared that the child has left Hodder House the school office will be contacted to seek assistance with a wider search, especially gates out to the road and car parks. SMH will also be searched
3. If after 15 mins that action fails to locate the pupil, parents /guardians, or other suitable person, will be contacted to notify them of the situation. The College will be alerted and classes will be asked if they have seen the child through the windows or in the building. Areas of water such as the pool and pond could be reached in this time and so will also be checked: the pool will be alerted and a request will be made for the persons at the College to watch the ponds until the child is located.
4. If after 30 mins from the original report the pupil is still "missing", the police will be contacted.

The above serves as a maximum set of time parameters. Timings will be shortened in accordance with the circumstances/time of day of the 'missing' report.